

FAX TRANSMISSION

DATE:

TO:

FROM:

RE: EDRS Quick Reference Guide (2 pages)



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## State of New Jersey Electronic Death Registration System

### *Quick Reference Guide for the Medical Facility/Office Administrator*

Updated April 2009

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#### INTRODUCTION

The New Jersey Electronic Death Registration System (EDRS) is an online death registration system that enables users from funeral homes and medical facilities to create and certify death certificates electronically.

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#### REGISTRATION

##### For Medical Facilities

Registration is a one-time process required by EDRS in order to set up the designated facility and obtain a User ID and Password to use the system. To register:

1. Visit <https://edrs.nj.gov> and click **Register as a new user**.
2. Select **I am a new Facility Administrator** from the list.
3. Open the **Word** document and follow the instructions on the form.

##### For Medical Certifiers

Registration is a one-time process. Physicians can **Self-Register** in EDRS and immediately activate a User ID and Password.

1. Visit <https://edrs.nj.gov> and click **Register as a new user**.
2. Select **I am a Physician** from the list.
3. A Form will display. Complete the required information.
4. Click the **Continue** button. A code will be sent to your email to validate the registration.
5. Check your email for the code.
6. Enter the code into the EDRS screen that displays, or click the link in the email to return to the EDRS screen to enter the code.
7. Once the code is entered, the EDRS Login screen will display.
8. Log into the system with the User ID and Password you created on the

Physician Self-Registration form.

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#### LOGIN

1. Visit <https://edrs.nj.gov> for the EDRS Login page.
2. Enter the User ID in the **User name** field.
3. Enter the Password in the **Password** field.
4. Click the **Login** button. The EDRS **Welcome** screen will display.

**Note:** First-time logins require acceptance of the **Disclaimer Statement**. Users (other than physicians) will be required to change the initial password issued.

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#### WELCOME SCREEN

##### EDRS Menu:

The EDRS Welcome Menu enables you to perform tasks such as **Create Case**, **Find Case**, **Manage Users**, and **Update** the Facility/Medical Office Profile.

##### To Do:

The **To Do** section will display if there are pending Cases for this facility/user.

##### Recently Accessed Cases:

Cases recently completed will display in the **Recently Accessed Cases** list.

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#### UPDATE PROFILE

The first task is to verify and/or update the user profile and the facility/medical office name and address.

##### Update the Personal Profile

1. Click **Update Profile** on the **Welcome** Menu.
2. Review the information on the **Name/Address** tab and update, if necessary.
3. Click **Submit** when done.

##### Update the Facility/Medical Office Profile

1. Click **Update Profile** on the **Welcome** Menu.
2. Click the **Facility tab** and click OK to continue.
3. Review the facility/medical office information (name, address, contact person) and update, if necessary. This information will display on the Death Certificate.
4. Click **Save** when done.

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#### MANAGE USERS

You can provide staff access to the EDRS by associating them to your facility. Medical staff, nurses or clerical support must be associated in order to obtain a User ID and Password to log into the EDRS.

##### Associating Nurses

1. Click **Manage User** on the EDRS **Welcome** Menu.
2. Enter the last name of the nurse in the **Last Name** field.
3. Click **Find User** to begin the search.
4. Once the results list displays, click the round button next to the nurse's name and select the appropriate role for the user (e.g. Medical Pronouncer, Medical Clerk).
5. Click the **Associate User** button at the bottom of the results list.
6. Choose **Email** as the **Preferred Method to be Contacted**.
7. Enter or update the **Email** address.
8. Click **Save**. A User ID and Password will be emailed to the new user.

## Creating Accounts for Non-Licensed Staff

Follow the instructions below to provide access to unlicensed staff for the facility.

1. Click **Manage User** on the **Welcome** Menu.
2. Click the **Create User** tab.
3. Enter the **User's Name** and **Email address** in the appropriate fields.
4. Click **Submit** to create the account. A User ID and Password will be emailed to the new user.

## REPORTS

Reports are available to help monitor activity within the facility. The Reports can be printed for your file.

1. Click **Reports** on the EDRS **Welcome** Menu.
2. Select a report from the list.
3. Enter a **Date Range** and click **Submit**.  
The Report will display and can be saved or printed.

## FINDING A CASE

(Medical Facilities only: First select "Cases owned by the Facility" or "Cases Not Certified by any Facility.")

1. Click **Find Case** on the **Welcome** Menu.
2. You can search for a case by entering one of several case details, such as **Case ID** or **Last Name**. Entering more than one detail will narrow your search results.
3. Click the **Find Case** button, after entering the case detail(s). A list of cases that meet the search criteria will display.
4. Click the appropriate **Case ID** to open the case.




## PRINTING A FILE COPY OF THE DEATH CERTIFICATE

1. If the case is not open, click **Welcome** and click the appropriate **Case ID** number.
2. Click **View Case** (not Edit Case) from the **Actions Menu** on the RIGHT. The **DC Form** will display.
3. Edit your Printer Settings if not already completed:
  - a. Click **File** on the top menu bar.
  - b. Click **Page Setup**.
  - c. Change the paper size to **Legal**.
  - d. Delete any text in the **Header/Footer** fields.
  - e. Change all **Margin** settings to **0.166**.
  - f. Click **OK** on the Page Setup screen.
4. Click the **Printer Friendly Version** button.
5. Select your printer from the Print screen and load Legal size paper into your printer.
6. Click the **Print** button. The Death Certificate file copy will print.

## ONLINE HELP AND SUPPORT


Online help and support is available for users of the NJ-EDRS system. Online help is designed to walk you through a step-by-step process for the help you request.

### GENERAL INFORMATION:

1. Click **Welcome** on the left sidebar.
2. Click **Help** located at the bottom of the screen to the right.
3. Select a topic with a **Page**  icon on the left sidebar for specific instructions.
4. Items with a **Book**  icon contain additional  pages related to the topic.

### TUTORIALS:

NJ-EDRS has several visual tutorials to provide a step-by-step visual and audio guide for EDRS help. Ensure your speakers are on:

1. With the **Help** screen open, double click the **Tutorials Book**  (the last book listed) on the left.
2. Click the Tutorial sub-topic you wish to view
3. On the right-hand portion of the screen click the **View Tutorial** link for this topic.
4. You can rewind, fast forward, etc by using the controls located at the bottom of the tutorial window.
5. Click the **X** in the upper right hand corner of the tutorial window to close the tutorial.
6. You can view another tutorial by clicking it or click the **X** in the upper right hand corner of the Help window to close Help.

## 24 HOUR EDRS HELP DESK

Users of EDRS should direct all questions to the 24 hour-a-day help desk operated by the NJ Department of Health and Senior Services:  
By phone: 866-668-3788 or by e-mail: [helpdesk@doh.state.nj.us](mailto:helpdesk@doh.state.nj.us)

