

The New Jersey Electronic Death Registration System



EDRS

TRAINING GUIDE



New Jersey State Funeral Directors Association

Release 2.3 October 2008

This manual has been prepared
for the licensed Funeral Director and the Funeral Home staff
by the New Jersey State Funeral Directors Association, Inc.
with support from the NJ Department of Health and Senior Services,
and the NJ State Registrar.

**NJ-EDRS is a customized Electronic Death Registration System
developed, supported and copyrighted by the
NJ Department of Health and Senior Services (NJ-DHSS).**
Reference and display of EDRS screens and Help documentation in this Guide
is included with the permission of the NJ-DHSS.

<https://edrs.nj.gov>

No part of this Training Guide may be reproduced in any form, or stored in a database or retrieval system, or transmitted or distributed in any form by any means, electronic, mechanical photocopying, recording, or otherwise, without the prior written permission of the New Jersey State Funeral Directors Association, Inc., PO Box L, Manasquan, New Jersey 08736-0642.



Table of Contents

A. OVERVIEW	1
I. EDRS Mission Statement	1
II. Technical Requirements	2
B. GETTING STARTED	3
I. Funeral Home Requirements	3
II. The Role of Each EDRS User	5
III. User ID and Password Changes	7
IV. Logging Into EDRS	9
V. The Welcome Screen	15
VI. Open Case	17
VII. Close Case	17
C. COMPLETING AN ELECTRONIC DEATH CERTIFICATE	19
I. Creating a Case	21
II. Entering Data on the Electronic Death Certificate	25
III. Saving Data	31
IV. Certify/Signing the Death Certificate	33
D. TRADE CALL AND NOTES	35
I. Recording a Trade Call	37
II. Using the Notes Screen	39
III. The Events Screen	41
E. MANAGING THE MEDICAL CERTIFICATION	43
I. Identifying the Medical Certifier	45
II. Offline Fax Function	49
F. THE BURIAL PERMIT	55
I. Preparing Your Printer	57
II. The Burial Permit Process	59
G. FUNERAL HOME COPY OF THE DEATH CERTIFICATE	61
I. Preparing Your Printer	63
II. Printing the File Copy of the Death Certificate	65
H. ORDERING CERTIFIED COPIES	67
I. MANAGING YOUR EDRS CASES	71
I. The Welcome Screen	73
II. Local Registrar Filing	73
III. Certified Copies	73
IV. EDRS File Number	73
V. The Actions Menu	74
J. APPENDIX	77
I. Who to Contact	79
II. Forms	80
III. Online Help	81
IV. Death Certificate Instructions	82

This page intentionally left blank.

I. EDRS MISSION STATEMENT

Welcome to New Jersey Electronic Death Registration System.

Website	https://edrs.nj.gov
EDRS	EDRS is a secure system that provides a method for electronically registering deaths. It allows medical professionals and funeral homes to create, update and certify Death Certificates.
Mission	<p>The mission of the EDRS is to provide a seamless state-of-the art, web-based electronic registration of death records within New Jersey. The benefits include:</p> <ul style="list-style-type: none">• More efficient and timely processing of death records. As a web application, EDRS is available to funeral home staff with Internet access.• Higher data accuracy and reporting of required data items. System edits will reduce errors and rejections.• Immediate access to revisions in Death Certificate form. Information on the certificate can be changed at any time prior to Local Registrar's acceptance of the form.• Expedited access to Certified Copies and data reporting. Can order Certified Copies from EDRS.• Ease in correcting errors. Can key over errors eliminating white-outs and cross-outs. <p>Data exchange/integration with government agencies, e.g. Social Security Administration (SSA). Interfaces with SSA to validate SSNs and sends file of fact of death to SSA.</p>
Training	<p>The EDRS Training website is available at: http://edrs-train.nj.gov Contact the NJSFDA (1.800.734.3712) to obtain a training ID and password for the EDRS Training website.</p>

OVERVIEW

II. TECHNICAL REQUIREMENTS

The following are technical specifications for using NJ-EDRS:

Item	Standards	Comments
Operating System	Windows XP	Other Windows versions, such as NT, 98, and 2003 will be tested by DHSS. Macintosh, Linux, and older Windows may work if latest browser is installed, but will not be formally tested or supported.
Browser	Internet Explorer 6+	Netscape, Firefox, Opera, or any other browser other than Internet Explorer is not supported by EDRS. Internet Explorer can be obtained from www.Microsoft.com .
Monitor	Resolution 1024 x 768	Lower screen resolutions such as 800x600 will cause real estate issues and will affect the usability of certain functions within EDRS.
Connectivity	DSL, Broadband, T1, etc.	Dial-up should be fine without time outs, since we are trying to limit screen size to 100K.
Hardware	256 MB RAM, 1 GHz Processor	DHSS will not be testing below this threshold. 128MB RAM and lower runs into difficulties on most commercial websites.
Printer	Laser Printer	Must accept/produce both letter (8.5 x 11) and legal (8.5 x 14) size documents.
Fax Machine		Must accept/produce both letter (8.5 x 11) and legal (8.5 x 14) size documents.
Speakers or Headset		Required to view Help Video Tutorials.

I. FUNERAL HOME REQUIREMENTS

Each Funeral Home facility must be properly set up in order to use the New Jersey Electronic Death Registration System.

- The name, address and location of the Funeral Home facility must be correct in EDRS. EDRS uses the location information of the Funeral Home facility to identify the municipality for Death Certificate filing (along with the location of death and place of disposition).
- In order to electronically file Death Certificates in the New Jersey Electronic Death Registration System (EDRS), each Funeral Home facility must establish a Financial Account within EDRS.
- This EDRS Financial Account will be used for payment of Burial Permits, Certified Copies of Death Certificates that are electronically ordered in EDRS, mailing fees, etc.
- Each Funeral Home facility will be assigned an Administrator User ID and Password. There are three important roles for the Administrator.
 - Verify that the Funeral Home facility name, address and location information is correct.
 - Setup and maintain the EDRS Financial Account information.
 - Associate licensed Funeral Directors and add new users to the EDRS Funeral Home facility.

Administrator Account

1. The **Administrator** is the only user account that can create and manage the **EDRS Financial Account** information for the Funeral Home facility.
2. The **Administrator** is the only user account that can associate (or attach) licensed Funeral Directors and add other users to the Funeral Home's account.
3. Each Funeral Home facility must have at least one NJ licensed Funeral Director associated with the Funeral Home facility in EDRS.
4. Funeral Homes with multiple facilities will have an **Administrator User ID** for each facility.
5. The **Administrator** is the only user account that can revise or update the complete name, address and location of the Funeral Home facility in EDRS.

GETTING STARTED

Funeral Director Login

Each NJ licensed Funeral Director will be assigned a **User ID** and **Password**.

1. A licensed Funeral Director cannot use EDRS without being associated with a Funeral Home facility.
2. A licensed Funeral Director can be associated with multiple Funeral Home facilities.

EDRS Financial Account

Each Funeral Home facility must have a designated bank account¹ that is used to transfer money into the EDRS Financial Account for the Funeral Home facility.

IMPORTANT: It can take two to ten days for the EDRS **Financial Account** to be verified by the system. Do not wait until the last minute to set up the EDRS **Financial Account**. You will not be able to certify a Death Certificate or order copies until the account is verified.

1. The **Administrator** will set up the EDRS **Financial Account** and specify an initial deposit into the EDRS **Financial Account**. A Minimum Balance figure and a Replenishment figure will also be set up by the **Administrator**.
2. Whenever EDRS has to access your designated bank account for the initial deposit or any Replenishment Amount, it is considered an ACH² transaction.
3. Whenever you certify a case in EDRS, the EDRS **Financial Account** will be debited for the Burial Permit fee for that case.
4. When you order Certified Copies of the Death Certificate through EDRS, the actual debit to the EDRS **Financial Account** will not occur until the Local Registrar issues the Certified Copies of the Death Certificate.
5. EDRS will not allow a Funeral Home facility with a negative balance in their EDRS **Financial Account** to receive Certified Copies of the Death Certificate.
6. To avoid any possible delay in processing cases at your Funeral Home facility, it is important to establish a realistic Minimum Balance and Replenishment Amount for your EDRS **Financial Account**.

¹ Multiple-location funeral homes can use the same bank account to setup the EDRS Financial Account for each facility.

² An ACH transaction is a highly reliable and efficient electronic funds transfer system for participating financial institutions.

II. THE ROLE OF EACH EDRS USER

Role	EDRS Menu Selection
Funeral Home Administrator³	<ul style="list-style-type: none">• Create and Manage the EDRS Financial Account• Create and Manage Users• Edit Case and View Case• Manage Medical Certification• Order Certified Copies• Print Burial Permit• Update Profile
Licensed Funeral Director	<ul style="list-style-type: none">• Create Case• Edit Case and View Case• Certify/Sign Case• Manage Medical Certification• Order Certified Copies• Print Burial Permit• Update Profile
Funeral Home Clerk	<ul style="list-style-type: none">• Create Case• Edit Case and View Case• Manage Medical Certification• Order Certified Copies• Print Burial Permit• Update Profile

³ A Funeral Home Administrator can authorize administrator rights to a licensed Funeral Director account.

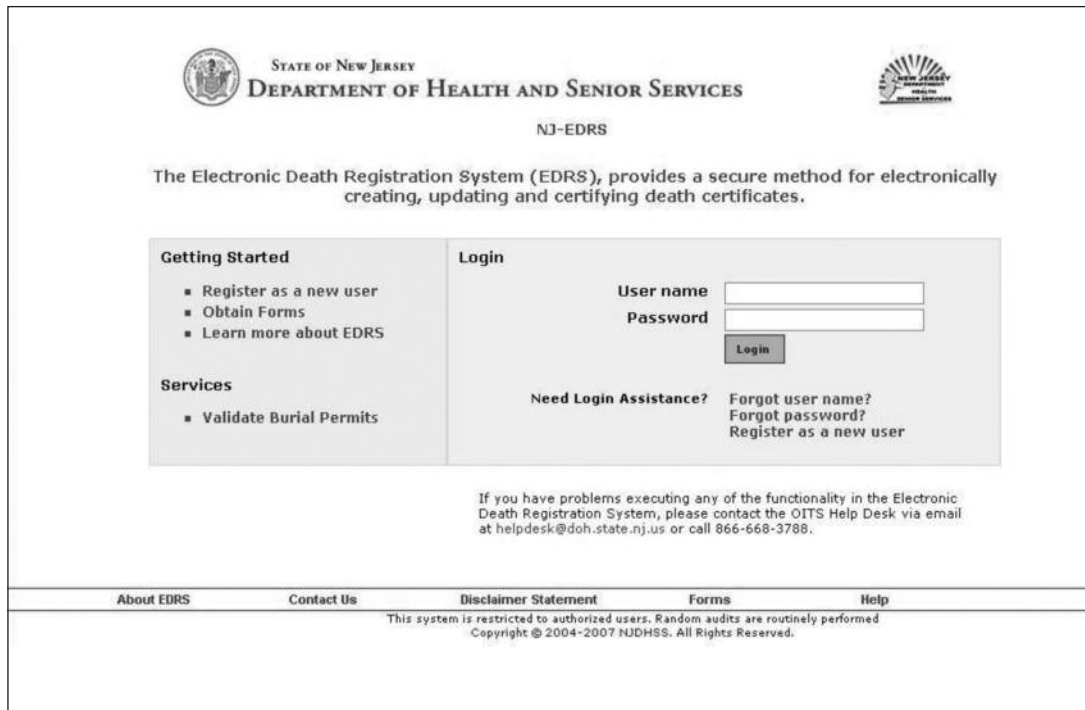
This page intentionally left blank.

III. USER ID AND PASSWORD CHANGES

Each user on EDRS will be assigned a **User ID** and **Password**.

1. **Passwords** are case sensitive.
2. If the **Password** consists of both upper case letters and lower case letters, it must be typed exactly the same way when logging into EDRS.
3. The first time a user logs into EDRS, they will have to change the **Password** initially issued by EDRS. This is a security feature.
4. Users can change their **Passwords** as often as necessary to ensure security by using the **Update Profile** menu option.
5. Funeral Homes may want to issue procedures for changing passwords on a frequent basis in order to establish security guidelines within the Funeral Home.

GETTING STARTED



STATE OF NEW JERSEY
DEPARTMENT OF HEALTH AND SENIOR SERVICES

NJ-EDRS

The Electronic Death Registration System (EDRS), provides a secure method for electronically creating, updating and certifying death certificates.

Getting Started

- Register as a new user
- Obtain Forms
- Learn more about EDRS

Services

- Validate Burial Permits

Login

User name

Password

Login

Need Login Assistance? [Forgot user name?](#)
[Forgot password?](#)
[Register as a new user](#)

If you have problems executing any of the functionality in the Electronic Death Registration System, please contact the OITS Help Desk via email at helpdesk@doh.state.nj.us or call 866-668-3788.

[About EDRS](#) [Contact Us](#) [Disclaimer Statement](#) [Forms](#) [Help](#)

This system is restricted to authorized users. Random audits are routinely performed.
Copyright © 2004-2007 NJDHSS. All Rights Reserved.

- The **Password** is case sensitive.
- If the **Password** consists of both upper case letters and lower case letters, it must be typed exactly the same way when logging into EDRS.

IV. LOGGING INTO EDRS


Each licensed Funeral Director will be assigned a **User ID** and **Password**. There are four important roles for the licensed Funeral Director.

- Completing the Personal Info section of the electronic Death Certificate
- Certifying/Signing the electronic Death Certificate and ordering copies
- Managing the Medical Certification
- Printing a Burial Permit


STEPS to Log into EDRS

1. Connect to the Internet and access your Internet web browser.
(As specified by your Internet Service Provider).
2. Type the EDRS website <https://edrs.nj.gov> into the address bar of your Internet web browser and press the Enter key.
 - a. The NJ Electronic Death Registration System Login screen will display.
3. Move to **User Name** and type in your User ID.
4. Move to **Password** and type in your Password.
5. Click **Login**.
 - a. The system will verify your **User ID** and **Password**.
 - b. If everything is correct, you will be given access to the EDRS program.

GETTING STARTED



STATE OF NEW JERSEY
DEPARTMENT OF HEALTH AND SENIOR SERVICES




**NJ-EDRS - Training
Facility**

Select a Facility


Kutch Funeral Home
Hanna Funeral Home

About EDRS	Contact Us	Disclaimer Statement	Forms	Help
----------------------------	----------------------------	--------------------------------------	-----------------------	----------------------

This system is restricted to authorized users. Random audits are routinely performed
Copyright © 2004-2006 NJDHSS. All Rights Reserved.



STATE OF NEW JERSEY
DEPARTMENT OF HEALTH AND SENIOR SERVICES



NJ-EDRS - Training

HIPAA Policy Statement

Public health reporting mandated by State law is not changed by HIPAA. Pursuant to N.J.S.A., the reporting and completion of vital record forms, specifically birth, death, and marriage continues under HIPAA 164.512 (a) and (b) (1). Although these documents may contain medical history these documents are not considered medical records. The data collected are utilized by the State in registering the event that has occurred and monitoring the factors involved in the event and for statistical reporting as allowed by State statute and regulation.

Social Security Administration Privacy Act

Federal and State rules and laws strictly prohibit the unauthorized collection, use, and disclosure of protected information of the decedent which includes but is not limited to Legal Name, Social Security Number, and residence information.

NJ-DHSS Confidentiality Statement

To protect the confidentiality of information and integrity of the protective measure designed into this system, all users are advised that *Unauthorized use of this system is prohibited by Title 18 of the United States Code*. Reverse engineering, deciphering, or any other attempt to produce nonexecutable forms of this program is not authorized and may be prohibited by federal and state laws. In addition, this software may process data protected by federal and state laws. Do not share access to or data from this system unless done under duly established procedures or written authorization of a competent authority. Information regarding unauthorized use of this software or access to protected data will be referred to the Federal Bureau of Investigation and the United States Department of Justice for prosecution. Penalties for unauthorized/inappropriate use may include termination, fine and or imprisonment, or may result in civil action. Please do not attempt to log on if you are not an authorized user.

I agree to adhere to the preceding statements and policies.

GETTING STARTED

Select Facility Screen

If you are associated with more than one Funeral Home facility, the **Select Facility** screen will display. This screen will not display if you are only associated with one facility.

STEPS to Access a Facility

1. Click on the **Facility** name that you need to access.
 - a. Be sure to select the correct Funeral Home facility.
 - b. The Funeral Home name and address that prints on the Death Certificate and Burial Permit is controlled by the facility you select on this screen.
2. Click **Submit** after clicking on the correct Funeral Home facility name.

Confidentiality Statements

1. The first time you log into the system, a **Confidentiality Statement** screen will display.
 - Review the HIPAA Policy Statement.
 - Review the SSA Privacy Act Statement.
 - Review the NJ-DHSS Confidentiality Statement.
2. If you are in agreement with the **Confidentiality Statements**, click the box next to the **I agree to adhere** certification.
 - a. If you do not check this box, you will not be able to proceed into EDRS. The **Continue** button will be disabled.
 - b. Once you check the **I agree to adhere** certification, the **Continue** button will become activated.
3. Click **Continue** to proceed into EDRS.

GETTING STARTED

Personal Information	
Name	Jane Doe
Address	215 Grand St Trenton, NJ, 08611-2503 US
Login/Password	
Confirm Current Password	<input type="text"/>
Enter New Password	<input type="text"/>
Re-enter New Password	<input type="text"/>
Secret Question	<input type="text"/>
Answer to Secret Question	<input type="text"/>
Contact Information	
Preferred Method to be Contacted	<input type="text"/>
Email Address	jfkutch@att.net
Confirm Email Address	<input type="text"/>
Office Phone	<input type="text"/> <input type="text"/> ext. <input type="text"/>
Fax	<input type="text"/> <input type="text"/>
Cell/Mobile Phone	<input type="text"/> <input type="text"/>
Pager	<input type="text"/> <input type="text"/> ext. <input type="text"/>
<input type="button" value="Register with EDRS"/>	

- Be sure to write down the new **Password** and keep it in a safe place.
- Write the **Password** exactly as you typed it, including upper and lower case letters and any numbers.

Password Change


The first time you log into EDRS, you will be asked to change your **Password**. This is a security feature.

It is important to note that passwords are case sensitive and must be kept in a safe place.

STEPS for Changing Your Password

1. Move to **Confirm Current Password** and type in your current **Password**.
2. Move to **Enter New Password** and type in your new **Password**.
 - a. The new password will not appear on the screen.
 - b. Passwords must be at least 6 alphanumeric characters.
 - c. Passwords must have at least one numeric character.
 - d. Be careful how you type the password since you are not able to see it on the screen.
3. Move to **Re-enter New Password** and retype your new **Password**.
4. Move to **Secret Question** and type a question that will be used by EDRS. This question will be used as verification if you have to contact the Help Desk.
5. Move to **Answer to Secret Question** and type the answer to the question.
6. Move to **Contact Information**.
7. Click the down arrow on **Preferred Method to be Contacted** and select the method of contact that EDRS should use to communicate with you.
 - a. The selections available are Cell Phone, Email, Fax, Office Phone and Pager.
8. Move to the **Email** fields and type in and confirm your email address.
9. Click **Register with EDRS** and the **Welcome** screen will display.

GETTING STARTED



Logged in fd (John Winston Smith III)
 Facility Hanna Funeral Home

NJ-EDRS Training

- Welcome
- Create Case
- Find Case
- Reports
- Update Profile
- Select Facility
- Logout

Welcome

To Do:

Case ID	Decedent Name	Date of Death	Sex	Age	Facility	State File#	Status	Action
1000708	Tester Faxing	05/11/2007	Male	100			Personal Pending FD 20-	Edit
1000700	Jane Doeman	05/03/2007	Female				Personal Pending, Medical Edit	
1000699	Jane Doeman	05/03/2007	Male				Personal Pending, Medical Edit	
1000687	Bobby Tomson	10/11/2006	Male	106		20060000105	Filed	Print BP
1000683	John Pieter Smithson	03/22/2007	Male	97		20070000203	Filed	Print BP
1000688	John Pieter Smithson	03/23/2007	Male	107			Personal Ready to be	Sign

Recently accessed cases:

Case ID	Decedent Name	Date of Death	Sex	Age	Facility	State File#	Status	Date of Action	Action
1000701	Jane Doeford	05/03/2007	Female	44			Personal	05/03/2007	Designate
1000688	John Pieter Smithson	03/23/2007	Male	107		20070000204	Filed	03/29/2007	Filed Case
1000679	John Pieter Smithson	03/22/2007	Male	107		20070000202	Filed	03/28/2007	Filed Case
1000337	James 3 Burke	08/13/2005	Male	44	Mercer County Medical	20050000343	1 Accepted	05/04/2007	Approve

[About EDRS](#)

[Contact Us](#)

[Disclaimer Statement](#)

[Forms](#)

[Help](#)

This system is restricted to authorized users. Random audits are routinely performed
 Copyright © 2004-2006 NJDHSS. All Rights Reserved.

V. THE WELCOME SCREEN

The **Welcome** screen is the homepage. It is the default screen that displays once a user logs into EDRS. The cases listed on the **Welcome** screen are only applicable to the current Funeral Home facility selected by the user.

The **Welcome** screen contains three sections.

The EDRS Main Menu (located on the left side of the screen)

- You will use the **EDRS MENU** system to access different functions or modules of the system.

To Do List

- Cases that have a pending action for the Funeral Home facility will display on the **To Do** list.
- Users, in most cases, share the same **To Do** list if they are within the same Funeral Home facility and have the same roles.
- The **Action** column displays the function that needs to be performed on the case.

Recently Accessed Cases

- Cases that have been recently processed appear on the **Recently Accessed Cases** list for future reference and monitoring of its progress.
- The **Action** column displays the last function performed on the case.
- The date the function was performed displays in the **Date of Action** column.

STEPS to Use Functions on the Welcome Screen

1. To access an **EDRS Menu** option, click on the specific option.
2. To open a case in the **To Do** or **Recently Accessed Cases** section, click the **Case ID** number.

GETTING STARTED

The screenshot displays the NJ-EDRS (New Jersey Electronic Death Reporting System) interface. At the top, a header bar shows the user is logged in as John Winston Smith III, with the facility set to Hanna Funeral Home. The main content area is divided into several sections: a left-hand navigation menu, a central case details section, and a right-hand actions menu. The case details for Jane Doesmith (Case ID 1000700) are shown, including her date of death (05/03/2007) and the funeral director (Hanna Funeral Home). A 'Significant Events' table lists the creation of the case on 05/03/2007 at 10:14 AM. The interface also includes a footer with navigation links and a copyright notice.

Case ID	1000700	Decedent Name	Jane Doesmith	Logged in fd	(John Winston Smith III)
Date Of Death	05/03/2007	Facility	Hanna Funeral Home		

Case #	1000700	Funeral Director	Unsigned, Hanna Funeral Home
State File No.		Medical Certifier	Uncertified
Date of Death	05/03/2007	Medical Facility	
Decedent Name	Jane Doesmith	County, Municipality	Mercer, Hamilton Twp.
Place of Death:			
Residence Info			
Case Status	Personal Pending, Medical Pending		

Event	Date/Time	Performed By
Create Case	05/03/2007 10:14 AM	Hanna Funeral Home

Actions
View Case
Take Case
Edit Case
Sign Case
Manage Medical Certification
Order Copies
Print Burial Permit
Other Actions
Refer to ME
Drop to Paper
Release Case
Abandon Case

VI. OPEN CASE

The Case ID Heading Bar

- This section of the case screen displays the decedent's name and date of death. It also displays the name of the current user logged in and the Funeral Home facility selected.
- Check the Funeral Home facility name to ensure that you are using the correct facility.

Case Summary or Details Section

- When you open a case, the case **Summary** screen will display. The **Summary** screen provides an overview of the **Case Details**, the present **Case Status** and a list of significant **Events** that have occurred on the case.
- The **Case Status** section is helpful when checking whether a case was accepted by the Local Registrar, the personal info section was completed or whether medical information was submitted by the doctor, etc.
- The **Events** section provides a quick snapshot not only of main events/functions that were performed on the case, but it also identifies the user who accessed the case.

Actions Menu

- The **Actions Menu** displays specific actions that can be performed on the open case. The **Actions Menu** is only accessible from the **Summary** tab. Depending on your role and case status, certain actions may be enabled or disabled for use.

VII. CLOSE CASE

- EDRS does not have a Close Case function. When you are finished with a case, click **Welcome** on the **EDRS Menu** to return to the **Welcome** homepage.
- A **Save** button is located on the Death Certificate screen to save information that has been typed on the form.

This page intentionally left blank.

COMPLETING AN ELECTRONIC DEATH CERTIFICATE

This page intentionally left blank.

COMPLETING AN ELECTRONIC DEATH CERTIFICATE

NEW JERSEY
DEPARTMENT OF
HEALTH
SENIOR SERVICES

NJ-EDRS
Training

Welcome

Create Case

Find Case

Reports

Update Profile

Select Facility

Logout

Logged in
Facility

Create Case

* All fields, excluding Middle Name and Suffix, are required.

First Name

Middle Name

Last Name

Suffix

Sex

County of Death

Municipality of Death

Date Of Death

Year Month Day

About EDRS Contact Us Disclaimer Statement Forms Help

This system is restricted to authorized users. Random audits are routinely performed
Copyright © 2004-2006 NJDHSS. All Rights Reserved.

- All fields, excluding Middle Name and Suffix, are required before you can proceed.
- A Warning Message will display if the full Date of Death is not within the past seven (7) days.
- The **Reset** button on the **Create Case** screen will remove all data entered in the fields.
- Each case is assigned a **Case ID** number. **Keep this number in a log to keep track of all active cases on EDRS.**

COMPLETING AN ELECTRONIC DEATH CERTIFICATE

I. CREATING A CASE

The **Create Case** menu option is used to start the process for completing an electronic Death Certificate.


The **Create Case** function will use the data you enter to first search for any existing cases that have already been started in EDRS.

- The system automatically checks to make sure that duplicate Death Certificates are not being created for a deceased individual.
- This function avoids duplication in the system. A medical professional could have started a case in EDRS for the deceased before your Funeral Home started the process.
- All information entered on the **Create Case** screen will automatically be transferred to the proper fields on the Death Certificate screens, if a record does not already exist.

STEPS to Create a Case

1. Click on **Create Case**.
Use the **Tab** key to move from field to field.
2. Move to **First Name** and type the deceased's first name.
3. Move to **Last Name** and complete accordingly.
4. Click the down arrow on **Sex** and select Male, Female or Unknown.
5. Click the down arrow on **County of Death** and select the County.
6. Click the down arrow on **Municipality of Death** and select the Municipality.
7. Move to **Date of Death** and type the year in which the death occurred.
Click the down arrow on **Month** and **Day** to select the correct month and day of death.
8. Click **Submit**.

COMPLETING AN ELECTRONIC DEATH CERTIFICATE


 <p>NJ-EDRS Training</p> <p>Welcome</p> <p>Create Case</p> <p>Find Case</p> <p>Reports</p> <p>Update Profile</p> <p>Select Facility</p> <p>Logout</p>	Logged in Facility						
	<input type="button" value="Create Case"/>		<input type="text" value="Matches Found"/>				
	Multiple matches found.						
	Case ID	Decedent Name	Date Of Death	Sex	Age	Municipality of Death	Facility
	<input type="radio"/>	1000719 Jane Doeman	05/28/2007	Female		Hamilton Twp., Mercer	Hanna Funeral Home
	<input type="button" value="Choose Case"/>		<input type="button" value="Ignore Matches"/>				
	About EDRS		Contact Us		Disclaimer Statement		Forms
<small>This system is restricted to authorized users. Random audits are routinely performed Copyright © 2004-2006 NJDHSS. All Rights Reserved.</small>							

STEPS to Create a Case (cont.)

After clicking Submit...

9. The system will begin to search for any records that match the data you entered.
 - a. **If no matching records exist**, the Electronic Death Certificate screen will display.
 - i. You can begin to complete the Death Certificate.
 - ii. Write the **Case ID** number in your Case Log.
 - b. **If a record does exist** that closely matches the data you entered, a screen will display listing the matches that have been found.
 - i. If no name on the list matches the deceased's information, click **Ignore Matches**.
 - The Electronic Death Certificate screen will display. You can begin to complete the Death Certificate. Write the **Case ID** number in your Case Log.
 - ii. If a name appears that matches the deceased's information, click the round button in front of the name to select that case. Then click **Choose Case**.
 - The Electronic Death Certificate screen will display. You can begin to complete the Death Certificate. Write the **Case ID** number in your Case Log.
 - iii. If this record was previously activated by another Funeral Home, you will not be able to access the record.
 - Contact the Funeral Home of record. That Funeral Home will have to **Release** this record before you can access it.

COMPLETING AN ELECTRONIC DEATH CERTIFICATE

 <p>NJ-EDRS Training</p> <p>Welcome</p> <p>Create Case</p> <p>Find Case</p> <p>Reports</p> <p>Update Profile</p> <p>Select Facility</p> <p>Logout</p>	<p>Edit Case Case ID: 1000719 Decedent Name: Jane Doeman Logged in as: (John Winston Smith III)</p> <p>Date Of Death: 05/28/2007 Facility: Hanna Funeral Home</p>
	<p>Welcome Summary DC Form Funeral Director 1-16 Funeral Director 20-25 Trade Call Notes Events</p>
	<p>Personal Information</p>
	<p>Decedent Information</p>
	<p>1a. Name</p> <p>First Name: <input type="text"/> Middle Name: <input type="text"/> Last Name: <input type="text"/> Suffix: <input type="text"/></p>
	<p><input type="button" value="Add Alias"/></p>
	<p>2. Sex <input type="text"/> Limb Only <input type="checkbox"/> 3. Social Security Number <input type="text"/> Pending <input type="text"/> SSA Verification Status <input type="text"/> SSN Verification Not Sent / Pending</p>
	<p>5. Date of Birth <input type="text"/> <input type="text"/> <input type="text"/> 4a-c. Age <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Year Month Day</p>
	<p>6. Birth Place</p> <p>Country: <input type="text"/> State: <input type="text"/> City: <input type="text"/></p>
	<p>Residence Information</p> <p>Country: <input type="text"/> 7a. State: <input type="text"/> 7b. County: <input type="text"/> Select County</p> <p>7c. City/Town: <input type="text"/> 7g. Inside City Limits: <input type="text"/></p> <p>7d. Street Address: <input type="text"/></p> <p>7e. Apt No.: <input type="text"/> 7f. Zip: <input type="text"/> <input type="text"/></p>
<p>Armed Forces Information</p> <p>8a. Ever in Armed Forces: <input type="text"/> Died on Active Duty?: <input type="text"/></p>	
<p>Domestic Status</p> <p>9. Domestic Status at Time of Death: <input type="text"/></p>	

II. ENTERING DATA ON THE ELECTRONIC DEATH CERTIFICATE

Fields 1-16 and 20-25 are the same fields that exist on the paper Death Certificate. EDRS uses the latest Jan 07 Reg-18 form.

Moving Around the DC Form

- Use the **Tab** key to move from field to field.
- Click the down arrow to view a list of choices in a field.
- Certain fields on the screen are interactive fields. Depending on what you select, additional fields may appear; certain fields may be removed from the screen; or the name and size of certain fields may change.
- The **Social Security Number** field is used by the Social Security Administration. After completing fields 1-16, EDRS will submit the SSN to the Social Security Administration for verification. A message will appear next to the SSN detailing the verification status.
- If incorrect information is entered in a field, a warning message will appear in red at the top of the screen advising you to correct the information.
- Be sure to click **Save** after completing information on each Death Certificate screen.

COMPLETING AN ELECTRONIC DEATH CERTIFICATE

Edit Case		Case ID	1000713		Decedent Name Jane Doonan		Logged in fd (John Winston Smith III)	
		Date Of Death		05/20/2007		Facility Hanna Funeral Home		
Welcome	Summary	DC Form	Funeral Director 1-16	Funeral Director 20-25	Trade Call	Notes	Events	
Personal Information								
Decedent Information								
1. Name								
First Name		Middle Name		Last Name		Suffix		
<input type="text"/>		<input type="text"/>		<input type="text"/>		▼		
<input type="button" value="Add Alias"/>								
2. Sex		3. Social Security Number		SSA Verification Status				
▼		<input type="checkbox"/>		Pending		SSN Verification Not Sent / Pending		
3. Date of Birth		Armed Forces Information						
▼		8a. Four in Armed Forces		Yes		Died on Active Duty?		
▼		8b. Name of war		From		To		
▼		▼		▼		▼		
6. Birth Place		Domestic Status						
Country		9. Domestic Status at Time of Death						
▼		▼						
Residence Information		Middle Name		Last Name		Suffix		
Country		<input type="text"/>		<input type="text"/>		▼		
7. City/Town		Middle Name		Last Name		Suffix		
<input type="text"/>		<input type="text"/>		<input type="text"/>		▼		
7d. Street Address		Middle Name		Last Name		Suffix		
<input type="text"/>		<input type="text"/>		<input type="text"/>		▼		
7e. Apt No.		Middle Name		Last Name		Suffix		
<input type="text"/>		<input type="text"/>		<input type="text"/>		▼		
Armed Forces Information		13b. Relationship to Decedent		If Other				
8a. Ever in Armed Forces		▼		<input type="text"/>				
Yes		13c. Address: Street and Number		<input type="text"/>				
8b. Name of war		Country		State		City		Zip Code
<input type="text"/>		▼		▼		▼		<input type="text"/>
Disposition Information								
14. Method of Disposition		▼		If Other				
<input type="text"/>		▼		<input type="text"/>				
15. Name of Place of Disposition		<input type="text"/>						
16. Disposition Location		Country		State		County		City/Town
▼		▼		▼		Select County		<input type="text"/>
<input type="button" value="Save"/>								
Out EDRS Contact Us Disclaimer Statement Forms Help								

COMPLETING AN ELECTRONIC DEATH CERTIFICATE

Decedent's Personal Information Section

Most fields from 1-16 are self-explanatory. As funeral directors, you are quite familiar with the type of information to enter in these fields. Below is a list of the fields that require further clarification on their use in EDRS.

Field Name	Comments
Add Alias	<p>Click Add Alias if the deceased was known by another name.</p> <ul style="list-style-type: none"> • Additional fields will display to allow you to type another name for the deceased. • Do not include nicknames or spelling variations of the first name. • You can click Remove Row to delete this information.
Social Security Number	<p>Type the SSN in this field. Once you leave the SSN field, the number will be transmitted to the Social Security Administration for verification.</p> <ul style="list-style-type: none"> • If the SSN is unknown, or if the family does not provide the information, click the down arrow on the box below the SSN field. You will be able to select <u>None</u>, <u>Unknown</u>, or <u>Not Obtainable</u> from the list. • Social Security Notification Form 721 does not have to be forwarded to Social Security Administration if the information was successfully verified through EDRS.
Date of Birth	<ul style="list-style-type: none"> • A selection for Unknown is available for the Month, Day and Age fields. • The Year field can be left blank. • Be sure to make a selection in the box next to Age (Years, Months, etc.) otherwise an age error message will display. • <u>Fetal Deaths</u> are handled by the paper Fetal Death Certificate and are not handled in EDRS at this time.
Inside City Limits	<ul style="list-style-type: none"> • If the deceased's residence state is New Jersey, the Inside City Limits field will automatically be marked as Yes. You will not be able to change this field.
Armed Forces	<p>Click the down arrow on Armed Forces to select Yes or No for the deceased's military service.</p> <ul style="list-style-type: none"> • If <u>Yes</u> is selected, additional fields will display: Died on Active Duty, War Name and Dates of War. • You can type just the Year if that is the only information you have. • These fields can be left blank if you do not have access to the information. • If <u>No</u> or <u>Unknown</u> is selected, the additional fields will not display. • The field Died on Active Duty will automatically be marked as No. You will not be able to change this field.
Domestic Status at Time of Death	<p>Click the down arrow on Domestic Status to select one of the choices. Note that fields will change depending upon the selection.</p> <ul style="list-style-type: none"> • Civil Unions can only be used with deaths that occurred after February 19, 2007.
Informant's Relationship to Decedent	<p>When <u>Other</u> is selected as the Relationship type, the If Other field must be completed. (Example: Friend)</p>
Method of Disposition	<p>When <u>Other</u> is selected as the Method of Disposition, the If Other field must be completed.</p>

COMPLETING AN ELECTRONIC DEATH CERTIFICATE

Edit Case	Case ID 1000719	Decedent Name Jane Doeman	Logged in as John Winston
		Date Of Death 05/28/2007	Facility Hanna Funera H
Welcome Summary DC Form Funeral Director 1-16 Funeral Director 20-25 Trade Call Notes Events			
Demographic Information			
22. Race Information. Check one or more boxes to indicate the race of the decedent. <input type="radio"/> Sought but unknown <input type="radio"/> Not obtainable <input type="radio"/> Refused <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaskan Native Enrolled or Principal Tribe <input type="text"/> Secondary Tribe <input type="text"/> <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify) <input type="text"/> <input type="text"/> <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify) <input type="text"/> <input type="text"/> <input type="checkbox"/> Other (Specify) <input type="text"/> <input type="text"/> <input type="radio"/> Done			
21. Decedent of Hispanic Origin <input type="radio"/> Unknown if Spanish/Hispanic/Latino <input type="radio"/> Not Obtainable <input type="radio"/> Refused <input type="checkbox"/> No, Not Spanish/Hispanic/Latino <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano <input type="checkbox"/> Yes, Puerto Rican <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, Other Spanish/Hispanic <input type="radio"/> Done			
Education and Occupation 20. Decedent Education <input type="text"/> ▼ 23. Occupation <input type="text"/> 24. Kind of Business/Industry <input type="text"/> 25. Name of last Employer <input type="text"/> 25. Employer's Address <input type="text"/> 25. Employer: City Country State Zip <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="text-align: right; margin-top: 5px;"><input type="button" value="Save"/></div>			
Out EDRS Contact Us Disclaimer Statement Forms Help <small>This system is restricted to authorized users. Random audits are routinely performed. Copyright © 2004-2006 NJDHSE. All Rights Reserved.</small>			

COMPLETING AN ELECTRONIC DEATH CERTIFICATE

Demographic Information Section

Note – the fields on this screen are not numbered sequentially.
The information will print in the appropriate spaces on the Death Certificate.

Field Name	Comments
Race Information	<p>Complete this section to the best of your ability based on the information provided by the informant. You can place checkmarks on multiple races, if applicable.</p> <ul style="list-style-type: none">• In the event the informant does not provide race information on the deceased, click the round button next to one of the following selections: <u>Sought but unknown</u>; <u>Not Obtainable</u>; <u>Refused</u>.• If the informant provides information, click on the box next to the race you want to select. A checkmark will appear.• Done: You must click on the round button next to Done when you have completed the Race Information.• The system will not let you proceed until you have clicked on the Done button.
Decedent of Hispanic Origin	<p>Based on the informant's response, select the description that best identifies the decedent's ethnic identity. If you are unable to check a single ethnic identity, check all that apply.</p> <ul style="list-style-type: none">• In the event the informant does not provide this information on the deceased, click the round button next to one of the following selections: <u>Unknown if Spanish/Hispanic/Latino</u>; <u>Not Obtainable</u>; <u>Refused</u>.• Done: You must click on the round button next to Done when you have completed the Hispanic Origin Information.• The system will not let you proceed until you have clicked on the Done button.
Occupation	<ul style="list-style-type: none">• The Occupation section will not display if the deceased is under the age of 14.• Employer Name and Address are not required fields.• The Employer Name and Address fields can be left blank if the information is unknown, or if there is no employment history.

Funeral Home and Licensee Information

EDRS automatically enters the data to complete the name and address of the Funeral Home facility, along with the signature and license number of the Licensee (Fields 17-19). The user will not have the ability to change this information.


The information will display on the **Certify** screen and will print on the Death Certificate form.

- EDRS prints the data for the Funeral Home facility based on the facility selected by the user.
- EDRS prints the data for the Licensee based on the Licensee's User ID.

If this information is incorrect, you must contact your Administrator.

COMPLETING AN ELECTRONIC DEATH CERTIFICATE

Disposition Information			
14. Method of Disposition	Burial	If Other	
15. Name of Place of Disposition	Island of the Cross Cemetery		
16. Disposition Location			
Country	State	County	Municipality
United States	New Jersey	Hudson	Union City
			<input type="button" value="Save"/>
Home About EDRS Contact Us Disclaimer Statement Forms Help	This system is restricted to authorized users. Random audits are routinely performed. Copyright © 2004-2006 NJDHSS. All Rights Reserved.		
Internet			

 NJ-EDRS Training Welcome Create Case Find Case Reports Update Profile Select Facility Logout	Edit Case		Case ID	Decedent Name	Logged in
			1000719	Jane Doeman	(John Winston Smith III)
			Date Of Death	05/28/2007	Facility
			Hanna Funeral Home		
Welcome Summary DC Form Funeral Director 1-16 Funeral Director 20-25 Trade Call Notes Events					
Data saved with errors. <ul style="list-style-type: none"> Enter a 9-digit value into field 3 Social Security Number or indicate that the value is 'Unknown', 'Not Obtainable', or the decedent does not have one. Enter the place of disposition in field 15. Place of Disposition. Select a valid country value in field 16. Disposition Location: Country. 					
Personal Information					
Decedent Information					
1a. Name					
First Name	Middle Name	Last Name	Suffix		
Jane		Doeman			
<input type="button" value="Add Alias"/>					
2. Sex					
Female	Limb Only		3. Social Security Number	SSA Verification Status	
	<input type="checkbox"/>		Pending	SSN Verification Not Sent / Pending	
5. Date of Birth					
1953	March	3	4a-c. Age		
Year	Month	Day	54	Years	
6. Birth Place					
Country		State	City		
United States		New Jersey	Trenton		
Residence Information					
Country		7a. State	7b. County		
United States		New Jersey	Mercer		
7c. Municipality		7g. Inside City Limits			
Trenton City		Yes			
7d. Street Address					
123 Hamilton Avenue					
7e. Apt No.			7f. Zip		
			08609		
Armed Forces Information					

III. SAVING DATA

It is important to save the data that has been entered on the electronic Death Certificate.

- You can save a partially completed Death Certificate and have it available to finish at a later time.
- EDRS will validate the data in each field to make sure that the required fields are completed.

STEPS to Save Data on the Electronic Death Certificate

1. Click **Save** located at the bottom of each Death Certificate screen once you have finished entering data into the fields.
 - a. If you do not click **Save** on the page and try to move onto another portion of EDRS, the data **WILL NOT** be saved.
 - b. When you click **Save**, EDRS validates the data in each field.
 - c. If there are any errors, EDRS will list the errors in red at the top of the page.
2. Correct any errors and click **Save** again.
 - a. You can correct the errors at a later time, if necessary.
 - b. If you plan to finish the certificate at a later time, click **Welcome** on the **EDRS Menu** after clicking **Save**.

COMPLETING AN ELECTRONIC DEATH CERTIFICATE

The screenshot displays the NJ-EDRS web application interface. At the top, the header shows the user is logged in as 'John Winston Smith III' and provides case details: Case ID 1000600, Decedent Name John Pieter Smithson, Date of Death 03/23/2007, and Facility Hanna Funeral Home. A navigation bar includes tabs for Welcome, Summary, DC Form, Funeral Director 1-16, Funeral Director 20-25, Trade Call, Certify, Notes, and Events. The left sidebar contains a menu with options like Welcome, Create Case, Find Case, Reports, Update Profile, Select Facility, and Logout. The main content area is titled 'Certify' and contains a 'File Death Certificate with' dropdown menu. Below this, there are two sections: '17. Funeral Home' with fields for Street Address (146 E 2ND Ave), City (Roselle), State (NJ), and Zip (07203-1202); and '18. Name of Funeral Director' (John Winston Smith III) and '19. License' (LIC100598). A note states: 'Once the case has been submitted to the Local registrar through EDRS, appropriate fees will be debited from your EDRS account.' The 'Signature Release' section includes a checkbox and three numbered affirmations. A 'Certify' button is located at the bottom of the form. On the right, a dropdown menu is open, listing various actions such as 'View Case', 'Take Case', 'Edit Case', 'Sign Case', 'Manage Medical Certification', 'Order Copies', 'Print Burial Permit', 'Refer to ME', 'Drop to Paper', 'Release Case', and 'Abandon Case'.

- Before you Certify/Sign the case, click on the **DC Form** tab to proofread the Death Certificate.
- Before you Certify/Sign the case, click on the **Trade Call** tab if you need to enter an out-of-state Funeral Home Name and Address for the Death Certificate.
- The licensed Funeral Director who certifies the case is the one whose name is printed on the Death Certificate.
- If the physician participates and electronically completes the medical portion of the case in EDRS, the Death Certificate will automatically be submitted to the Local Registrar upon completion of the Certify/Sign screen for the Funeral Director and the Certify/Sign screen for the Medical Certifier.

IV. CERTIFY/SIGNING THE DEATH CERTIFICATE

- Once you have completed the Death Certificate, you need to **Certify/Sign** the case.
- You will not be able to **Certify/Sign** a Death Certificate until you have saved both screens of the Death Certificate. The **Certify** tab will not display until all errors and/or required fields are finalized.
- Proofread the Death Certificate before you Certify.

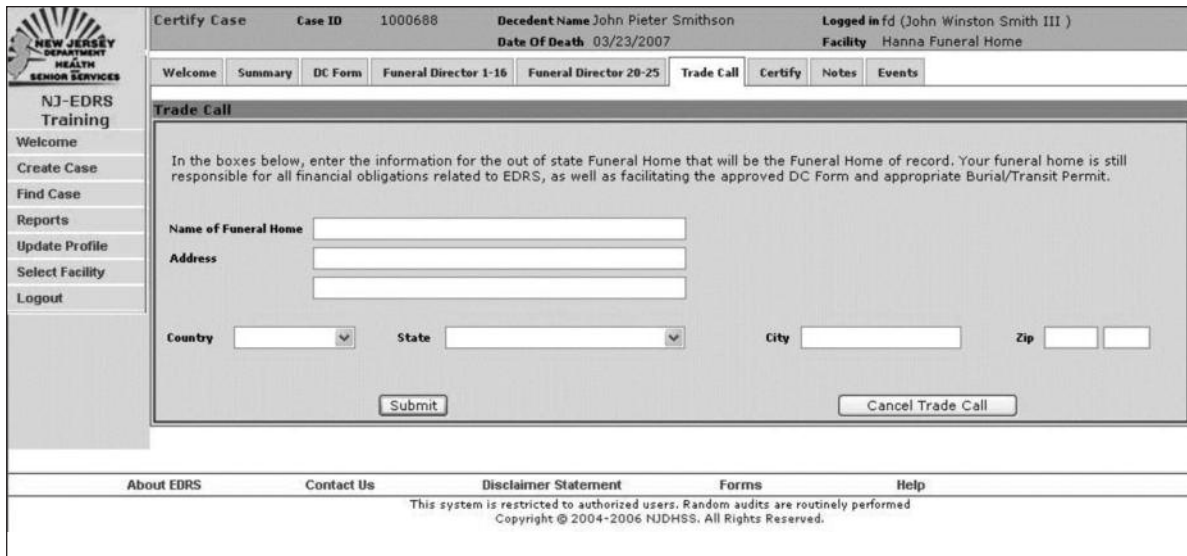
STEPS to Certify the Death Certificate

1. Open the case and click the **Sign Case** function on the **Actions Menu**.
 - a. You can click the **Certify** tab if the case is already open.
 - b. The **Certify** screen will display.
2. Click the down arrow on **Select Municipality** to view a list of Registrar offices.
3. Click the Registrar office where the Death Certificate should be filed.
4. The Funeral Home name and address, along with the name and license of the Funeral Director, will appear on the **Certify** screen.
 - a. Make sure the proper information appears. If the information is incorrect, notify the Administrator and update your EDRS user profile.
5. Review the **Signature Release** Statements.
 - a. Click the box next to **I affirm** if all statements listed are correct.
 - b. The **Certify** button will become active once you place the checkmark in the **I affirm** statement box.
6. Click **Certify**.
7. The screen will return to the case **Summary** screen.
 - a. A confirmation message will display stating that the case has been successfully signed.

This page intentionally left blank.

This page intentionally left blank.

TRADE CALL AND NOTES



Certify Case Case ID 1000688 Decedent Name John Pieter Smithson Logged in fd (John Winston Smith III)
Date Of Death 03/23/2007 Facility Hanna Funeral Home

Welcome Summary DC Form Funeral Director 1-16 Funeral Director 20-25 Trade Call Certify Notes Events

Trade Call

In the boxes below, enter the information for the out of state Funeral Home that will be the Funeral Home of record. Your funeral home is still responsible for all financial obligations related to EDRS, as well as facilitating the approved DC Form and appropriate Burial/Transit Permit.

Name of Funeral Home

Address

Country State City Zip

About EDRS Contact Us Disclaimer Statement Forms Help

This system is restricted to authorized users. Random audits are routinely performed
Copyright © 2004-2006 NJDHSS. All Rights Reserved.

- The Funeral Home information entered on the Trade Call screen will print on the Death Certificate. This information will print in field 17.
- The logged-in NJ Funeral Director's signature and licensee number will print on the Death Certificate in fields 18 and 19.
- It is important to note that the logged-in Funeral Home facility is responsible for all financial obligations related to EDRS (permit and copy fees).

I. RECORDING A TRADE CALL

In the event you are completing a Death Certificate for an out-of-state Funeral Home, you need to complete the **Trade Call** screen. The Funeral Home entered on the **Trade Call** screen will become the Funeral Home of record on the Death Certificate.

The information entered on this screen for the out-of-state Funeral Home will print on the Death Certificate that is filed with the Local Registrar. Be careful to use correct spelling and the proper name of the Funeral Home.

Complete the **Trade Call** screen before you **Certify** the Death Certificate.

STEPS to Enter Data on the Trade Call Screen

1. Type the **Name of Funeral Home** and **Address** with correct spelling and capitalization.
2. Click the down arrow next to **Country** and **State** to select accordingly.
The only selections under **Country** are US, Canada, Other and Unknown.
 - a. If Canada is selected, the **State** field will change to **Provinces**.
A list of Canadian Provinces will appear on a drop-down list instead of States.
3. Move to **City** and **Zip Code** and type in the remaining address information for this Funeral Home.
4. Click **Submit** to save the trade call information and submit the data onto the electronic Death Certificate.
 - a. If the information on this screen is incorrect, or the trade call arrangement is changed, click on **Cancel Trade Call**.
 - b. The information entered on the **Trade Call** screen will be deleted from the electronic Death Certificate if you cancel the trade call.

TRADE CALL AND NOTES

The screenshot displays the NJ-EDRS Training interface. At the top, it shows the user is logged in as 'John Winston Smith III' and is viewing the 'Notes' tab for Case ID 1000688. The decedent is identified as John Pieter Smithson, with a date of death of 03/23/2007, and the facility is Hanna Funeral Home. The interface includes a navigation menu on the left with options like 'Welcome', 'Create Case', and 'Find Case'. The main area is titled 'Case Notes' and features an 'Add Note' button, a text input field, and a dropdown menu currently showing 'John Smith'. Below this is a table with columns for 'Date/Time of Note', 'Related Event', 'Note', and 'Author'. A 'Save' button is located at the bottom right of the table area. The footer contains links for 'About EDRS', 'Contact Us', 'Disclaimer Statement', 'Forms', and 'Help', along with a system restriction notice and copyright information for NJDHSS.

Date/Time of Note	Related Event	Note	Author
5/29/2007 17:07			John Smith

[About EDRS](#) [Contact Us](#) [Disclaimer Statement](#) [Forms](#) [Help](#)

This system is restricted to authorized users. Random audits are routinely performed
Copyright © 2004-2006 NJDHSS. All Rights Reserved.

II. USING THE NOTES SCREEN

The **Notes** screen allows you to enter information that may be pertinent to recording this Death Certificate.


- All users of EDRS will be able to view the **Notes** entered on this case.
- The **Note** will display the date and time it was created.
- The **Note** will also display the author's name.
- All users of EDRS have the ability to enter **Notes** on a case.
- **Notes** will not display on the printed Death Certificate.

IMPORTANT: Once a **Note** is added to the case, it cannot be deleted.

STEPS to Enter Data on the Notes Screen

1. Click on the **Notes** tab.
2. Click **Add Note** on the **Notes** screen.
 - a. A blank box will display to enter the **Note**.
3. Type the information in the blank box.
 - a. Remember that all EDRS users will be able to view the **Note** once it is saved.
4. Click **Save**.
 - a. The **Note** will list on the **Notes** screen.

TRADE CALL AND NOTES



**NJ-EDRS
Training**

View Case	Case ID 1000686	Decedent Name John Pieter Smithson	Logged in fd (John Winston Smith III)
	State File# 20070000204	Date Of Death 03/23/2007	Facility Hanna Funeral Home

Welcome

Summary

DC Form

History

Notes

Events

Event	Facility	Performed By	Date/Time	
Welcome	Filed Case Transferred	NJ DHSS (OITS and FSD)	System Process	03/29/2007 23:50
Create Case	Print Burial Permit	Hanna Funeral Home	John Winston Smith	03/28/2007 11:51
Find Case	File Case	Trenton City	Trenton L Registrar	03/28/2007 11:48
Reports	Accept Case	Trenton City	Trenton L Registrar	03/28/2007 11:48
	Issue Burial Permit	Trenton City	Trenton L Registrar	03/28/2007 11:48
Update Profile	Certify Medical Information	Dr. Roger PHYSICIAN	James Binder	03/28/2007 11:47
	Enter Cause of Death	Dr. Roger PHYSICIAN	James Binder	03/28/2007 11:47
Select Facility	Pronounce Death	Dr. Roger PHYSICIAN	James Binder	03/28/2007 11:46
	Update Death/Medical Info	Dr. Roger PHYSICIAN	James Binder	03/28/2007 11:46
Logout	Update Death/Medical Info	Dr. Roger PHYSICIAN	James Binder	03/28/2007 11:45
	Sign Case Funeral Home	Hanna Funeral Home	John Winston Smith	03/28/2007 11:41
	Designate Physician for Notification	Hanna Funeral Home	John Winston Smith	03/28/2007 11:41
	Update Personal Info	Hanna Funeral Home	John Winston Smith	03/28/2007 11:08
	Update Personal Info	Hanna Funeral Home	John Winston Smith	03/28/2007 10:55
	Update Personal Info	Hanna Funeral Home	John Winston Smith	03/28/2007 10:55
	Update Personal Info	Hanna Funeral Home	John Winston Smith	03/28/2007 10:55
	Update Personal Info	Hanna Funeral Home	John Winston Smith	03/28/2007 10:55
	SSN Verification Request	Hanna Funeral Home	John Winston Smith	03/28/2007 10:54
	Update Personal Info	Hanna Funeral Home	John Winston Smith	03/28/2007 10:54
	Create Case	Hanna Funeral Home	John Winston Smith	03/28/2007 10:52

[About EDRS](#)

[Contact Us](#)

[Disclaimer Statement](#)

[Forms](#)

[Help](#)

This system is restricted to authorized users. Random audits are routinely performed
Copyright © 2004-2006 NJDHSS. All Rights Reserved.

III. THE EVENTS SCREEN

The **Events** screen contains a log of each event that occurred on a particular case.

- You are not able to enter data on this screen.
- The events are generated automatically by EDRS and cannot be changed by the user.
- The screen identifies the **Funeral Home facility**, the **User ID** and the **Date** and **Time** for each event.
- Even when the case is viewed and/or changed by the State, an entry will be logged on the **Events** screen.
- This screen is extremely helpful when you need to review the status of a particular case.
- The **Events** screen can be used as a security measure on all cases.

This page intentionally left blank.

This page intentionally left blank.

MANAGING THE MEDICAL CERTIFICATION

The screenshot displays the NJ-EDRS Medical Certification interface. At the top, it shows the user is logged in as 'fundir1 (John Joseph Smith Sr.)' and the facility is 'Hanna Funeral Home'. The case ID is 1000062 and the decedent is John A. Smith I, with a date of death of 11/06/2005. The interface includes a navigation menu on the left with options like 'Welcome', 'Create Case', 'Find Case', 'Reports', 'Update Profile', 'Select Facility', and 'Logout'. The main content area is titled 'Select Physician' and contains a form with fields for 'Name of Certifier', 'First Name', 'Middle Name', 'Last Name', 'Suffix', and 'Credentials'. A 'License' field is highlighted with a red box, and a 'Look Up' button is next to it. Below the form is an 'Action' section with three radio button options: 'Notify', 'Offline', and 'Designate without Action'. The 'Offline' option is selected, and a 'Print Death Certificate' link is highlighted with a red box. To the right of the 'Action' section is a 'Manage Medical Certification' dropdown menu with options like 'View Case', 'Take Case', 'Edit Case', 'Sign Case', 'Order Copies', 'Print Burial Permit', 'Refer to ME', 'Drop to Paper', 'Release Case', and 'Abandon Case'. The footer contains links for 'About EDRS', 'Contact Us', 'Disclaimer Statement', and 'Forms', along with a copyright notice for 2004-2007 NJDHSS.

- A Death Certificate (with the Personal Info fields completed) can be printed if the physician prefers to sign a completed Reg -18 Death Certificate Form.
- Click on the **Print Death Certificate** link located at the end of the **Offline** Action sentence.
- Follow the instructions that display on the screen to print the Death Certificate.

MANAGING THE MEDICAL CERTIFICATION

The **Managing Medical Certification** function allows you to designate a physician for the case. Whether registered with EDRS or not, you can identify the certifying physician on the case and select one of three actions:

- **Notify:** EDRS will automatically notify the certifying physician through email that the case is available. This option is only available if the physician is registered in EDRS.
- **Offline:** This option should be used when the Funeral Home has a Death Certificate form completed and signed by the physician. EDRS will generate a fax cover page with a bar code for the Funeral Home facility. The Funeral Home facility will fax the cover sheet and the signed Reg -18 into EDRS.
- **Without Action:** EDRS will record the certifying physician's information on the record but will not generate an email notification.


I. IDENTIFYING THE MEDICAL CERTIFIER

By License Number

You can enter the physician's license number to quickly **Look Up** the full name of the physician.

1. Open the case and click **Manage Medical Certification** on the **Actions Menu**.
2. Enter the license number of the physician who signed the Death Certificate in the **License Number** field.
 - a. Enter as much of the number that appears on the Death Certificate.
3. Leave the other fields blank.
4. Click **Look Up**.
 - a. The **Look Up** button will be disabled (gray in color) as EDRS searches the physician database.
 - b. A list of physicians will display.
 - c. Click **Select** next to the correct physician on the list.
 - d. The physician's name will display in the fields.

MANAGING THE MEDICAL CERTIFICATION



**NJ-EDRS
Training**

Manage Medical Certification **Case ID** 1000062 **Decedent Name** John A. Smith I **Logged in** fundir1 (John Joseph Smith Sr.)
Date of Death 11/06/2005 **Facility** Hanna Funeral Home

Welcome Summary **Certification Method**

Select Physician

Name of Certifier	First Name	Middle Name	Last Name	Suffix	Credentials
<p>License</p> <input type="text"/> <input type="checkbox"/> Out of State Physician	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Actions

-
-
-
-
-
-
-

Other Actions

-
-
-
-

Action

Notify: Designate the physician to this case and notify the physician through email. This option is only available for physicians registered in EDRS.

Offline: Designate the physician to the case. This option requires the funeral director to fax a designation to the physician to EDRS. Print Death Certificate

Designate without Action: Designate the selected physician to the case without taking any further action.

[About EDRS](#)

[Contact Us](#)

[Disclaimer Statement](#)

[Forms](#)

MANAGING THE MEDICAL CERTIFICATION



By Last Name

If EDRS is unable to locate the physician by using the license number, clear all fields and try searching by the last name.


1. If necessary, open the case and click **Manage Medical Certification** on the **Actions Menu**.
2. Enter the last name of the physician who signed the Death Certificate in the **Last Name** field.
3. Leave the other fields blank.
4. Click **Look Up**.
 - a. The **Look Up** button will be disabled (gray in color) as EDRS searches the physician data base.
 - b. A list of physicians will display.
 - c. Click **Select** next to the correct physician on the list.
 - d. The physician's name will display in the fields.

IMPORTANT: You can manually enter an out-of-state physician or a new physician if the name is not in the EDRS database.

MANAGING THE MEDICAL CERTIFICATION

 NJ-EDRS Training Welcome Create Case Find Case Reports Update Profile Select Facility Logout	Offline Medical Certification		Case ID 1000688	Decedent Name John Pieter Smithson	Logged in fd (John Winston Smith III)	
				Date Of Death 03/23/2007	Facility Hanna Funeral Home	
	Welcome		Summary	Certification Method	Cover Sheet	Fax
	<input type="button" value="Print"/> <input type="button" value="Next"/>					
	To fax the medical certification to EDRS, follow these steps:					
	1. Click the 'Print' button above to print this sheet.					
	2. Follow the instructions on the printed cover sheet.					
	Form					
						
	NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES					

EDRS - Death Certification Information FAX Cover Sheet



EDRSCASE 8301000688

Decedent Name: John Pieter Smithson

Date of Death: 03/23/2007

Facility: Hanna Funeral Home

Address: 146 E 2ND Ave
Roselle, New Jersey 07203-1202

Instructions:

1. Before faxing, please make sure that you have met the following requirements:

II. OFFLINE FAX FUNCTION

The **Offline Fax** function should be used whenever a physician does not participate in EDRS. The Funeral Home facility should obtain a Reg-18 Death Certificate from the medical professional with the medical portion completed and signed.

- It is not necessary for the Funeral Home facility to manually complete the top portion of the paper Reg-18 Death Certificate.
- All personal data should be entered directly into EDRS. EDRS will electronically combine the EDRS data entered by the Funeral Home facility and the faxed medical portion of the Reg-18 Death Certificate.

The Fax Coversheet

1. Click the round button next to **Offline** to select the **Offline** action.
2. Click **Submit**.
 - a. The Fax **Cover sheet** will display.
3. Click **Print** to send the **Cover sheet** to your printer.
 - a. Make sure you have Letter-size paper in your printer.
4. Fax the **Cover sheet** and the 1st page of the signed Reg-18 Death Certificate into EDRS.
 - a. Separate the 1st page (White) from the NCR copies.
 - b. Use one of the fax numbers listed in the instructions on the Fax Cover sheet.
5. Click **Next** to view the **Fax** tab.
 - a. After a few minutes, the faxed Death Certificate will be merged into your EDRS case.
6. Click **Check for New Faxes** to display the faxed Death Certificate.

MANAGING THE MEDICAL CERTIFICATION

NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES
CERTIFICATE OF DEATH

STATE FILE NUMBER

RES-19
JAN-07

Time of Death
Date of Death
5/20/2007 3:00 PM

Adjust name region
Name of Certifier as Known by Physician
Bobby Tomlinson

TO BE COMPLETED BY FUNERAL DIRECTOR

NAME Region BEGINS Here

NAME Region ENDS Here

MEDICAL

FOR STATE USE ONLY

Place of Accident

Cross Class

Received for Link Only

Record Contains Amendment

TO BE COMPLETED BY MEDICAL CERTIFIER

MEDICAL

1a. Legal Name of Decedent (Print, Maiden, Last)

1b. Also Known As (AKA), (First, Middle, Last)

1c. Sex

1d. Social Security Number

2a. Age-Last Birthday

2b. Under 1 Year

2c. Under 1 Day

2d. Date of Birth (MM/DD/YY)

2e. Birthplace (City & State/Foreign Country)

3a. Residence-State

3b. County

3c. Municipality/City

4a. Street and Number

4b. Apt. No.

4c. Zip Code

4d. Inside City Limits?

4e. Yes

4f. No

5a. Ever in US Armed Forces?

5b. If Yes, name of War

5c. War Service Letter (Form 10)

6a. Domestic Status at Time of Death (Check only one)

6b. Name of Surviving Spouse/Partner (If name given at birth or on both certificates)

6c. Relationship to Decedent

7a. Mailing Address (Street and Number, City, State, Zip Code)

8a. Method of Disposition

8b. Place of Disposition (Name of cemetery, crematory, other place)

8c. Location-City or Town and State

9. Name and Complete Address of Funeral Facility

10. Signature of Funeral Director

11. NJ License Number

12. Decedent Education

13. Decedent Race (Check one or more boxes to indicate what race the decedent counted themselves as)

14. Decedent Place (Check one or more boxes to indicate what race the decedent counted themselves as)

15. Cause of Death

16. PART I: IMMEDIATE CAUSE

17. PART II: UNDERLYING CAUSE

18. Date of Injury (MM/DD/YY)

19. Time of Injury

20. Place of Injury (e.g., home, construction site, restaurant)

21. Injury at Work?

22. Date of Death (MM/DD/YY)

23. Time of Death

24. Was Medical Examiner Contacted?

25. Facility Name (if not address, give phone and number)

26. Municipality

27. County

28. Date Pronounced Dead (MM/DD/YY)

29. Time Pronounced Dead

30. Date Signed (MM/DD/YY)

31. Signature of Person Pronouncing Death (if other than Certifier)

32. License Number

33. Date of Death (MM/DD/YY)

34. Time of Death

35. Was Medical Examiner Contacted?

36. Cause of Death

37. Date of Injury (MM/DD/YY)

38. Time of Injury

39. Place of Injury (e.g., home, construction site, restaurant)

40. Injury at Work?

41. Manner of Death

42. Did Decedent Have Diabetes?

43. Did Tobacco Use Contribute to Death?

44. If Female: Child pregnant within past year?

45. Name, Address and Zip Code of Certifier

46. Signature of Certifier

47. Date of Signature

48. License Number

49. Date Received

50. Date of Death (MM/DD/YY)


51. Local File Number

Reviewing and Adjusting the Faxed Medical Portion

You need to make sure that the red Name region and the blue Medical region are correctly positioned.

1. Once your fax appears on the screen, examine the colored regions.
 - a. Red will highlight the name portion along the left margin of the Death Certificate.
 - b. Blue will highlight the medical portion, which starts with the Pronouncement field 26 and continues through the Medical field 54.
 - c. The Registrar signature fields should not be highlighted in blue.
2. Make sure that the regions highlight the proper fields as instructed on the top of the **Fax** tab and as listed above.
3. If adjustments are necessary, click on the colored region.
 - a. Reposition the colored region by dragging the area with your mouse; or
 - b. Resize the colored region by clicking on the red handles available on each side and corner of the region and dragging the red handles.
4. Click the **Next** button at the top of the form to merge the faxed Death Certificate with the decedent's personal information.

MANAGING THE MEDICAL CERTIFICATION



NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES

NJ-EDRS Training

Offline Medical Certification

Case ID 1000688

Decedent Name John Pieter Smithson

Date Of Death 03/23/2007

Logged in fd (John Winston Smith III)

Facility Hanna Funeral Home

Welcome

Summary

Certification Method

Cover Sheet

Fax


Previous

Review Fax

The faxed medical certification has been merged with the DC Form below. This is the DC form that will be filed with the local registrar. Before you proceed, please verify the following fields:

Name of Decedent: John Pieter Smithson	31. Date of Death 03/23/2007	Date Modifier [Dropdown]	32. Time of Death [Radio] AM [Radio] PM	Time Modifier [Dropdown]
35b. Place of Death Municipality Princeton Boro	35c. Place of Death County Mercer	46. Manner of Death: [Dropdown]		51. Name of Certifier: Anamika K Patel

I affirm under penalty of perjury that I, John Smith, have reviewed and completed the information submitted in accordance with laws of New Jersey governing Death Registration.



NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES

CERTIFICATE OF DEATH

STATE FILE NUMBER

<p>1a. Legal Name of Decedent (First, Middle, Last, Suffix) John Pieter Smithson</p> <p><small>1b. Also Known As (AKA), If Any (First, Middle, Last, Suffix)</small></p>				<p><small>LIMB ONLY</small></p> <input type="checkbox"/>
<p>2. Sex Male</p>	<p>3. Social Security No. 343-21-5671</p>	<p>4a. Age 107 Years</p>	<p>5. Date of Birth (Mo/Day/Yr) 03/23/1900</p>	
<p>6. Birthplace (City & State/Foreign Country) Trenton, NJ</p>				
<p>7a. Residence-State NJ</p>	<p>7b. County Mercer</p>	<p>7c. Municipality/City Trenton City</p>		
<small>7d. Street and Number</small>	<small>7e. Apt No.</small>	<small>7f. Zip Code</small>	<small>7g. Inside City Limits?</small>	

MANAGING THE MEDICAL CERTIFICATION

Verifying Death Certificate Information and Submitting the Fax

After faxing in a completed and signed Death Certificate, the Funeral Home has to complete certain fields to confirm the Death Certificate information.

- The fields that appear at the top of the merged fax form have to be completed before the merged fax form can be submitted to the Local Registrar for filing and before a Burial Permit can be printed by the Funeral Home.
1. Confirm the **Date of Death** and **Place of Death** fields.
 2. Complete the **Time of Death** and **Manner of Death** fields.
 3. The **Date Modifier** and **Time Modifier** fields provide further detail for the data in field 31 and 32 on the signed Death Certificate.
 - a. The **Modifier** fields **are not required fields** at this time. They are available in the event the medical certifier provided the additional information on the signed Death Certificate.
 - i. Click the down arrow in the **Modifier** fields to display and make a selection, if necessary.
 - ii. The **Time of Death** field can be left blank if Unknown Time of Death is selected as a Time Modifier.
 4. If all data is correct and the faxed portion is correct, you can submit the completed Death Certificate to the Local Registrar.
 5. Click the box next to the **I affirm** statement.
 6. Click **Submit this Fax**.
 - a. The case Summary will display with confirmation that the medical portion has been submitted.

Important: At this point, the Death Certificate will be submitted electronically to the Local Registrar as long as you have also Certified/Signed the Funeral Director portion.

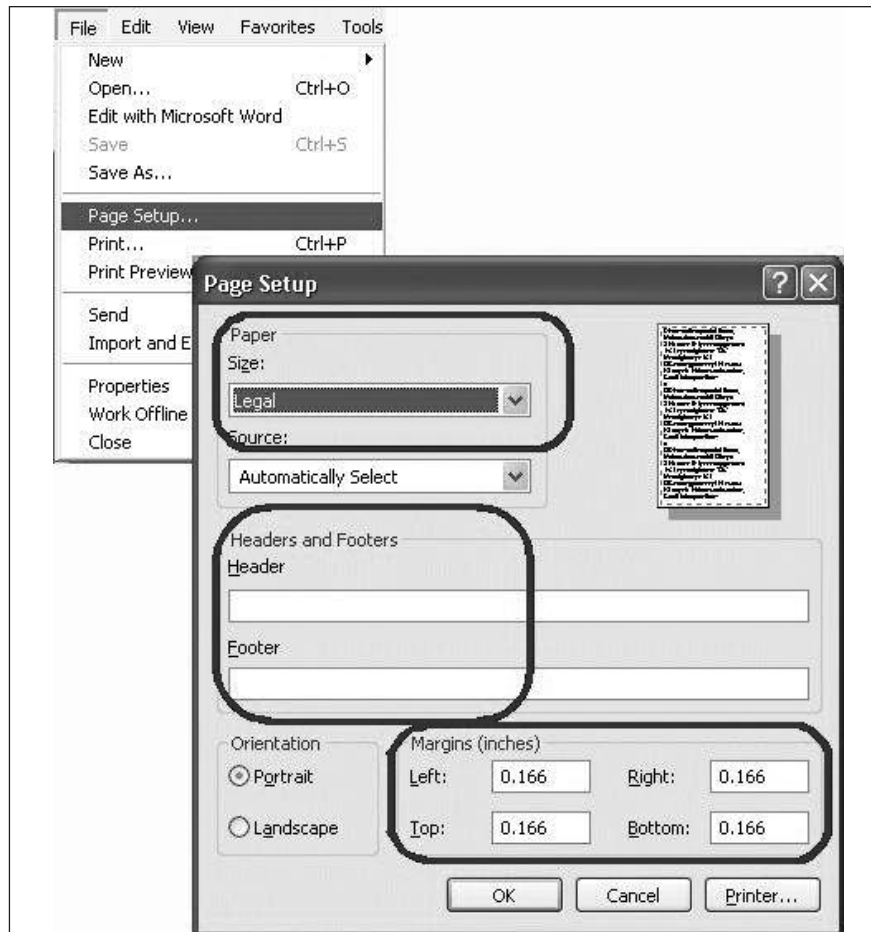
Upon completion of the **Certify** step and this **Manage Medical Certificate** step, the Funeral Home facility will be able to print the Burial Permit.

This page intentionally left blank.

THE BURIAL PERMIT

This page intentionally left blank.

THE BURIAL PERMIT



- Due to certain printer requirements, the margin number may change after you type 0.166 in the margin field. Accept whatever number the system changes to in these boxes.
- The Header/Footer and Margin changes will affect all documents printed from Internet Explorer regardless of whether or not you are using EDRS. When you leave EDRS, you may want to change your settings back to the original settings that you wrote down.

THE BURIAL PERMIT

I. PREPARING YOUR PRINTER

The Burial Permit must be printed on Letter-size paper. The printer settings are controlled by your Internet Browser since you are printing from the Internet.

The steps below will walk you through changing your printer settings for your Internet Browser. The paper size, margins and header/footer notes must be changed in order to properly print the Burial Permit.

STEPS to Prepare Your Printer to Print the Burial Permit

1. Click the **File** menu at the top left-hand corner of your screen.
 - a. A **File** Menu List will display.
2. Click **Page Setup** from the File Menu List.
 - a. A **Page Setup** screen will display.
 - b. Write down the selections that presently appear in the following fields:
 - i. Paper Size; Header; Footer; Margins (top, bottom, left, right).
 - ii. Keep this note for use later in these instructions.
3. Click the down arrow on **Paper Size** to display a list of paper sizes.
 - a. Click the option Letter.
4. Move to **Header** and **Footer** and press the **Delete** key to delete the contents of the **Header** and **Footer** boxes.
5. Move to the **Margin** fields and change all four margin values (top, bottom, left, right) to 0.166.
6. Click **OK** on the **Page Setup** screen to proceed.

THE BURIAL PERMIT

The screenshot shows the NJ-EDRS web interface. At the top, it displays 'Print Form', 'Case ID: 1000686', 'Decedent Name: John Pieter Smithson', and 'Logged in by: (John Winston Smith II.)'. Below this is a navigation menu with 'Welcome', 'Summary', 'Print Form', 'Notes', 'Burial Permit', and 'Events'. The 'Print Form' option is highlighted. The main content area shows the 'State of New Jersey BURIAL, CREMATION, OR TRANSIT PERMIT' form with fields for 'City, Borough or Township' (Trenton City), 'Date of Issuance' (03/28/2007), 'Name of Deceased' (John Pieter Smithson), 'Age' (107 Years), 'Sex' (Male), 'Place of Death (Municipality)' (Princeton Twp.), 'Date of Death' (3/23/2007), 'Time of Death' (8:30 AM), 'Cause of Death' (Pulmonary Embolism), 'Proposed Place of Disposition' (Hamilton Memorial Cemetery - Hamilton Twp., New Jersey), and 'Method of Disposition' (Burial). A 'Print' button is visible at the bottom left. On the right, an 'Actions' menu is open, showing options like 'View Case', 'Take Case', 'Edit Case', 'Sign Case', 'Manage Medical Certification', 'Order Caskets', 'Print Burial Permit' (highlighted), 'Other Actions', 'Refer to ME', 'Drop to Paper', 'Release Case', and 'Abandon Case'.

The screenshot shows the NJ-EDRS web interface with the 'Print Form' option selected. The main content area displays the 'State of New Jersey BURIAL, CREMATION, OR TRANSIT PERMIT' form in a printer-friendly version. The form includes a 'CASE ID NUMBER' field with the value '1000686 - REVISED'. The form fields are: 'City, Borough or Township' (Trenton City), 'Date of Issuance' (03/28/2007), 'Name of Deceased' (John Pieter Smithson), 'Age' (107 Years), 'Sex' (Male), 'Place of Death (Municipality)' (Princeton Twp.), 'Date of Death' (3/23/2007), 'Time of Death' (8:30 AM), 'Cause of Death' (Pulmonary Embolism), 'Proposed Place of Disposition' (Hamilton Memorial Cemetery - Hamilton Twp., New Jersey), and 'Name and Address of Funeral Home' (Hanna Funeral Home, 146 E 2ND Ave., Roselle, New Jersey 07203-1202). A 'Print' button is visible at the bottom left. On the right, a printer's control panel is visible, showing options for 'Print' and 'Print Preview'.

- If you experience a printer problem, the Burial Permit can be printed again by repeating the **Print Burial Permit** steps.
- If you notice an error on the Burial Permit, you can use the **Edit Case** function to correct the error as long as the Death Certificate has not been accepted by the Local Registrar.
- If you print a Burial Permit a second time, the EDRS Case ID number will print in the upper right-hand corner of the permit along with the word REVISED.

II. THE BURIAL PERMIT PROCESS

Funeral Directors will have the ability to print official Burial Permits directly from EDRS.

This function can be used immediately after the personal info section of the Death Certificate has been completed and certified by the Funeral Director, and the medical portion has been completed and submitted to the Local Registrar either by the Funeral Director or by the certifying physician.

STEPS to Print a Burial Permit

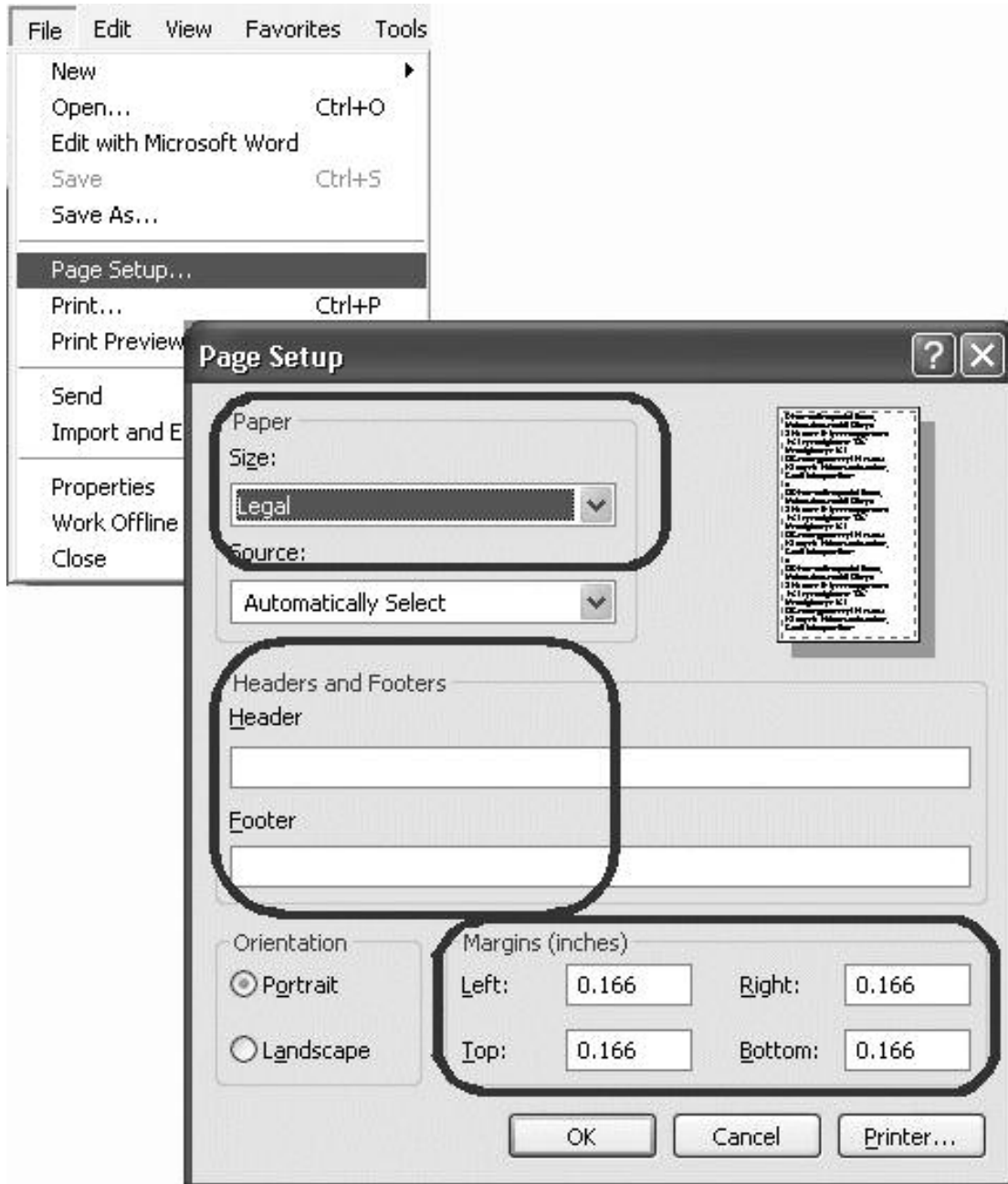
1. Open the case and click **Print Burial Permit** from the **Actions Menu**.
2. Click the down arrow on **Transportation by Common Carrier** to select either Yes or No.
 - a. If Yes is selected, you must type the **Name of the Carrier** in the next field.
3. Review the information on the screen to make sure it is correct before printing.
 - a. If any information is incorrect, you must correct the information on the appropriate screens in EDRS.
 - b. If the Funeral Home name and address is incorrect, call the Help Desk.
4. Click **Print** at the bottom of the form.
5. The **Burial Permit** form will display on the screen. Make sure the information on the form is correct.
6. Click **Printer Friendly Version** at the top of the form to display **Print** screen.
 - a. Select the correct Printer name on the Print screen.
 - b. Make sure Paper Size is selected as Letter on the appropriate Print screen. (Preferences, Setup, Advanced Settings).
 - c. You can change the Number of Copies to 2 to print an extra copy of the Burial Permit for your file.
 - d. Make sure Letter-size paper is loaded in your printer.
7. Click **Print** button on the **Print** screen.
 - a. The **Burial Permit** will now print.
 - b. The EDRS **Case ID** number will print in the upper right-hand corner of the permit.
 - c. The permit must be delivered to the superintendent of the cemetery or crematorium where the burial, entombment or cremation is to take place.

THE BURIAL PERMIT

This page intentionally left blank.

FUNERAL HOME COPY OF THE DEATH CERTIFICATE

This page intentionally left blank.



- Due to certain printer requirements, the margin number may change after you type 0.166 in the margin field. Accept whatever number the system changes to in these boxes.
- The Header/Footer and Margin changes will affect all documents printed from Internet Explorer regardless of whether or not you are using EDRS. When you leave EDRS, you may want to change your settings back to the original settings that you wrote down.

FUNERAL HOME COPY OF THE DEATH CERTIFICATE

You can print a copy of the Death Certificate for your file. The best time to print the file copy is after all personal and medical information has been completed and submitted to the Local Registrar.

I. PREPARING YOUR PRINTER

The file copy of the Death Certificate must be printed on Legal-size paper. The printer settings are controlled by your Internet web browser since you are printing from the Internet.


The steps below will walk you through changing your printer settings for your Internet web browser. The paper size, margins and header/footer notes must be changed in order to properly print the Death Certificate.

* Only complete these steps if you have not already prepared your printer.

STEPS to Prepare Your Printer to Print a File Copy of the Death Certificate

1. Click the **File** menu at the top left-hand corner of your screen.
 - a. A **File** Menu List will display.
2. Click **Page Setup** from the File Menu List.
 - a. A **Page Setup** screen will display.
 - b. Write down the selections that presently appear in the following fields:
 - i. Paper Size; Header; Footer; Margins (top, bottom, left, right)
 - ii. Keep this note for use later in these instructions.
3. Click the down arrow on **Paper Size** to display a list of paper sizes.
 - a. Click the option Legal.
4. Move to **Header** and **Footer** and press the **Delete** key to delete the contents of the **Header** and **Footer** boxes.
5. Move to the **Margin** fields and change all four margin values (top, bottom, left, right) to 0.166.
6. Click **OK** on the **Page Setup** screen to proceed.

FUNERAL HOME COPY OF THE DEATH CERTIFICATE

 <p>NJ-EDRS Training</p> <p>Welcome</p> <p>Create Case</p> <p>Find Case</p> <p>Reports</p> <p>Update Profile</p> <p>Select Facility</p> <p>Logout</p>	View Case	Case ID: 1000686	Decedent Name: John Pieter Smithson	Logged in As: John Winston Smith III
	Summary	State File#: 20070000204	Date Of Death: 03/23/2007	Facility: Hanna Funeral Home
	DC Form	<p>Welcome</p> <p>Printer Friendly Version</p>		
	History	<p>ABSTRACT OF DEATH CERTIFICATE INFORMATION</p> <p>Medical Record No.: [] ME No.: [] State File Number: 20070000204</p>		
	Notes	<p>1. Legal Name of Decedent (First, Middle, Last, Suffix): John Pieter Smithson</p> <p>1b. Also Known As (AKA), if Any (First, Middle, Last, Suffix): []</p>		
	Events	<p>2. Sex: Male 3. Social Security No.: 233-33-3344 4a. Age: 107 Years 5. DOB: []</p>		
		<p>6. Birthplace (City & State/foreign Country): Trenton, NJ</p>		
		<p>7a. Residence State: NJ 7b. County: Mercer 7c. Municipality/City: Trenton City</p>		
		<p>7d. Street and Number: 1350 W State St 7e. Apt No.: [] 7f. Zip Code: 08666</p>		
		<p>8a. Ever in US Armed Forces?: YES 8b. If Yes, Name of War: Korea 8c. War Service Dates (From/To): 1950 - 1955</p>		
	<p>9. Domestic Status at Time of Death: Married 10. Name of Surviving Spouse/Partner (Name given at Birth or on Birth Certificate): Jane Smith</p>			
	<p>Actions</p> <ul style="list-style-type: none"> View Case Take Case Edit Case Sign Case Manage Medical Certification Order Copies Print Burial Permit <p>Other Actions</p> <ul style="list-style-type: none"> Refer to ME Drop to Paper Release Case Abandon Case 			

II. PRINTING THE FILE COPY OF THE DEATH CERTIFICATE

STEPS to Print a File Copy of the Death Certificate

1. Open the case and click **View Case** on the **Actions Menu**.
 - a. The case will open to the **DC Form** tab.
 - b. If not, you can click the **DC Form** tab to view the form.
 - c. Make sure you changed your printer settings as explained in the previous section.
2. Click **Printer Friendly Version** at the top of the form to display **Print** screen.
 - a. Select the correct Printer name on the Print screen.
 - b. Make sure Paper Size is selected as Legal on the appropriate Print screen. (Preferences, Setup, Advanced Settings).
 - c. Make sure Legal-size paper is loaded in your printer.
3. Click **Print** button.
 - a. The Death Certificate Abstract form will now print.
 - b. This copy is for the Funeral Home file only.

FUNERAL HOME COPY OF THE DEATH CERTIFICATE

This page intentionally left blank.


This page intentionally left blank.


ORDERING CERTIFIED COPIES


[Welcome](#) | [Summary](#) | [DC Form](#) | **Order Copies** | [Notes](#) | [Events](#)


Order Certified Copies

Registrar to Issue Copies:

Short Form with Cause of Death: 

Short Form without Cause of Death: 

Long Form with Cause of Death: 

Long Form without Cause of Death: 

Method of Delivery:

Actions

- [View Case](#)
- [Take Case](#)
- [Edit Case](#)
- [Sign Case](#)
- [Manage Medical Certification](#)
- [Order Copies](#)**
- [Print Burial Permit](#)

Other Actions

- [Refer to ME](#)
- [Drop to Paper](#)
- [Release Case](#)
- [Abandon Case](#)

Pending Orders							Total Cost	Registra
Request Date/Time	ShortForm Qty. w/Cause	ShortForm Qty. w/o Cause	LongForm Qty. w/Cause					
No pending orders.								
Previous Orders							Total Cost	Registra
Request Date	Issue Date	ShortForm Qty. w/Cause	ShortForm Qty. w/o Cause	LongForm Qty. w/Cause				
No previous orders.								

ORDERING CERTIFIED COPIES

Once a Death Certificate has been validated and certified on EDRS, you can order Certified Copies directly through EDRS.


STEPS to Order Certified Copies of the Death Certificate

1. Open the case and click **Order Copies** from the **Actions Menu**.
2. The **Order Copies** screen will display.
3. Click the down arrow on **Registrar to Issue Copies** to select the Local Registrar.
4. Enter the number of copies required in the box next to the image of the Death Certificate form.
 - a. You can order “Short Form” copies with and without cause; and/or
 - b. You can order “Long Form” copies with and without cause.
 - c. As an option, you can click once on the image of the specific form to view a sample of the form you are ordering.
5. Click the down arrow on **Method of Delivery** to select Customer Pickup or USPS First Class Mail.
6. Click **Calculate Costs**.
 - a. Based on the Certified Copy fees charged at the Local Registrar’s office and the method of delivery, EDRS will calculate the total cost of this order and display the cost on the screen.
 - b. If the deceased was a Veteran, the calculation will display “Qualifies for 1 Free Veteran Copy” on the screen. The total amount will be reduced at the time of issuance by the Local Registrar for the first copy issued.
 - c. If you made an error on the number of copies needed, or the method of delivery, click the **Reset** button to reset the fields to blank.
 - d. Once you have reviewed the fees and method of delivery, you can confirm the order for Certified Copies.
7. Click **Order Copies** to submit the order.
 - a. The pending order will list on the **Order Copies** screen.
 - b. Any previous orders will also display on the bottom of the **Order Copies** screen.
 - c. The Funeral Director will receive an email when the Local Registrar finalized and printed the Certified Copies.

This page intentionally left blank.

This page intentionally left blank.

MANAGING YOUR EDRS CASES



Logged in fd (John Winston Smith III)
Facility Hanna Funeral Home

Welcome

NJ-EDRS Training

Welcome

Create Case

Find Case

Reports

Update Profile

Select Facility

Logout

To Do:

Case ID	Decedent Name	Date of Death	Sex	Age	Facility	State File#	Status	Action
1000708	Tester Faxing	05/11/2007	Male	100			Personal Pending FD 20-	Edit
1000699	Jane Doerman	05/03/2007	Female				Personal Pending, Medical	Edit
1000699	Jane Doerman	05/03/2007	Male				Personal Pending, Medical	Edit
1000687	Bobby Tomson	10/11/2006	Male	106		20060000105	Filed	Print BP
1000683	John Pieter Smithson	03/22/2007	Male	97		20070000203	Filed	Print BP
1000688	John Pieter Smithson	03/23/2007	Male	107			Personal Ready to be	Sign

Recently accessed cases:

Case ID	Decedent Name	Date of Death	Sex	Age	Facility	State File#	Status	Date of Action	Action
1000701	Jane Doeford	05/03/2007	Female	44			Personal	05/03/2007	Designate
1000688	John Pieter Smithson	03/23/2007	Male	107		20070000204	Filed	03/29/2007	Filed Case
1000679	John Pieter Smithson	03/22/2007	Male	107		20070000202	Filed	03/28/2007	Filed Case
1000337	James 3 Burke	08/13/2005	Male	44	Mercer County Medical	20050000343	1 Accepted	05/04/2007	Approve

[About EDRS](#)

[Contact Us](#)

[Disclaimer Statement](#)

[Forms](#)

[Help](#)

This system is restricted to authorized users. Random audits are routinely performed
 Copyright © 2004-2006 NJDHSS. All Rights Reserved.

I. THE WELCOME SCREEN

To Do

The **To Do** section on the **Welcome** screen will list cases that have a pending action. Review this section as often as possible to ensure that all pending issues are completed.

Recently Accessed

Review the **Recently Accessed** section. Cases that are completed will have a status of **Filed**. Other cases on the **Recently Accessed** list may require review by the Funeral Home.

II. LOCAL REGISTRAR FILING

- The Registrar will receive notice through EDRS that a case has been submitted.
- The Registrar can **Accept** or **Reject** the case. If **Rejected**, the Registrar will include a note on the case regarding the reason for rejection.
- Once a Registrar **Accepts** a case, you cannot make changes to the Death Certificate. You can only view the data and order copies.
- Once a case has been accepted by the Registrar for filing, an email will be sent to the licensed Funeral Director advising that the case was accepted.

III. CERTIFIED COPIES

- Certified Copies can be ordered directly through EDRS during the filing of the Death Certificate.
- Certified Copies can also be ordered for a previous case that was filed through EDRS.

IV. EDRS FILE NUMBER

- It is extremely important to record the EDRS **Case ID** number in your Funeral Home file.
- The EDRS **Case ID** number can be used in the future to easily find and open the case to:
 - Order Certified Copies.
 - Print a file copy of the Death Certificate.
 - Examine information entered in order to handle any future questions on the file.

V. THE ACTIONS MENU

Review the functions that are listed on the **Actions Menu**. The functions provide additional flexibility when working with a case in EDRS. It is important for you to know that these additional functions are available.

- The function on the **Actions Menu** will display in bold with blue text when it is available to be used.
- The function can be disabled if it cannot be used on the case at the specific time. A disabled function will display in plain black text.

View Case

Use the **View Case** function to review and/or print the details of a case that is already certified. You should use **View Case** instead of the **Edit Case** function. If you use the **Edit Case** function, you will have to recertify the case.

Take Case

The **Take Case** function allows a Funeral Home to take a case in EDRS that is not assigned to another Funeral Home, or one that has been released by another Funeral Home.

Edit Case

Use the **Edit Case** function to revise or add information to the Death Certificate. If the **Edit Case** function is used to work on a case that has already been certified, you will have to recertify the case.

Sign Case

The **Sign Case** function displays the **Certify** screen for a case that is waiting to be signed and submitted by the Funeral Director. The **Sign Case** function is only available when a licensed Funeral Director is logged into EDRS.

THE ACTIONS MENU (cont.)

Refer to ME

This function should be used to refer a case to the Medical Examiner whenever a Funeral Home determines that the death may be questionable.

Drop to Paper

This function should no longer be used by the Funeral Director as long as the **Manage Medical Certification** function can be used.

There may be an exception where the **Drop to Paper** function has to be used. Note that the case will be locked once it is dropped to paper.

Release Case

The **Release Case** function is used to release a case owned by a Funeral Home facility.

- Releasing the case will allow another Funeral Home facility to take the case for completion.

Abandon Case

This function is used to abandon a case owned by a Funeral Home facility.

- Abandoning the case will lock the case. A user can **View** an abandoned case, but no other actions can be performed on the case.
- This function is useful in situations where a duplicate case was entered into EDRS or a case was started in error.

This page intentionally left blank.

APPENDIX

This section contains additional information to help you use EDRS.

The Death Certificate worksheet contained in this section can be used at the Funeral Home during the conference with the family. It contains all items that will appear on the EDRS Death Certificate screens.

This page intentionally left blank.

I. WHO TO CONTACT



Contacts at NJ-DHSS

Help Desk	Phone: 866.668.3788	Email: helpdesk@doh.state.nj.us
-----------	---------------------	---------------------------------



Contact at NJSFDA

NJSFDA	Manager of the Day: 800.734.3712	Fax: 732.974.8144 Email: njsfda@njsfda.org
--------	-------------------------------------	-----------------------------------------------

II. FORMS

Forms that are useful to the Funeral Home facility are available in the **Forms** link located at the bottom of the **Welcome** screen.

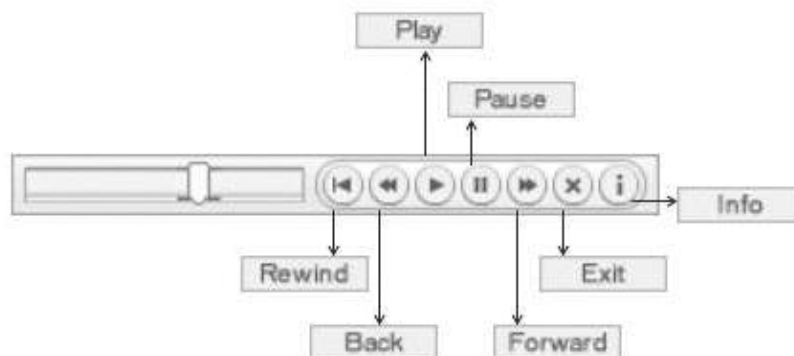
The forms are available in either a .doc format for Microsoft Word or a .pdf format for viewing with Adobe Reader.

1. **Funeral Director Worksheet** – a worksheet with blank fields that corresponds to the decedent’s personal information section of the Reg-18 Death Certificate.
2. **Medical Facility Worksheet** – a worksheet with blank fields that corresponds to the medical section of the Reg-18 Death Certificate.
3. **Instructions for Completing Items on the DC Form** – each field on the Death Certificate form is described along with its appropriate responses. (This form is included at the end of this training guide and reprinted with the permission of the NJ-DHSS.)
4. **Certificate of Death Form (Reg-18 JAN 07)** – This document can be printed on Legal-size paper and can be used in place of the Reg-18 NCR form for the medical professional’s certification.

III. ONLINE HELP

Online Help is available for all users of EDRS.

1. Once you Login, click the **Help** link at the bottom of the screen to view the online Help Guide.
 - a. Each **Topic** in the Table of Contents is listed with a closed **Book** Icon on the left side of the screen.
2. Click the **Book** icon to view the **Help Items** available for the Topic.
 - a. Each **Help Item** is listed with a **Question** Icon.
3. Click the **Help Item** to display the Help Instructions on the right side of the screen.
4. **Tutorials** are available for certain Help Items. The Tutorials will display a recorded online demonstration and will illustrate how to complete fields and screens for a specific topic.
5. Click on the **Book** icon next to the topic Tutorials.
6. Instructions will display on the right side of the screen.
7. Click on the **View Tutorial** link.
8. The Tutorial will begin to play with the instructor describing each step in the tutorial.
 - a. The instructor's voice will be heard as long as you have speakers on your computer.
 - b. You may also need Adobe Flash Player file to play the tutorial.
 - i. When you click on the Tutorial Help Topic an Adobe Flash Player link is available for downloading the Flash Player file.
9. The Tutorial will display buttons at the bottom of the screen. These buttons can be used to control the playback, pausing and fast forwarding of the tutorial.
 - a. A picture describing the use of each button is available on the Tutorial Help topic page.



APPENDIX

IV. DEATH CERTIFICATE INSTRUCTIONS

(This form is available under the Forms link in EDRS. It is reprinted with permission of the NJ-DHSS)

Instructions for Completing Items on the New Jersey Department of Health and Senior Services Certificate of Death

These instructions pertain to the 2007 version of the Certificate of Death produced from the New Jersey Electronic Death Registration System (NJ-EDRS). Under certain circumstances a document may not be able to be completed in the NJ-EDRS application. When this happens the partially completed document should be printed out and completed manually using these instructions.

ONLY FIELDS THAT ARE BLANK (NO VALUE ENTERED IN NJ-EDRS) SHOULD BE COMPLETED. INFORMATION ENTERED IN NJ-EDRS SHOULD NOT BE CHANGED.

The following instructions will explain what information is expected in each field and where applicable, show a list of valid responses that can be entered in a particular field. All fields should be considered "REQUIRED INFORMATION" except where noted in the instructions.

TO BE COMPLETED BY FUNERAL DIRECTOR	
FIELD NAME	INSTRUCTIONS
1a. Legal Name of Decedent (First, Middle, Last, Suffix)	Enter the <u>full</u> first, middle and last name of the decedent. Do not abbreviate. If applicable, enter a valid suffix (Sr., Jr., I, II, III, IV, V, VI, VII, VIII, IX, X).
1b. Also Known As (AKA), If any (First, Middle, Last, Suffix)	Enter the <u>full</u> first, middle and last alias name of the decedent. Do not abbreviate. If applicable, enter a valid suffix (Sr., Jr., I, II, III, IV, V, VI, VII, VIII, IX, X). DO NOT INCLUDE nicknames or Spelling variations of the first name.
LIMB ONLY	Check this box if the Death Certificate is being generated to dispose of a limb and no death has occurred.
2. Sex	Valid entries: Male, Female and Unknown (if sex cannot be determined.)
3. Social Security Number	Enter the decedent's 9-digit Social Security number. Other valid entries: "None", "Unknown" or "Not Obtainable".
4a. Age	If decedent is 1 year old or over, enter age at last birthday in years (i.e. 9 years). If decedent is less than 1 year old and greater than 1 month old, enter age in months (i.e. 2 months). If decedent is less than 1 month old and greater than 24 hours old, enter age in weeks or days (i.e. 2 weeks or 5 days). If decedent is less than 24 hours old, enter age in hours or minutes (i.e. 12 hours or 30 minutes).
5. Date of Birth (Mo/Day/Yr)	Enter the full name of the month (January, February, etc), day and 4-digit year that the decedent was born. If the date of birth is unknown, then enter "Unknown".
6. Birthplace (City & State/ Foreign Country)	If decedent was born in the U.S., enter the name of the City and State. If not born in the U.S., enter name of country of birth.
7a. Residence – State	Enter decedent's state of residence.
7b. County	Enter decedent's county of residence.
7c. Municipality/City	If decedent resided in NJ, enter municipality of residence. Otherwise enter city of residence. Note: Municipality can be different from the mailing address.
7d. Street and Number	Enter decedent's number and street of residence.
7e. Apt No.	Enter apartment or room number associated with residence. If none, leave blank.
7f. Zip Code	Enter the ZIP code of the place where the decedent lived.
7g. Inside City Limits?	If decedent resided in NJ, always enter "Yes". If decedent resided outside of NJ other valid entries are "No" or "Unknown".

APPENDIX

8a. Ever in US Armed Forces?	If decedent ever served in the US Armed Forces, enter "Yes". Other valid entries are "No" or "Unknown".
8b. If yes, Name of War	If "Yes" has been entered in field 8a and decedent has served in a military conflict, enter the name of the conflict. If field 8a is "No", leave blank.
8c. War Service Dates (From/To)	If field 8b contains the name of a military conflict, enter the From and To dates that the decedent served in the US Armed Forces.
9. Domestic Status at Time of Death	Enter the domestic status of the decedent at time of death. Specify one of the following: "Married", "Married, but separated", "Single/Never married", "Widowed", "Divorced", "Domestic Partner", "Domestic Partnership Terminated", "Domestic Partner (Deceased)", "Civil Union Partner"*, "Civil Union Dissolved"*, "Civil Union (Deceased)*", "Unknown" or "Not Obtainable". * Civil Union can only be used with deaths that occurred after 2/19/2007.
10. Name of Surviving Spouse/Partner (List name given at birth or on birth certificate)	If the decedent was married, in a Domestic Partnership or in a Civil Union at the time of death, enter the full name of the surviving spouse/partner. Use the surviving spouse/partner's name given at birth or on birth certificate. If no surviving spouse/partner, leave this field blank.
11. Father's Name (First, Middle, Last, Suffix)	Enter the <u>full</u> first, middle and last name of the decedent's father. Do not abbreviate. If applicable, enter a valid suffix (Sr., Jr., I, II, III, IV, V, VI, VII, VIII, IX, X). If the father's name cannot be determined, enter "Unknown" in the Last Name field.
12. Mother's Name (First, Middle, Last, Suffix)	Enter the <u>full</u> first, middle and surname that the decedent's mother used prior to first marriage, commonly known as the maiden name. Do not abbreviate. If applicable, enter a valid suffix (Sr., Jr., I, II, III, IV, V, VI, VII, VIII, IX, X). If the mother's name cannot be determined, enter "Unknown" in the Last Name field.
13a. Name of Informant	Enter the <u>full</u> first, middle and last name of the person who supplied the personal facts about the decedent and his or her family. Do not abbreviate. If applicable, enter a valid suffix (Sr., Jr., I, II, III, IV, V, VI, VII, VIII, IX, X).
13b. Relationship to Decedent	Enter the relationship of the informant to the decedent. Specify one of the following: "Child", "Parent", "Sibling", "Spouse", "Domestic Partner", "Other Relative" or "Other".
13c. Mailing Address (Street and Number, City, State, Zip Code)	Enter the complete mailing address of the informant whose name appears in item 13a. Be sure to include the ZIP Code.
14. Method of Disposition	Enter one of the following methods of Disposition: "Burial", "Cremation", "Donation", "Entombment", "Removal from State" or "Other:.". If "Other:." is used, specify the method of Disposition in the same space.
15. Place of Disposition (Name of cemetery, crematory, other)	Enter the name of the cemetery, crematory or other place of disposition. If the body is removed from the State, specify the name of the cemetery, crematory, or other place of disposition to which the body is removed.
16. Location – City or Town and State	Enter the name of the city, town, or village and the State where the place of disposition is located.
17. Name and complete address of funeral facility	Enter the name and complete address of the facility handling the body prior to burial or other disposition. Include Phone Number.
18. Signature of Funeral Director	The funeral service licensee charged with responsibility for completing the Death Certificate should sign in permanent black ink.
19. NJ License Number	Enter the NJ State license number of the funeral service licensee.

APPENDIX

20. Decedent Education	Enter the highest level of education that the decedent completed from the following options: "8th grade or less", "9th-12th grade, no diploma", "High School Graduate or GED completed", "Some college credit, but no degree", "Associate Degree (e.g., AA, AS)", "Bachelor's Degree (e.g., BA, AB, BS)", "Master's Degree (e.g., MA, MS, MEng, MEd, MSW, MBA)" or "Doctorate (e.g., PhD, EdD) or Professional Degree (e.g., MD, DDS, DVM, LLB, JD)"
21. Decedent of Hispanic Origin?	Based on the informant's response, select the description that best identifies the decedent's ethnic identity. The response should reflect what the decedent considered himself or herself to be. The informant is encouraged to select only one response. If the informant is unable to select a single response, enter all responses that apply. If informant indicates an ethnic origin not on the list, it should be entered even if it is not a Hispanic origin Enter one (or more) of the following: "No, Not Spanish/Hispanic/Latino", "Yes, Mexican, Mexican American, Chicano", "Yes, Puerto Rican", "Yes, Cuban" or "Yes, Other Spanish :**" ** Specify race
22. Decedent's Race	The informant should indicate the race or races of the decedent. The following are valid responses: "White", "Black or African American", "American Indian or Alaska Native - **", "Asian Indian", "Filipino", "Korean", "Chinese", "Japanese", "Vietnamese", "Other Asian - **", "Native Hawaiian", "Guamanian or Chamorro", "Samoan", "Other Pacific Islander - **", "Other - **". ** These race descriptions require a tribe to be entered. *** These entries are for races that are not listed.
23. Occupation of Decedent (Type of work done most of life even if retired)	Enter the usual occupation of the decedent. This means the type of job the individual was engaged in for most of his or her working life (i.e. farmhand, janitor, store manager, civil engineer, etc.) Never enter Retired.
24. Kind of Business/ Industry	Enter the kind of business or industry to which the occupation listed in item 23 is related, such as insurance, farming, retail clothing, university or government. Do not enter firm or organization names. If not known, enter "Unknown".
25. Name and Address of Last Employer	Enter the complete mailing address of the decedent's last employer. Include the ZIP Code. If not known, enter "Unknown"
TO BE COMPLETED BY THE PRONOUNCER OR MEDICAL CERTIFIER	
FIELD NAME	INSTRUCTIONS
26. Date Pronounced Dead (Mo/Day/Yr)	Enter the exact month, day and four-digit year that the decedent was pronounced dead. Enter the full name of the month – January, February, March, etc. Do not use a number or abbreviation to designate the month.
27. Time Pronounced Dead	Enter the exact time (hour and minute using a 24-hour clock) the decedent was pronounced dead according to local time. Be sure to indicate the time using a 24 hour clock. (Examples: for 12:15AM enter 0015, for Noon enter 1200, for 3:00PM enter 1500, for midnight enter 2400).
28. Signature of Person Pronouncing Death	Obtain the signature of the Physician or Registered Nurse who pronounced the death in black ink.
29. License Number	Enter the State License number of the Physician or Registered Nurse who pronounced the death.
30. Date Signed (Mo, Day, Yr)	Enter the exact month, day and year that the pronouncing Physician or Registered Nurse signs the certificate. Do not use a number to designate the month.

APPENDIX

TO BE COMPLETED BY THE MEDICAL CERTIFIER	
FIELD NAME	INSTRUCTIONS
Name of Decedent as by known Physician	If the decedent's name on his/her medical records are different then the decedent's legal name, enter the name on the medical records. IF THE MEDICAL RECORDS NAME IS THE SAME AS THE DECEDENT'S LEGAL NAME, LEAVE THIS FIELD BLANK.
31. Date of Death	Enter the exact month, day and four-digit year that the decedent died. Enter the full name of the month – January, February, March, etc. Do not use a number or abbreviation to designate the month. If an estimate is made, enter date as "APPROX- <i>date</i> ". If no estimate can be made, use the date found and enter "FOUND- <i>date</i> ". If date of death was determined by court order, enter "Court Determined- <i>date</i> " this does not apply to individual that are declared dead by the courts, only to those cases where the court determines the date of death.
32. Time of Death	Enter the exact time (hour and minute using a 24-hour clock) the decedent was pronounced dead according to local time. Be sure to indicate the time using a 24 hour clock. (Examples: for 12:15AM enter 0015, for Noon enter 1200, for 3:00PM enter 1500, for midnight enter 2400). If an estimate is made, enter time as "APPROX-time". If no estimate can be made, enter "Unknown". If time of death was determined by court order, enter "Court Determined-time".
33. Was Medical Examiner Contacted?	If the Medical Examiner was contacted concerning this case, enter "Yes". Otherwise enter "No".
34. Place of Death	If death occurred in a Hospital, enter one of the following valid entries: "Hospital: Inpatient", "Hospital: Emergency or Outpatient" or "Hospital: Dead on Arrival". If death DID NOT occur in a Hospital, enter one of the following valid entries: "Hospice Facility", "Nursing Home / Long Term Care Facility", "Decedent's Home" or "Other: ***" ** Specify location.
35a. Facility Name (If not institution, give street and number)	If the death occurred in a Hospital, on the way to a Hospital or in any medical or Health care facility, enter the full name of the institution. If the death occurred at home, enter the house number and street name. If the death occurred at some place other than those described above, enter the number and street name of the place or building where the decedent died.
35b. Municipality	Enter the municipality where the death took place. Note: Municipality can be different from the mailing address.
35c. County	Enter the county where the death took place.
36a. Cause of Death, Part I, Immediate Cause: Line A	The immediate cause of death is reported on Line A. This is the final disease, injury or complication directly causing the death. An immediate cause of death must always be reported on Line A. It can be the sole entry in the cause-of-death section if that condition is the only condition causing the death. NOTE: The mechanism of death (for example, cardiac or respiratory arrest) should not be reported as the immediate cause of death as it is a statement not specifically related to the disease process, and it merely attests to the fact of death.
Line A: Interval between Onset and death	Enter the interval between the presumed onset of the condition listed on Line A (not the diagnosis of the condition) and the date of death (for example, 10 minutes, 3 months, 10 years). These intervals are established based on available information. If the time of onset is entirely unknown, enter "Unknown". Do not leave this field blank.
36a. Cause of Death, Part I, Immediate Cause: Lines B, C, D due to (or as a consequence of)	On line B, enter the disease, injury or complication, if any, that gave rise to the immediate cause of death reported on Line A. If this in turn resulted from a further condition, enter that condition in Line C. If this in turn resulted from a further condition, enter that condition in Line D. Write the full sequence, one condition per line, with the most recent condition on top.

APPENDIX

Line B, C, D: Interval between Onset and death	Enter the interval between the presumed onset of the condition listed on Lines B, C and D (not the diagnosis of the condition) and the date of death (for example, 10 minutes, 3 months, 10 years). These intervals are established based on available information. If the time of onset is entirely unknown, enter "Unknown". Do not leave these fields blank if a condition is entered on the line.
36b. PART II – Enter other significant conditions contributing to death but not resulting in underlying cause given in PART I.	Enter all other important diseases or conditions that were present at the time of death and that may have contributed to the death, but did not lead to the underlying cause of death listed in PART I or were not reported in the chain of events in PART I. More than one condition can be reported per line in PART II.
37. Was an Autopsy Performed?	Enter "Yes" if a partial or complete autopsy was performed. Other valid entries are "No", "No-Religious Objection", "No-Refused" or "Unknown".
38. Were Autopsy Findings Available to complete cause of death?	If a partial or complete autopsy was performed, valid answers are "Yes," "No" or "Unknown." If an autopsy was not performed this should be left blank.
	NOTE: FIELDS 39 THROUGH 45 SHOULD ONLY BE USED WHEN THE DECEDENT'S MANNER OF DEATH IS "ACCIDENT", "HOMICIDE" OR "SUICIDE".
39. Date of Injury (Mo/Day/Yr)	Enter the exact month, day and four-digit year that the injury occurred. Enter the full name of the month – January, February, March, etc. Do not use a number or abbreviation to designate the month. The date of the injury may not be the same as the date of death. If the exact date cannot be determined, enter "Undetermined".
40. Time of Injury	Enter the exact time (hour and minute using a 24-hour clock) the injury occurred according to local time. Be sure to indicate the time using a 24 hour clock. (Examples: for 12:15AM enter 0015, for Noon enter 1200, for 3:00PM enter 1500, for midnight enter 2400). If the exact time cannot be determined, enter "Undetermined".
41. Place of Injury	Enter the general type of place (such as restaurant, vacant lot, baseball field, construction site, office building or decedent's home) where the injury occurred.
42. Injury at work?	Enter "Yes" if the injury occurred at work. Other valid entries would be "No" or "Unknown".
43a. Location of Injury (Number and Street, Zip Code)	Enter the street address where the injury took place. Include zip code if known.
43b. Municipality	If the injury took place in New Jersey, enter the municipality where the injury occurred. Otherwise enter the city where the injury occurred. Note: Municipality can be different from the mailing address.
43c. County	If the injury took place in New Jersey, enter the county where the injury occurred. Otherwise leave blank.
43d. State	Enter state where injury occurred.
44. Describe how the injury occurred.	Enter a brief narrative describing how the injury occurred. Explain the circumstances or cause of the injury, such as "fell off ladder while painting house", "driver of car ran off roadway" or "passenger in car in car-truck collision".
45. If Transportation Injury:	Enter the role of the decedent in the transportation accident. Valid entries are "Driver/Operator", "Passenger", "Pedestrian", "Unknown", "Not Applicable" and "Other: **". "Other" applies to watercraft, aircraft, animal or people attached to outside of vehicles (e.g., "Surfers") but are not bonafide passengers or drivers. ** Specify Role.

APPENDIX

46. Manner of Death	Enter the Manner of Death. Valid entries are “Natural”, “Accident”, “Suicide”, “Homicide”, “Pending Investigation” and “Undetermined”. Deaths not due to external causes should be identified as “Natural”. Indicate “Pending Investigation” if the manner of death cannot be determined within the statutory time limit for filing the death certificate. This should be changed later to one of the other terms. Indicate “Undetermined” ONLY when it is impossible to determine the manner of death.
47. Did decedent have Diabetes?	If the decedent had been diagnosed with diabetes, enter “Yes”. Other valid entries are “No” or “Unknown”.
48. Did Tobacco use contribute to Death?	If, in the physician’s opinion, any use of tobacco or tobacco exposure to death, enter “Yes”. Other valid entries “No”, “Probably” or “Unknown”.
49. If Female, Pregnancy state	If the decedent is female, enter one of the following entries: “Not pregnant within past year”, “Pregnant at time of death”, “Not pregnant, but pregnant within 42 days of death”, “Not pregnant, but pregnant 43 days to 1 year before death” or “Unknown if pregnant within the past year”.
50. Certifier Type	The Certifying Physician is the person who determines the cause of death. If Medical Examiner, enter “Medical Examiner”. If performing Pronouncement and Certifying death, enter “Pronouncing and Certifying Physician”. If only certifying death, enter “Certifying Physician”.
51. Name, Address and zip code of certifier	Print the full name and address of the person whose signature or authentication appears in item 52.
52. Signature of Certifier	The Certifying Physician’s signature is entered here.
53. License Number	Enter the State license number of the physician who signs or authenticates the certificate in item 52.
54. Date Certified	Enter the exact month, day and four-digit year that the certifier signed the certificate. Enter the full name of the month – January, February, March, etc. Do not use a number or abbreviation to designate the month.