Printing the Burial Permit

The Burial Permit can be printed once the **Funeral Director portion is certified and the medical portion is certified, or faxed and submitted** into EDRS. This function is available 7 days-a-week — 24 hours-a-day.

All fees will be deducted electronically from the facility's EDRS Financial Account.

1. Open the case and click **Print Burial Permit** from the **Actions Menu**.
   a. Review the information on the Burial Permit info screen to ensure it is correct.
2. Click **Transportation by Common Carrier** to make a selection.
   a. If <u>Yes</u> is selected, type the **Carrier Name**.
3. Click the **Print** button at the bottom of the form.
   a. The Burial Permit form will display.
4. Click **Printer Friendly** on the Burial Permit form. The Print screen will display.
   a. Select your printer and make sure <u>Letter Paper Size</u> is selected on the appropriate Print screen (Preferences, Setup, Advanced Settings).
   b. Load Letter-size paper in your printer.
5. Click **Print** on the Print screen. The Burial Permit will print.

Printing a DC File Copy

1. If the case is not open, click the Case ID number on the **Welcome** Screen.
2. Click **View Case** (<u>not Edit Case</u>) on the **Actions Menu**.
3. Click the **DC Form** tab (if not already displayed).
4. Follow the steps for **Preparing Your Printer** (if not already done).
5. Click **Printer Friendly** on the Death Certificate Abstract form. The Print screen will display.
   a. Select your printer and make sure <u>Legal Paper Size</u> is selected on the appropriate Print screen (Preferences, Setup, Advanced Settings).
   b. Load <u>Legal-size</u> paper in your printer.
6. Click **Print** on the Print Screen. The Death Certificate Abstract form will print.

Ordering Certified Copies

1. Open the case and click **Order Copies** from the **Actions Menu**.
   a. The Certified Copies screen will display.
2. Click the down arrow to select the **Registrar to Issue Copies**.
3. Enter the number of **Certified Copies with Cause** that you want to order, and/or
4. Enter the number of copies **Without Cause** that you require.
5. Click the down arrow to select the **Method of Delivery**.
6. Click **Calculate Costs** to view the fees.
7. Click **Order Copies** to confirm the order.

All fees will be deducted electronically from the facility's EDRS Financial Account.

Actions Menu

Actions

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

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

Edit Case
Use the **Edit Case** function to revise or add information to the Death Certificate.

Sign Case
The **Sign Case** function quickly displays the **Certify** screen for a case that is waiting to be signed and submitted by the Funeral Director.

Other Actions

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 <u>should no longer</u> 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 <u>will be locked</u> once it is dropped to paper.

Actions Menu (cont.)

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 <u>lock the case</u>. A user can **View** an abandoned case, but <u>no other Actions</u> 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.

Help and Support

Online Help

Online Help is available for 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.

EDRS Help Desk

Users of EDRS should direct all questions to the 24 hour-a-day help desk operated by the NJ Department of Health and Senior Services.
Phone: **866.668.3788**
Email: **helpdesk@doh.state.nj.us**

NJSFDA

For information on EDRS training provided by the NJSFDA, contact the NJSFDA Manager of the Day at **800.734.3712**.

You may also send inquiries by email to **njsfda@njsfda.org** or by fax to **732.974.8144**.

State of New Jersey Electronic Death Registration System

EDRS

Quick Reference Guide for the

Funeral Director

N.J.S.A. 26:8-24.1

". . . All participants in the death registration process, including, but not limited to, the State registrar, local registrars, deputy registrars, alternate deputy registrars, subregistrars, the State medical examiner, county medical examiners, funeral directors, attending physicians and resident physicians, licensed health care facilities, and other public or private institutions providing medical care, treatment or confinement to persons, shall be required to utilize the **NJ-EDRS** to provide the information that is required of them by statute or regulation."

EDRS Sign-In

1. Connect to the Internet and access your Internet web browser.
2. Type the EDRS website into the address bar **https://edrs.nj.gov** and press **Enter**.
3. Type in your **User ID** and **Password**.
4. Click **Login**.
   a. The **Select Facility** screen will display if you are associated with more than one Funeral Home.
   b. Click on the **Facility** name then click **Submit** to create/review cases for the specific facility.
5. The EDRS **Welcome** screen will display.

The Welcome Screen

EDRS Main Menu
Use the left mouse button to select a menu option from the **EDRS Main Menu**. The Menu options that are available depend on the type of User ID signed into **EDRS**.

To Do
Cases that have a pending action for the Funeral Home facility display on the **To Do** list.

Recently Accessed Cases
Cases that were recently worked on, but that do not have a To Do item for the Funeral Home facility, display on the **Recently Accessed Cases** list.

EDRS Open Case
Click on the **Case ID** number to open a case.

When you open a case, the case's **Summary** screen will display. The Summary screen provides an overview of the **Case Details**, the **Case Status** and a list of EDRS **Events** that have occurred on the case.

Actions Menu
An **Actions Menu** displays on the right side of the **Summary** screen. The functions on the Actions Menu pertain to the case that is open.

Preparing Your Printer

The steps below will change your printer settings for Internet Browser. The paper size, margins and header/footer notes must be changed in order to properly print the Burial Permit and a file copy of the Death Certificate.

1. Click the **File** menu at the top left-hand corner of your screen.
2. Click **Page Setup** from the File Menu List.
3. Move to **Header** and **Footer** and press the **Delete** key to delete the contents of the **Header** and **Footer** boxes.
4. Move to the **Margin** fields and change all four margins to 0.166 (top, bottom, left, and right.)
   a. Accept the margin settings that may have been changed by your system.
5. Click **OK** on the **Page Setup** screen to proceed.

Finding a Case

The best way to find a case in EDRS is to search by the Case ID number.
1. Click **Find Case** on the Main Menu.
2. Select **Cases Not Owned by any Funeral Home.**
3. Move to the **Case ID** field and type the Case ID.
4. Click **Find Case**.

Creating a Case

1. Click **Create Case** on the Main Menu.
2. Move to the **First** and **Last Name** fields and type the deceased's name.
3. Click on the down arrow to select the **Decedent's Sex**.
4. Click the down arrow to select the **County of Death** and **Municipality** where the death occurred.
5. Enter the **Year** of death.
6. Click the down arrow to select the **Month** and **Day** of death.
7. Click **Submit**. EDRS will check for duplicate cases. If cases are found with a similar name, the Matches Found screen will display.
   a. To select a case that was already created, click the round button next to the Case ID number and click **Choose Case.**
                    or
   b. To ignore the matches, click **Ignore**. The Death Certificate form will display.

The Death Certificate

Place the Case ID number in your log.
1. Complete Funeral Director **Fields 1-16**.
2. Click **Save**.
   a. If information is missing, a warning message will display in red at the top of the screen.
   b. Correct any errors and click **Save** again.
   c. If you do not have the information, click **Welcome** to return to this case at a later time.
3. Complete Funeral Director **Fields 20-25**.
4. Click **Save**.
   a. If corrections are needed, repeat steps 2a-2b.
5. If all fields are completed correctly, the **Certify** screen will display.

Certifying a Death Certificate

Funeral Director User ID only.
1. Review the Death Certificate form to ensure that all data is correct before completing the **Certify** screen. The **Certify** screen will display once all fields are correctly completed and saved on the Death Certificate.
2. Click **Select Municipality** to select where this Death Certificate will be filed. The Funeral Home name and address, along with the name and license of the Funeral Director, will display on the **Certify** screen.
3. Review the **Signature Release** Statements.
4. Click the box next to the **I affirm** statement.
5. Click **Certify**. The case **Summary** screen will display with confirmation that the case has been signed.

After certifying, the case will be submitted to the Local Registrar once the doctor certifies the medical section in EDRS.

If the doctor does not participate in EDRS, proceed to Manage Medical Certification on the Actions Menu.

Managing the Medical Certification

Obtain a completed and signed Reg-18 Death Certificate from the medical professional.
1. Open the case and click **Manage Medical Certification** on the Actions Menu.
2. Complete the **Physician Info**.
   a. Enter the license number of the physician who signed the Death Certificate.
   b. Click **Look Up**.
   c. Click **Select** next to the correct physician on the list.
   d. The physician's name will display in the fields.
   e. You can manually enter an out-of-state physician or a new physician if the name is not in the EDRS database.
3. Select the **Offline** action.
   a. Click the round button next to **Offline**.
   b. Click **Submit**.
   c. The Fax Cover sheet will display.
   d. Click **Print** to send the Fax Cover sheet to your printer.
4. **Fax** the Cover sheet and the 1st page of the signed Reg-18 to 609.341.5018.
   a. Click **Next** to view the **Fax** tab.
   b. After a few minutes, the faxed Death Certificate will be merged into your EDRS case.
5. Click **Check for New Faxes** to display the faxed Death Certificate.
   a. Make sure that the red **Name** region and the blue **Medical** region are correctly positioned.
   b. Click **Next** to review the merged Death Certificate and verify the decedent's death information.
   c. Complete the **Time of Death** and **Manner of Death** fields with the information from the Death Certificate.
   d. Click the box next to the **I affirm** statement.
6. Click **Submit this Fax**. The case summary will display with confirmation that the medical portion has been submitted.

The Death Certificate will be submitted electronically to the Local Registrar as long as you have also certified the Funeral Director portion.

You can now print the Burial Permit.