

FAX TRANSMISSION

DATE:

TO:

FROM:

RE: EDRS Quick Reference Guide (2 pages)



State of New Jersey Electronic Death Registration System

Quick Reference Guide for Medical Facilities, Long Term Care, Hospice and Nursing Homes

Updated November 1, 2007

EDRS SIGN-IN

1. Open your Internet Web Browser.
2. Type the EDRS web address, <https://edrs.nj.gov> into the Address field and press **Enter**.
3. Move to **User Name** and type in your User ID.
4. Move to **Password** and type in your Password.
5. Click the **Sign on** button.
6. The EDRS **WELCOME** screen will appear.

THE WELCOME SCREEN

EDRS Menu: Select a menu option from the EDRS Welcome Menu on the left sidebar. The Menu options that are available depend on the type of User ID.

To Do: Active Cases in EDRS will list in the To Do section at the top of the Welcome screen and display a Status and Action to be taken. Click on the Case ID number to open the Case.

Recently Accessed Cases: Cases that were recently worked on, but do not have a To Do item appear in Recently Accessed Cases list.

USER INFORMATION

Upper Right hand corner displays User Name and Facility.

Footer Information: Located at the bottom of the screen:

- **About EDRS** – Mission Statement
- **Forms** – Access to Medical Facility worksheet Instructions for completing the Death Certificate, Single Page Death Certificate for Medical Certifier Fax Hybrid.
- **Help** – See the section on the back page of this guide.

CREATING 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 **Middle Name** and complete accordingly.
4. Move to **Last Name** and complete accordingly.
5. Click the down arrow next to **Suffix**, if applicable, to select the appropriate suffix.
6. Click the down arrow next to **Sex**, and select either Male, Female, or Unknown.
7. Move to **Date of Death** and type the four-digit year in which the death occurred. Click the down arrow next to **Month** and **Day** to select the correct month and day of death.
8. Click the down arrow next to **Place of Death**, and select the appropriate choice.
 - 8a. If Place of Death is a medical facility, Click to Select the Facility:
 - ◆ Click the down arrow next to **County**. Select the county name.
 - ◆ Select the appropriate facility from the list or if not listed, select **Unlisted** facility and complete all fields.
 - ◆ You will be returned to the previous screen and the facility information will be listed. If incorrect, click the link to Change the Place of Death Facility.

- 8b. If Place of Death occurred in the **Decedent's Home**, enter the home address, and select the **County** and **Municipality** name.
 - 8c. If Place of Death is not listed, select **Other**.
 - ◆ Enter the **Location Type**, and the location **Address**.
 - ◆ Select the appropriate **County** Name and **Municipality**.
9. Click **Submit**.

ENTERING MEDICAL INFORMATION

After creating a new case, the **Medical Info** screen will appear. Begin entering the case details as outlined below. For an existing case, go to the **Welcome** menu, and click on the **Case ID** number from the list OR click **Find Case** and enter the Case# and/or other primary case information. Once a case is open, select **Edit Case** from the RIGHT sidebar.

MEDICAL INFO TAB:

1. Enter the **Name** from the medical records (or leave blank if same as name entered). Enter **Sex** and **Date of Death**.
2. Select the correct **Modifier** for the Date of Death.
3. Enter the **Time of Death**. Select AM or PM, and the appropriate **Modifier**.
4. Confirm whether **ME was contacted** by selecting either YES or NO.
5. **Place of Death**. Select appropriate place of death from drop-down menu. If necessary, click **Change the Place of Death Facility** to update facility name, address, and municipality.
6. **Additional Information**. (These fields are not required by the EDRS but maybe required by the facility). Enter **Medical Records Number**, and select appropriate **Organ Donor** response.
7. Click **Save**.

PRONOUNCEMENT TAB:

1. If pronouncement information is available, enter the **Date** and **Time Pronounced**. If unknown, select the checkbox, **Pronouncement information not available**.
2. To automatically enter the **Name** and **License Number of the Pronouncer**, click the **Look up** button. A listing of all pronouncers will appear. **Select** the correct name.
3. Enter the **Date Signed**.
4. If pronouncer is unknown, select the checkbox, **Pronouncer information not provided or incomplete**.
5. Click **Save**.

ENTERING MEDICAL INFORMATION

CAUSE OF DEATH TAB:

1. **Line A**. Enter final disease or condition resulting in death and the appropriate Interval between onset and death.
2. **Lines B-D**. List conditions that lead to the cause of death listed in Line A as well as the appropriate Interval. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.
3. Enter any **Other Significant Conditions** related to the death.

4. You must indicate if there was an **Autopsy Performed**, and if **Findings Used**.
5. **Manner of Death**. Select Manner of Death, whether decedent had Diabetes, if Tobacco contributed to death, and State of Pregnancy, if applicable.
6. Click **Save**.

NOTES TAB:

You may elect to enter notes about the case. These notes can be viewed by anyone who accesses the case.

1. Click the **Add Note** button, and enter pertinent information in your own words.
2. Click **Save**.

SAVING A CASE

Medical Information entered is saved to the system on a screen-by-screen basis when the **Save** button is pressed. If you enter medical information, but move to another screen without pressing **Save** first, that information will be lost. **Note:** If the case has not been entered and certified by the medical certifier, then the medical certifier must log in, review the case and electronically sign/certify the death certificate.

FINDING A CASE

1. After logging in, click **Find Case** on the left sidebar.
2. You can search for a case by entering one of several case details, such as Case# or Last Name. However, entering more than one detail will narrow your search results.
3. After entering the case detail(s), click the **Find Case** button.
4. A list of cases that meet the search criteria appear. Select the appropriate Case ID number.

PRINTING A CASE

1. If the case is not open, click the **Welcome** option on the left sidebar, and then select the Case ID number from the list.
2. Click **View Case** (not Edit Case) from the **Actions Menu** on the RIGHT sidebar.
3. The **DC Form** tab should be displayed (if not click it now).
4. Edit your Printer Settings:
 - a. Click **File** on the top menu bar.
 - b. Click **Page Setup**.
 - c. Change the paper size to **Legal**.
 - d. Delete any text in the **Header/Footer** fields.
 - e. Change all **Margin** settings to **0.166**
 - f. Click **OK** on the Page Setup screen.
5. Click **Printer Friendly Version** button.
6. Select your printer from the Print screen and load Legal size paper into your printer.
7. Click **Print** button in the Print window. The Death Certificate Abstract form will print.

ACTIONS MENU

The **Actions Menu** appears on the RIGHT sidebar when a case is open. Available actions appear in bold, blue text. Disabled actions appear 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. Use **View Case** instead of the Edit Case function. If you use the Edit Case function, you may have to recertify the case.

TAKE CASE

Allows the facility to obtain ownership of a case.

EDIT CASE

Use the Edit Case function to revise or add information to the death certificate.

CHANGE CASE INFORMATION

Allows the user to edit the **Medical Records Number** and **Organ Donor Network Notified** fields.

MANAGE INVOLVEMENT

This option allows the user to designate a physician to the case as well as assign it to a funeral home.

DROP TO PAPER

This option should not be used unless the medical entity has verified with or been advised by the funeral home that they are not registered in the EDRS.

RELEASE CASE

Select when the facility wants to relinquish ownership of a case.




ABANDON CASE

This function is useful in situations where a duplicate case was entered into the EDRS or a case was started in error. Abandoning the case will permanently lock the case, preventing it from future access. A user can **View** an abandoned case but no other Actions can be performed.

ONLINE HELP AND SUPPORT


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

GENERAL INFORMATION:

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

TUTORIALS:

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

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

24 HOUR EDRS HELP DESK

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

