

FAX TRANSMISSION

DATE:

TO:

FROM:

RE: EDRS Quick Reference Guide (2 pages)



Self Registration for the Medical Certifier (Physician and/or Advanced Practice Nurse)

A licensed Medical Certifier can register with the EDRS from any Internet connect on and immediately activate a User Name and Password for access into the system. Once logged in, the Medical Certifier will be able to electronically complete a Death Certificate on the EDRS.

To start the Self-Registration process, you will need:

- Your complete License number (ex: 25MA00123400).
- The complete address registered on your License (where your license is mailed).
- A current, valid email address. (Make note of this e-mail address as this is where all future notices will be sent.)

STEPS to Self-Register with the EDRS

1. Access the Internet from your computer system.
2. Type the EDRS website <https://edrs.nj.gov> into the Address Bar of your Internet Web Browser .
 - a. Press the **Enter** key.
 - b. The **NJ-EDRS Login Screen** will display.
3. Click the link **Register as a New User**.

The screenshot shows the NJ-EDRS website interface. At the top, there is a header with the State of New Jersey Department of Health logo and the NJ-EDRS logo. Below the header, a description states: "The Electronic Death Registration System (EDRS), provides a secure method for electronically creating, updating and certifying death certificates." The main content area is divided into two sections. On the left, there is a "Getting Started" section with links for "Register", "Obtain Forms", and "Learn more about EDRS". Below that is a "Services" section with a link for "Validate Burial Permits". On the right, there is a "Login" section with input fields for "Username" and "Password", and a "Login" button. Below the login section, there is a "Register New User" section with the heading "How do I obtain Login Information?" and a list of user roles: "I am a Physician or APN", "I am a Medical Resident", "I am a Registered Nurse", "I am a Mortuary Practitioner", "I am a Local Registrar", "I am a Facility Administrator", and "Other". A "Return to Login" link is located at the bottom of the "Register New User" section.

- a. The **Register New User** screen will display.
4. Click the link **I am a Physician or APN**.
 - a. The **Registration Form** will display.



All fields marked * are required.
A valid, active email address is required to self-register.

Physician Registration

Personal Information

* First Name Middle Name
 * Last Name Suffix
 * Medical License Number * Issuing State
 * Address as on license
 * State * City * Zip -
 The contact information provided below will be used only within EDRS to contact you and will not be shared among any other systems.
 * Telephone Number 1 Ext:
 Telephone Number 2 Ext:
 Telephone Number 3 Ext:
 * Email Address Fax #

User Access Information

* Desired Username
 * Password
 * Re-type Password
 The password must have at least eight (8) characters made up of uppercase and lowercase letters, numbers, and symbols (#, @, %, *, etc.). Avoid using personal information or common words.
 * Secret Question 1 * Secret Question 2
 * Secret Answer * Secret Answer

Before continuing to the next screen, please make a note of your username and password for future reference. They will be required to access NJ-EDRS at all times.

- b. Complete the required fields on the form (noted by the red asterisk *).
 - i. The **User Name** must contain at least 6 alphanumeric characters.
 - ii. The **Password**[†] must be at least 8 characters long and MUST contain at least an uppercase character, a lowercase character, a number AND a symbol.
 - iii. You cannot reuse ANY old passwords that were previously used in EDRS.
 - iv. A strength meter will check the new password and confirm whether it is acceptable or if a character is missing.

† All passwords are required to be updated every 90 days. Be sure to make note of your user name, password and secret question answers for future reference. These will be needed when you have to change your password or if you forget your password.

5. Click **Continue**.
 - a. An immediate email will be sent to the address you specified. The email will contain a **Confirmation Code**. Check your email account before moving to the next step.
 - b. The next screen will require you to enter the **Confirmation Code** that you received in the email.
 - c. After entering the **Confirmation Code**, click the box to check the Statement that you “Agree to adhere...”
 - d. Click **Continue**.
 - i. The EDRS Login screen will display.
 - ii. The **User Name** and **Password*** you entered on the Registration form will be activated.
 - iii. You can now log into the EDRS to begin processing Death Certificates.

Note: The Medical Certifier will be able to use the EDRS to certify Death Certificates for any death that occurs in a medical facility, nursing home, hospice care, etc. or the decedent’s home.

An attending APN (advanced practice nurse) may determine and certify the cause of death of the nurse's patient and execute the death certificate pursuant to R.S. 26:6-8 if no collaborating physician is available to do so and the nurse is the patient's primary caregiver.