



Ohio Department of Health  
Bureau of Vital Statistics

Electronic Death Registration System (EDRS)  
Guide for Coroners,  
Deputy Coroners, and Clerks

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## INTRODUCTION

The Ohio Department of Health, Bureau of Vital Statistics is pleased to provide Ohio coroners and their staff with this introductory guide to the Electronic Death Registration System (EDRS). For more specific detail regarding the complete EDRS system, please utilize the resource material found in the coroner section of the Vital Statistics Stakeholder Support Site:

[www.odh.ohio.gov/vitalstatistics/stakeholder/support.aspx](http://www.odh.ohio.gov/vitalstatistics/stakeholder/support.aspx). You may also contact our Vital Statistics Helpdesk by calling 614-466-2531 or by email at [VS.Helpdesk@odh.ohio.gov](mailto:VS.Helpdesk@odh.ohio.gov).

### **How Funeral Directors and Coroner/Physicians Work Together To Complete Records**

When a funeral home user creates a death record, the user will assign the record to a coroner or physician. The funeral home user completes the personal information portion of the record and the funeral director electronically signs/certifies the record, while the coroner/physician will complete their assigned medical information portion. If the death record has been assigned to a coroner or electronically-certifying physician, the certifier will receive the death record electronically, input the medical information into EDRS, and certify the death record within EDRS.

### **Getting Started With EDRS**

To get started you will need to open your browser and enter the URL: <https://vital.odh.ohio.gov> in the address box. This guide uses Internet Explorer in our examples – your browser may differ slightly. We recommend adding this address to your list of favorites or bookmarks in your web browser.



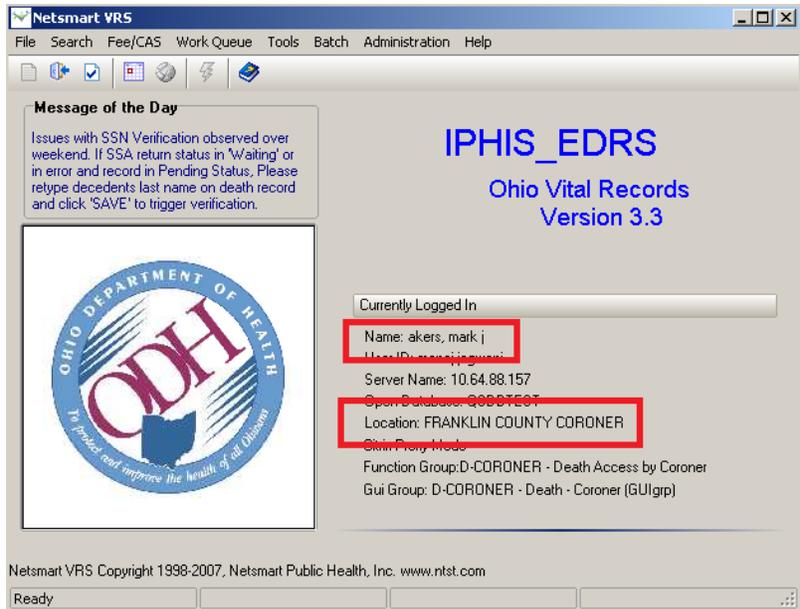
Enter your user name and password. Your domain should always be shown as CITRIX. Log on.  
*For information about obtaining a new user name, modifying a current user, or password updates please see Appendix A.*



Click on the application icon: IPHIS EDRS.



This is the Main Menu screen for IPHIS-EDRS. Verify your name and location before accessing records.



## Navigating the EDRS Software

Each screen is composed of tabs, paragraphs, and fields.

- The tabs can be thought of as pages. These pages can be as long as needed but usually just take up one screen for ease of use.
- A tab usually contains information pertaining to one aspect of the event.
- The user can go quickly from one tab to another by clicking on a tab heading with a mouse click or by pressing Alt-#, where # is the tab number (1, 2, 3, ...) to be accessed.

Each tab is composed of one or more paragraphs.

- These paragraphs have a title and are designed to pertain to some particular aspect of the death event.
- You can skip from paragraph to paragraph by pressing Ctrl-P.

Each paragraph is composed of one or more fields.

- Available field types are:
  - drop-down
  - edit
  - check box
  - date edit
  - memo
  - signature
- The user moves from one field to another:
  - Manually by pressing the Tab key OR
  - Automatically after entering data into the field with the appropriate type and number of characters

### Scrolling Through Tabs on a Record:



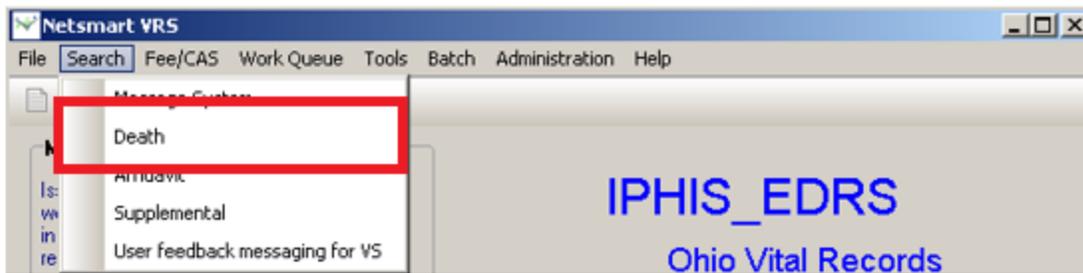
Clicking on the arrows highlighted in the red box will scroll through the tabs on the screen.

## IDENTIFYING AND OPENING CORONER DEATH RECORDS

Coroner and their staff may know that they have a death record waiting for them in EDRS through several different pathways. They may already have a body in their possession, they may be contacted by a funeral home, or they may receive an email notification that they have been selected as the certifier for a death record. This section will discuss how to locate your death records in EDRS.

### Searching for a Death Record in EDRS

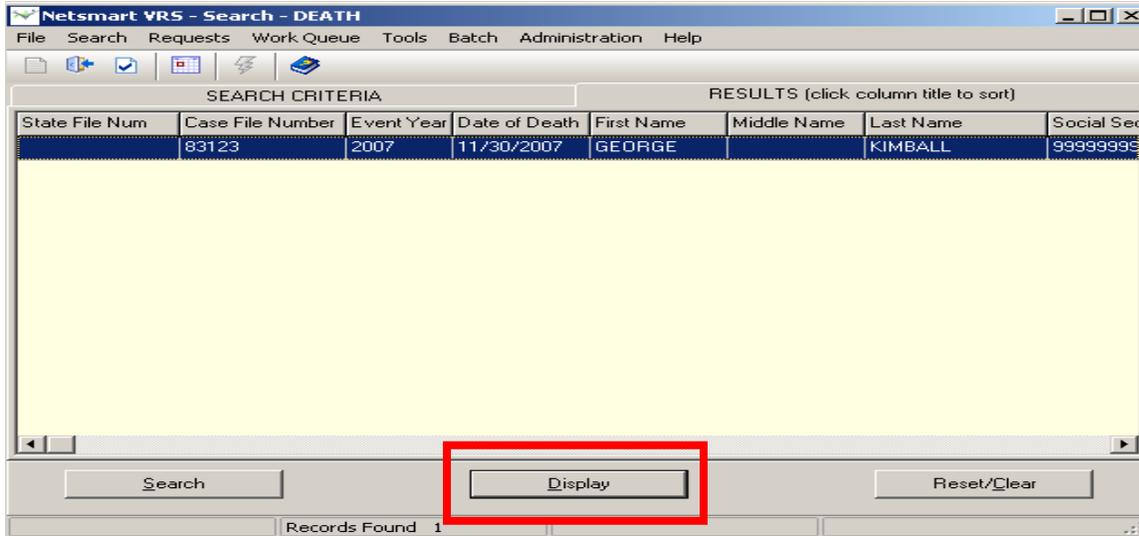
To begin searching manually for a death record in EDRS from the Main Menu select the “Search” menu and the “Death” option in the drop-down menu.



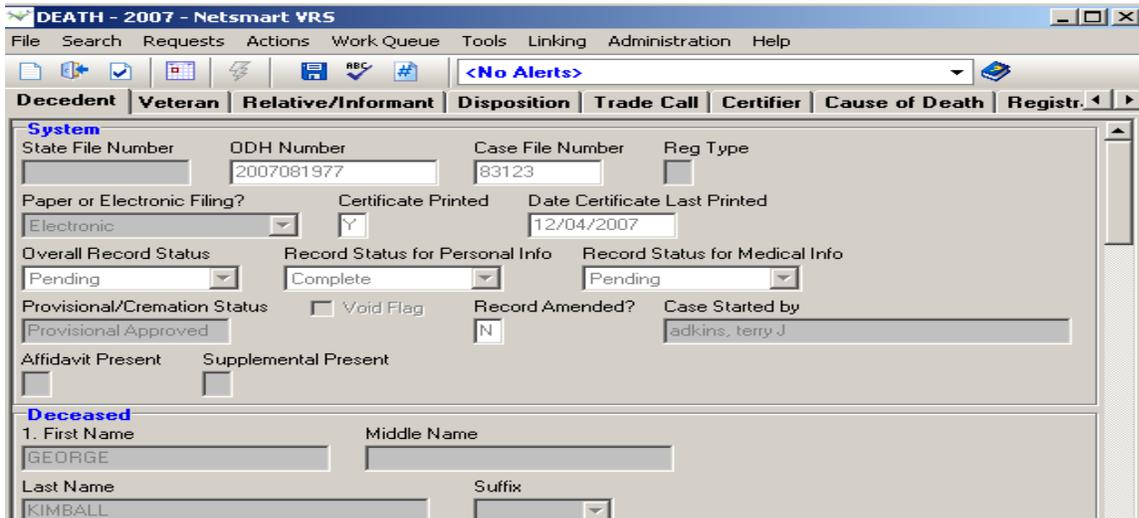
Enter your search information (see bubble for details) and click Search.

A screenshot of the Netsmart VRS search interface. The window title is 'Netsmart VRS - Search - DEATH'. The interface includes various input fields for search criteria: State File Number, Case File Number, Year of Death, First Name (filled with 'GEORGE'), Middle Name, Last Name (filled with 'KIMBALL'), Social Security Number, Date of Birth, Place of Death County, Overall Record Status, Record Status for Personal Info, Record Status for Medical Info, Last Name for Soundx Search, and D3\_BURIAL\_PERMIT\_PROV\_STAT. At the bottom, there are three buttons: 'Search', 'Display', and 'Reset/Clear'. The 'Search' button is highlighted with a red rectangular box. A large white callout bubble with a black border is overlaid on the form, containing the text: 'Your search information can vary, according to the information you have for the deceased record you are trying to locate. The amount of fields entered can broaden or narrow the results. You can narrow the search by adding more fields to match on. The system will look for an exact match.'

Highlight the record – click Display (or key “Enter” or double-click the highlighted record).



The system will display the record.



**Note:** By using the SEARCH option, you can locate a partially entered record, completed record, filed or registered record. You can search for death records assigned to your county coroner or death records, assigned to physicians but with place of death as your county.

Searching for a record will determine if a record has already been created and will prevent duplicate entry of a record, which is not allowed in EDRS. The system will not allow a user to save a duplicate record and will display a “duplicate record found” error message if attempted.

## Coroner Work Queues

The easiest way to locate death records is to use the “Work Queue” menu, as shown here:



Coroner work queues have been consolidated and renamed so staff can better understand where records stand in the workflow and what still needs to be completed.

- **Certifier COD Needed:** Records that have been assigned to your coroner’s office but have not had a cause of death entered and have not been marked “Y” for ‘Medical Information Complete’.
- **Certifier Certification Needed:** Records that have been given a cause of death and marked “Y” for ‘Medical Information Complete’ but have not been certified by the coroner.
- **Coroner Supplement Needed:** Records that have been marked “Y” for Pending Investigation. These records have been certified.
- **DEATH Affidavit Pending:** Records with a created affidavit that has not yet been filed.

## When No Record Can Be Located

In certain circumstances a death record may not have been started in EDRS before the coroner is ready to enter the cause of death and certify the record. A body may have been located after a great deal of time has passed, a funeral home has not been identified to handle a body, or the coroner may have enough knowledge to begin a death record before a funeral home takes possession. Coroners, deputies, and coroner clerks all have the ability in EDRS to create death records. Detailed instructions for creating a death record can be found in Appendix A.

## REASSIGNING DEATH RECORDS

Occasionally coroners and their staff may see death records in their work queues that do not need a coroner's certification. These records may be reassigned and sent back so funeral homes can select the appropriate medical certifier. To start this process, go to the *Reassign/Reject* tab in EDRS.

The screenshot shows the 'Reject' tab in the EDRS system. The 'Rejected?' field is set to 'Y'. The 'Last Rejected By' field contains 'Dan B. FD Able' and the 'Last Rejected Date' is '9/1/2016'. The 'Last Rejected From To' dropdown menu is set to 'Coroner to Funeral Home'. The 'Last Short Comments' box contains the text 'This is not a coroner case.' A red box highlights the 'Save' icon in the top toolbar.

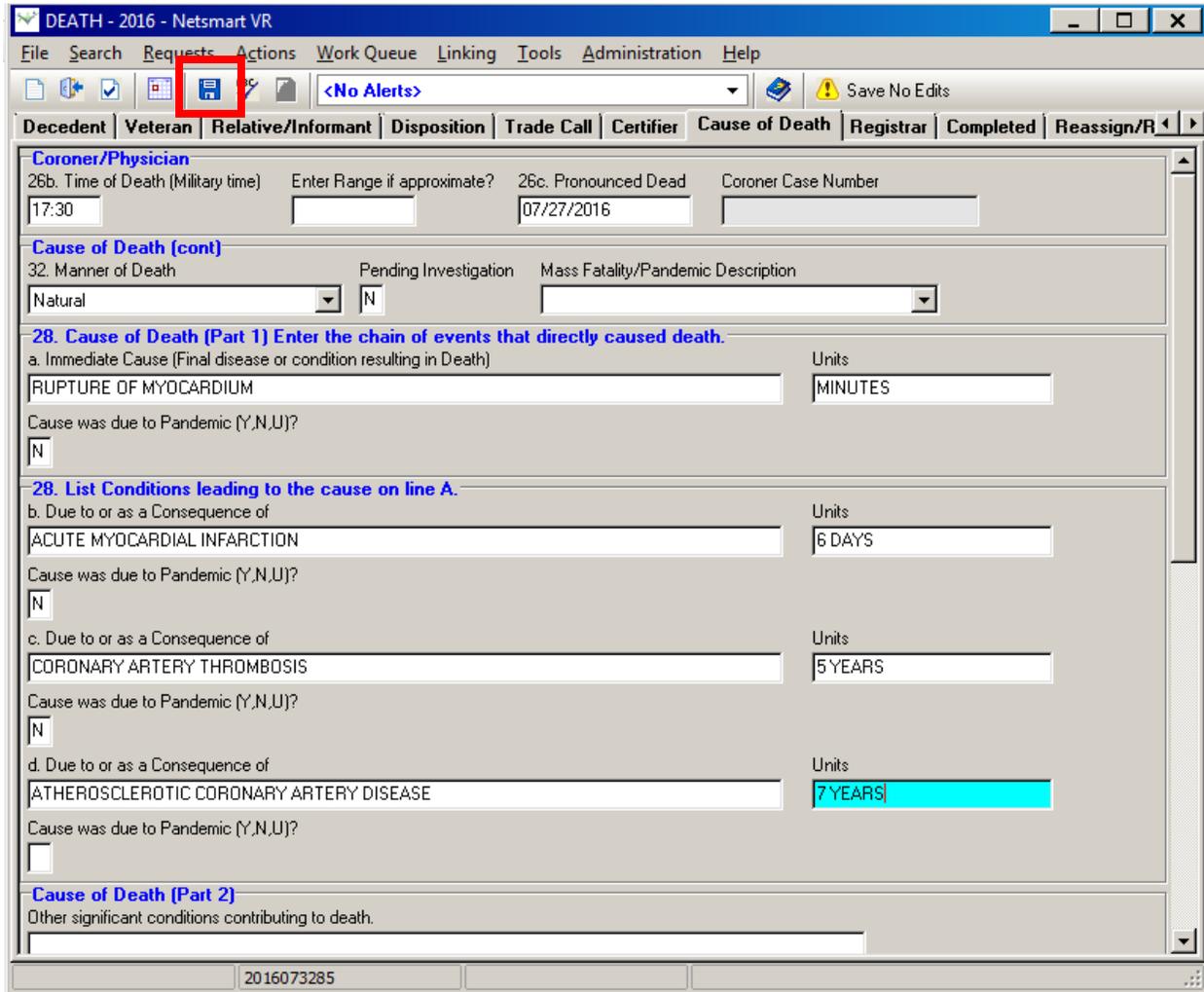
The coroner's office will need to update the "Rejected?" field with a Y, select the appropriate entry from the "Last Rejected From To" drop-down field, and enter any comments about the reason the record is being rejected in the "Last Short Comments" box. Then save the record by selecting the "File" menu and clicking on "Save", or by selecting the save icon highlighted in above.

Reassigned records from the coroner will appear in a queue for funeral homes to respond and update the correct medical certifier; however, it is suggest that the coroner contact the funeral home directly to notify them of the rejection.

**Please Note:** It is imperative that BEFORE rejecting the record the coroner remove all medication information. If it is not removed it will be printed on the death certificate when the funeral home prints it for a physician signature. If the medical information is not properly removed by the coroner before reassinging the record and is still present, the funeral home must contact the VS Helpdesk for assistance.

## CAUSE OF DEATH ENTRY

The primary function of coroners in EDRS is the entry and certification of the cause of death. When entering information on the *Cause of Death* tab it is important that coroners and their staff are as complete and specific as possible. The data entered in this section is largely what is utilized in public health programming both at the state and local level. There is adequate room on each line to enter as many as eight causes. It is important to remember to put the immediate cause of death first and then correctly sequence other causes and conditions in the underlying cause section. Here is an example of the *Cause of Death* tab for a death record in completion.



The screenshot shows the 'Cause of Death' tab in the EDRS software. The form includes the following fields and data:

- Coroner/Physician:** 26b. Time of Death (Military time): 17:30; 26c. Pronounced Dead: 07/27/2016; Coroner Case Number: [Empty]
- Cause of Death (cont):** 32. Manner of Death: Natural; Pending Investigation: N; Mass Fatality/Pandemic Description: [Empty]
- 28. Cause of Death (Part 1) Enter the chain of events that directly caused death.**
  - a. Immediate Cause (Final disease or condition resulting in Death): RUPTURE OF MYOCARDIUM; Units: MINUTES
  - Cause was due to Pandemic (Y,N,U)? N
  - b. Due to or as a Consequence of: ACUTE MYOCARDIAL INFARCTION; Units: 6 DAYS
  - Cause was due to Pandemic (Y,N,U)? N
  - c. Due to or as a Consequence of: CORONARY ARTERY THROMBOSIS; Units: 5 YEARS
  - Cause was due to Pandemic (Y,N,U)? N
  - d. Due to or as a Consequence of: ATHEROSCLEROTIC CORONARY ARTERY DISEASE; Units: 7 YEARS
  - Cause was due to Pandemic (Y,N,U)? [Empty]
- Cause of Death (Part 2)** Other significant conditions contributing to death: [Empty]

The cause of death can be entered by a coroner, deputy coroner/medical examiner, or coroner clerk. Please enter information as accurately and completely as possible. Tip sheets for entering unknown dates or units of time can be found on the Vital Statistics Stakeholder Support Site page for coroners. When the cause of death information has been completed, click the save icon or use the “File” menu to select the save option.

## COMPLETION/CERTIFICATION OF DEATH RECORDS

Once a cause of death has been entered and the death record has been saved, the record must be marked complete and electronically signed/certified. While any member of a coroner's staff has the ability in EDRS to enter a cause of death and mark the record is complete, only a coroner may mark a record as certified. Certification of death records functions as the coroner's electronic signature.

### Marking a Death Record as Complete

To mark a record as completed, go to the *Completed* tab. Scroll down the page until the "Coroner" paragraph is visible and enter Y in the "Medical Info Complete?" field. Once the record is saved, the date of completion and the name of the person completing the record will automatically fill in.

The screenshot shows a web application interface with several tabs: Trade Call, Certifier, Cause of Death, Registrar, Completed, Reassign/Reject, and Flags. The 'Completed' tab is active. The interface is divided into sections for 'Certifying Physician' and 'Coroner'. In the 'Certifying Physician' section, the 'Medical Info Complete (Y/N)?' field is empty, and the 'Completed by' field is empty. In the 'Coroner' section, the 'Medical Info Complete (Y/N)?' field is highlighted with a red box and contains the letter 'Y'. The 'Complete Date' field contains '08/08/2016' and the 'Completed by' field contains 'SUDIMACK, JOHN coroner clerk'. Below the 'Coroner' section, the 'Signed Date' field contains '08/08/2016' and the 'Signed by' field contains 'MACDOWELL, ANDREW - DEP C'.

The death record status will update (see the Record Status sub-section for details) and the record will move from the Coroner COD Needed work queue to the Coroner Certification Needed queue. The medical information on the *Cause of Death* tab will lock down and become inaccessible on completion of the record.

## Marking a Death Record as Certified

Once a death record has been marked complete for the medical information you will need to certify the record. Enter a Y in the box underneath the text reading “By certifying below, I attest that the facts stated herein are true and accurate to the best of my knowledge” and save the record. The date signed and name of the signee will automatically be filled in. This is your electronic signature, and certifies the completeness of the medical information on the record. Only a coroner, deputy coroner, or medical examiner will be able to electronically sign/certify a death record.

Trade Call | Certifier | Cause of Death | Registrar | **Completed** | Reassign/Reject | Flags

JR

Date Signed: //      Funeral Director Name: \_\_\_\_\_

**Certifying Physician**

Medical Info Complete (Y/N)?       Complete Date: //      Completed by: \_\_\_\_\_

By certifying below, I attest that the facts stated herein are true and accurate to the best of my knowledge

N

Signed Date: //      Signed by: \_\_\_\_\_

**Coroner**

Medical Info Complete (Y/N)?  Y      Complete Date: 08/08/2016      Completed by: SUDIMACK, JOHN coroner clerk

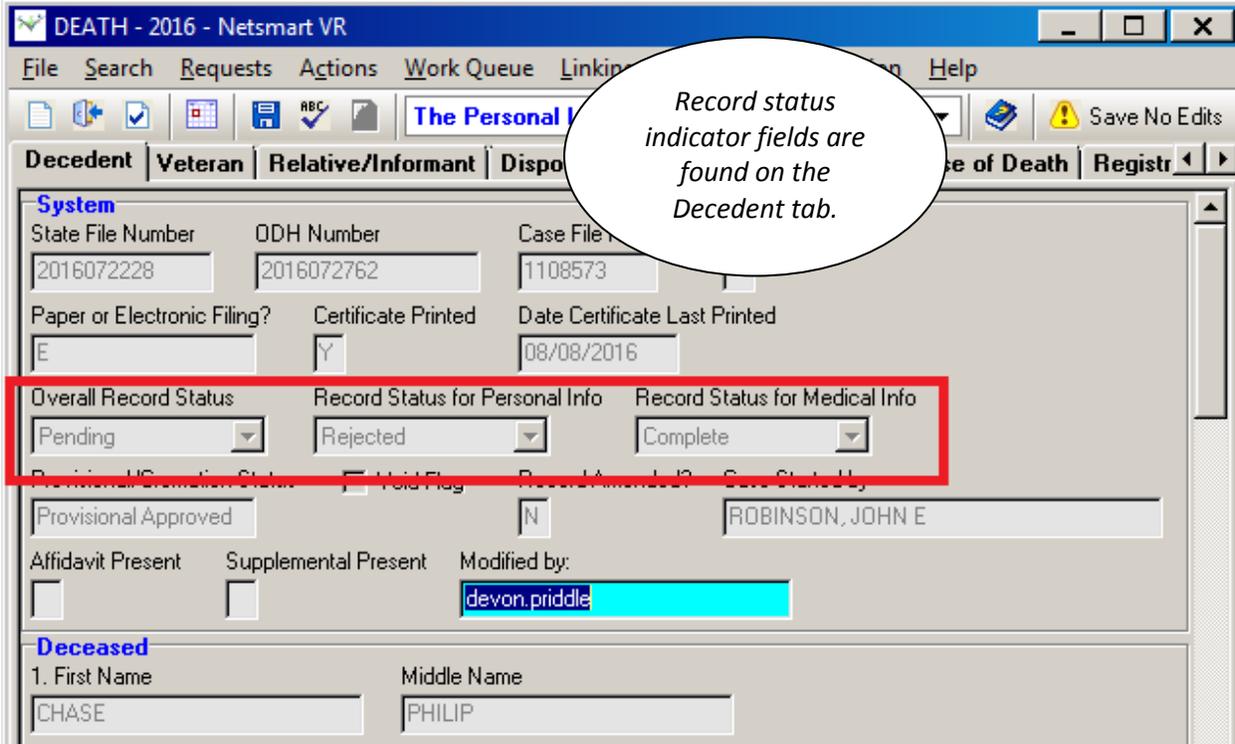
By certifying below, I attest that the facts stated herein are true and accurate to the best of my knowledge

Y

Signed Date: 08/08/2016      Signed by: MACDOWELL, ANDREW - DEP C

Once a death record’s medical information has been completed, certified, and the record has been saved, the record may move to REGISTERED status depending on whether the funeral home has completed and certified the personal information. Record status is discussed in the next sub-section.

## Death Record Status & Explanations



The screenshot shows the 'DEATH - 2016 - Netsmart VR' application window. The 'Decedent' tab is active. A red box highlights three dropdown menus: 'Overall Record Status' (set to 'Pending'), 'Record Status for Personal Info' (set to 'Rejected'), and 'Record Status for Medical Info' (set to 'Complete'). A callout bubble contains the text: 'Record status indicator fields are found on the Decedent tab.'

The Decedent tab has 3 fields where you will find a record status indicator.

### Pending Status

A death record is considered to be PENDING from the time the initial information is saved into the EDRS Database. The record will remain in PENDING status until both the personal information and the medical information are marked with a Y for "Info Complete" on the *Completed* tab. If the funeral director or coroner/physician assigned to the case reset the flag to "N" on the "Complete" acknowledged field to allow for changes in the personal information portion of the record, the record will be assigned the PENDING status.

### Complete Status Defined

A death event record is considered COMPLETE on an electronic death certificate when the funeral director has completed the personal information and the coroner has completed the medical information but one or both sections still need to be certified/electronically signed.

### Filed/Registered Status Defined

On electronic death records, records move directly from COMPLETE to REGISTERED. **A death certificate for an electronic death record is REGISTERED when the funeral director has certified the personal information and the assigned coroner/physician has certified the medical information.** Once a record is REGISTERED, the funeral directors, coroner/physician and local registrar assigned to the death record cannot update the record. At this point, certified copies may be issued by the Vital Statistics office.

### **Complete to Filed/Registered**

The Local Registrar has information on the record in EDRS as well. This will include:

- Date the registrar signed the death certificate, which will be applied by the system when the registrar electronically signs the death certificate
- Name of the registrar
- Name, PRDN and date for burial permit issuance if provisional death certificate was not requested.

**For an electronic death record, the assignment of dates, names, and file numbers will happen automatically on moving from COMPLETE to REGISTERED.**

### **Making Changes to Personal or Medical Information**

Personal and medical information can be changed by coroners or their staff at any point before the death record is registered. To make changes to a record that is not in REGISTERED status but has been marked as complete or certified, a coroner may go to the *Completed* tab and change the Y in those fields to an N, save the record, and then make the necessary changes.

Death records that are in REGISTERED status that need changes to the personal or medical information must be updated by an affidavit (for personal information) or a medical supplement (for medical information). See the "Supplements & Corrections" section for further details.

### **Printing Options**

Coroners and their staff have the ability to print watermarked copies of death certificates for their own records. To access this function open a death record and go to the "Requests" menu, then select "Print: Death Certificate" as shown in the screenshot below. Draft copies of death records may be printed by coroner roles in EDRS at any point in time once a record has been created and saved; this includes records in PENDING, COMPLETE, or REGISTERED status.

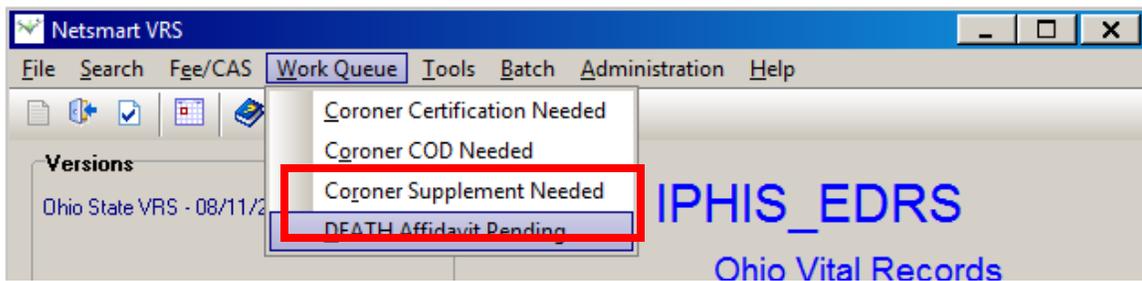


## SUPPLEMENTS & CORRECTIONS

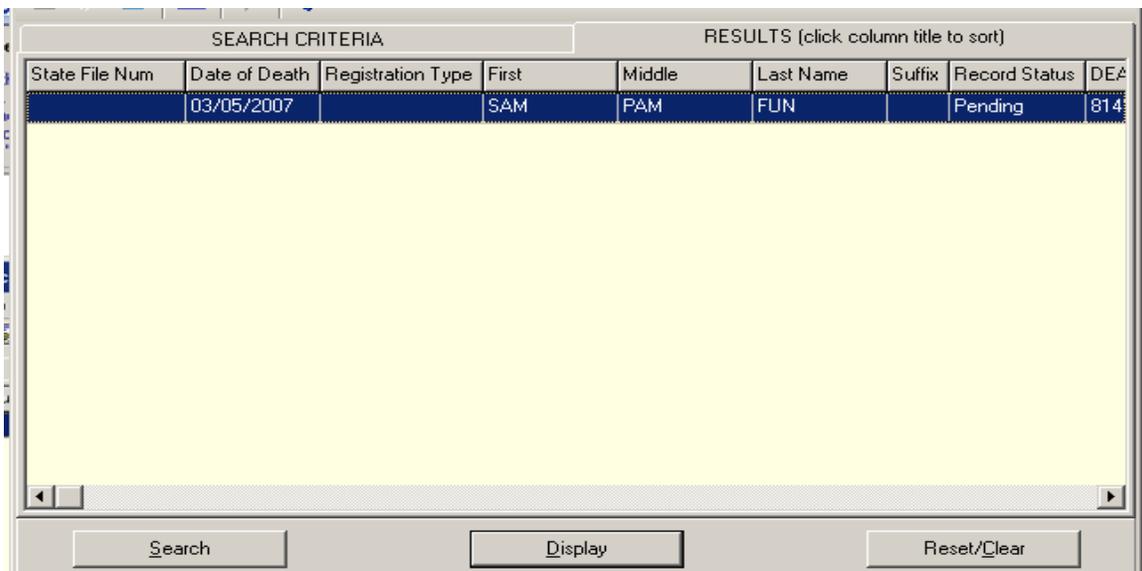
Coroners, deputy coroners, and medical examiners all have the ability to complete and certify a death record with the cause of death listed as “Pending” in the event that autopsy results, toxicology screens, or other information is unavailable to make a final determination of the cause of death, but the coroner’s office is ready to release the remains to the custody of a funeral home. Death records that have moved to REGISTERED status with a “Pending” cause of death will need to have a Supplementary Medical Certification (also known as a supplement) completed by the coroner.

### Creating a Medical Supplement

The Coroner Supplement Needed work queue is the best way to locate death records that still need a medical supplement. This work queue will display records in chronological order, with the oldest records still waiting for supplements appearing at the top of the list. **Only death certificates that are in REGISTERED status can have a supplement completed.** Click on the “Work Queue” menu to begin.



Highlight the record you wish to create a supplement for and click Display.



12/2/2016

**On the Cause of Death tab move your cursor/tab through all of the fields to ensure that the information loaded from the death certificate is correct.** If not, correct the information currently showing in the field. Make sure that the Manner of Death (field 32) is updated so the status is no longer “Pending” and the Cause of Death information (field 28a) is completed.

**SUPPLEMENTAL - 2008 - Netsmart VRS**

File Search Requests Actions Work Queue Tools Linking Administration Help

**Decedent Cause of Death Disposition Flags**

**Coroner/Physician**

26b. Time of Death (Military Time) Enter Range if approximate? 26c. Pronounced Dead Coroner Case Number

23:06 [ ] [ / / ] [ ]

Was Coroner Contacted?

Y

**Cause of Death (cont)**

32. Manner of Death Pending Investigation  Pending Investigation  Y

**28. Cause of Death (Part 1) Enter the chain of events that directly caused death.**

a. Immediate Cause (Final disease or condition resulting in Death)

PENDING

Units

When the supplemental is finished select “Save” to run background data checks and ensure no errors exist in the tab. To complete the supplemental, go to the *Decedent* tab and enter “Y” for “Coroner/Physician Completed Record?”. Then enter a “Y” for “Physician/Coroner Sign?” in the middle of the page. EDRS will record the date of signature automatically. Now save again to complete the medical supplement.

**Decedent Cause of Death Disposition Flags**

**System**

Death State File Number Case File Number Death Record Status  Coroner/Physician Completed Record?

2009005056 232570 Registered

Registrar Filed? Supplemental Record Status

N Pending

**Deceased**

First Name Middle Name Last Name

MIRACLE ADMIRA FATMATA BANGURA

Suffix

Date of Birth Date of Death Place of Death

01/23/2009 01/23/2009 Hospital - Inpatient

**Certifying Physician or Coroner**

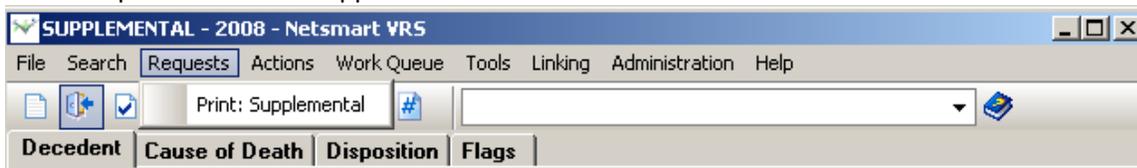
Physician/Coroner Sign? Date Signed

[ ] [ / / ]

***For death events occurring in the year 2016 or prior, a paper copy of the medical supplement must be printed and filed with the local registrar. For death events in 2017 and beyond, the supplement will move automatically to FILED/REGISTERED status, and overlay the updated Cause of Death information on the death record, once the supplement has been electronically signed/certified by a coroner/deputy/medical examiner.***

Supplements that have been completed electronically for 2017 and forward death records are available to be printed in your office as separate documents that will show a “COPY” watermark to ensure they are not sent to the local Registrar for paper filing.

Click “Requests” – “Print: Supplemental”.

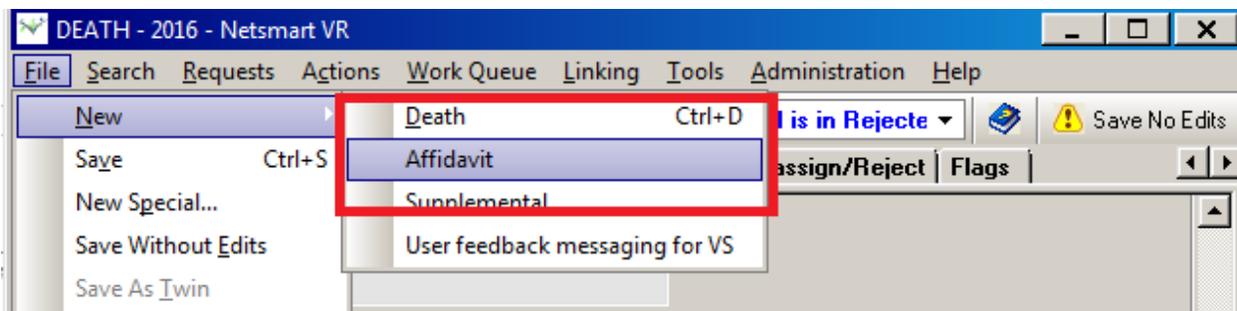


***When a 2017 death record with a completed medical supplement is issued as a certified copy, the updated cause of death information will overlay on the record with a footnote indicating the change.***

## **Creating An Affidavit**

Affidavits are for correction of personal information, such as the decedent’s date of birth, Social Security Number, or name. Death records in need of an affidavit will not appear in any particular work queue. Coroners and their staff will need to search for this records individually once they are aware that changes need to be made. Affidavits can only be created and filed with the local registrar for death records in REGISTERED status.

Locate and open the death record that needs to be corrected. Once the record is open, use the “File” menu to select the “New” option, and click “Affidavit”.



12/2/2016

Complete the information on *Applicant*, *Corrections* and *Complete* tabs.

The screenshot shows the 'Deceased Record' tab with the following fields:

Death State File Number	Death Record Status
<input type="text"/>	Filed
Date of Affidavit	Local Registrar Number
01/14/2008	2500-2007007643

Below these fields is the 'Applicant' section with a 'Name' field.

- General information on Applicant tab
- Information being corrected on Corrections tab
- On the *Complete* tab leave record status as “pending” and enter “Y” in “Affidavit Info Completed and Signed” field. Record Status will change to COMPLETE.

Enter ‘Y’ for “Affidavit Info Completed and Signed” on the *Complete* tab.

The screenshot shows the 'Signed' tab with the following fields:

Record Status	Affidavit Info Completed and Signed	Signed date
Complete	Y	1/14/2008

Below these fields are fields for Registrar Signed, Date Affirmed/Subscribed, Registrar Date Signed, Registrar Name Signed, and Registrar Num.

Click “File” – “Save”.

The screenshot shows the 'File' menu with the 'Save' option highlighted. The keyboard shortcut 'Ctrl+S' is also visible.

Click “Requests” – “Print: Affidavit of Death”.

The screenshot shows the 'Requests' menu with the 'Print: Affidavit of Death' option selected. Below the menu, the 'Signed' tab is visible with the following fields:

Record Status	Affidavit Info Completed and Signed	Signed date
Complete	Y	01/14/2008

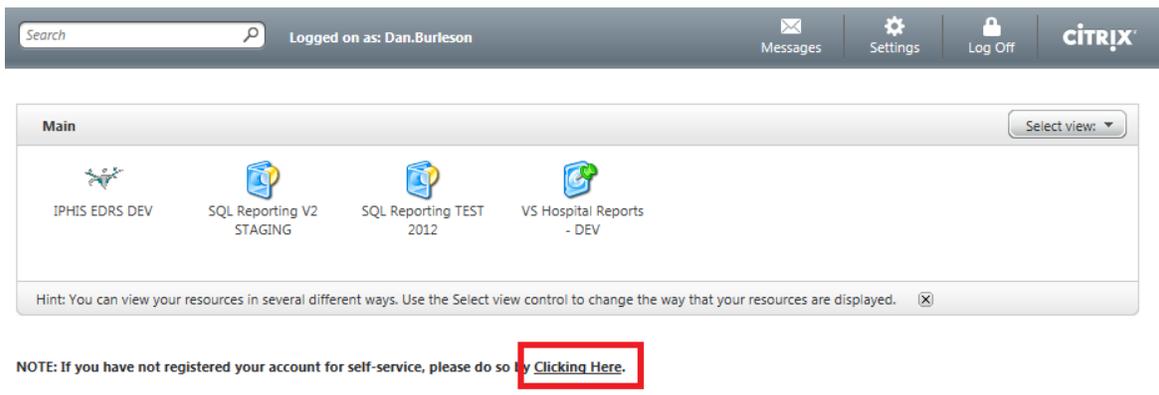
**Affidavits will need to be printed out, signed, and notarized before being presented to the local Vital Statistics registrar for filing.**

## APPENDIX A: USER ROLES, UPDATES, AND PASSWORDS

**Coroners who need to be added to EDRS** and deputy coroners, medical examiners, and coroner clerks who need their access to EDRS created or modified should complete the EDRS User Support Document available on the Vital Statistics Stakeholder Support Site. This form should be completed, scanned and returned to the VS Helpdesk via email.

**Coroners who wish to receive email notifications** that they have death records awaiting their completion and certification in EDRS must notify the VS Helpdesk via email or phone of their email address. This information is saved in EDRS certifier tables and user roles. Secondary email addresses can be manually entered by funeral homes during the creation of death records, but permission for email notifications to be sent must still be received by the Helpdesk.

**Coroners who need their Citrix passwords reset** or updated have two pathways to do so. Citrix users can manually set up their own password reset function by signing up for self-service through the IPHIS-EDRS login portal (screenshot below). They can also call the VS Helpdesk at 614-466-2531, option 2 then option 3, and ask for a password to be reset verbally. Some confirmation of identity may be required. Password resets are not available via email.



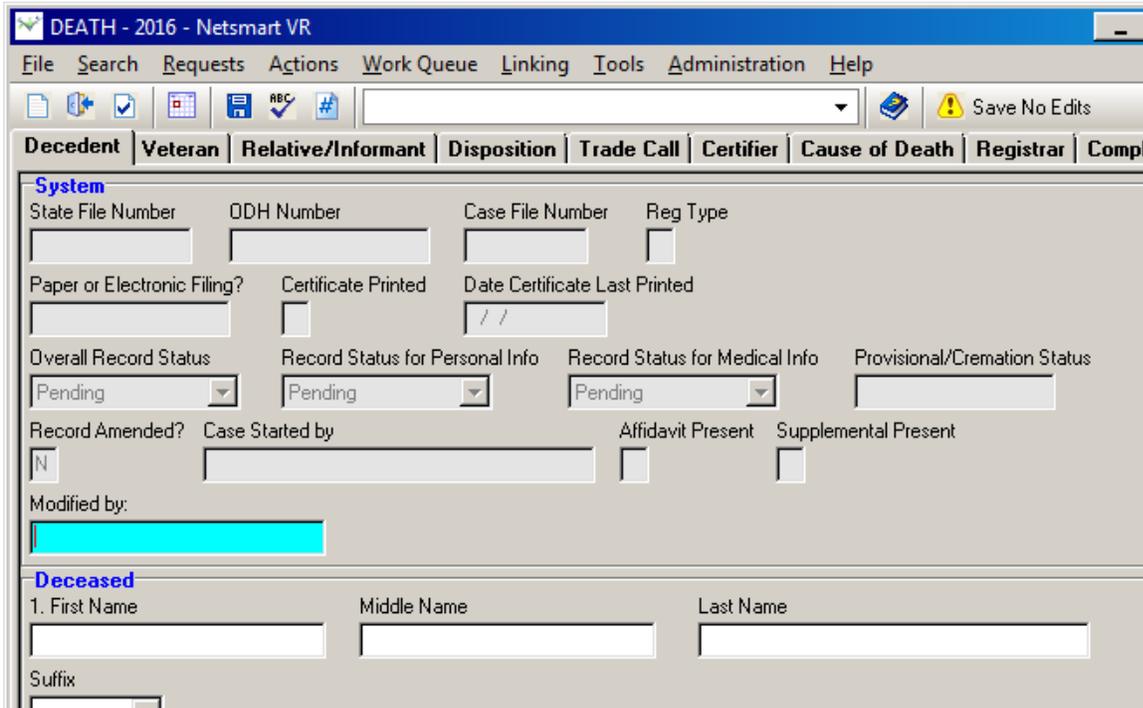
## APPENDIX B: CREATING A DEATH RECORD

In the event that a death record is not created by a funeral home, the coroner’s office has the ability to create a new death record.

Click “File” – “New” – “Death” from the Main Menu.

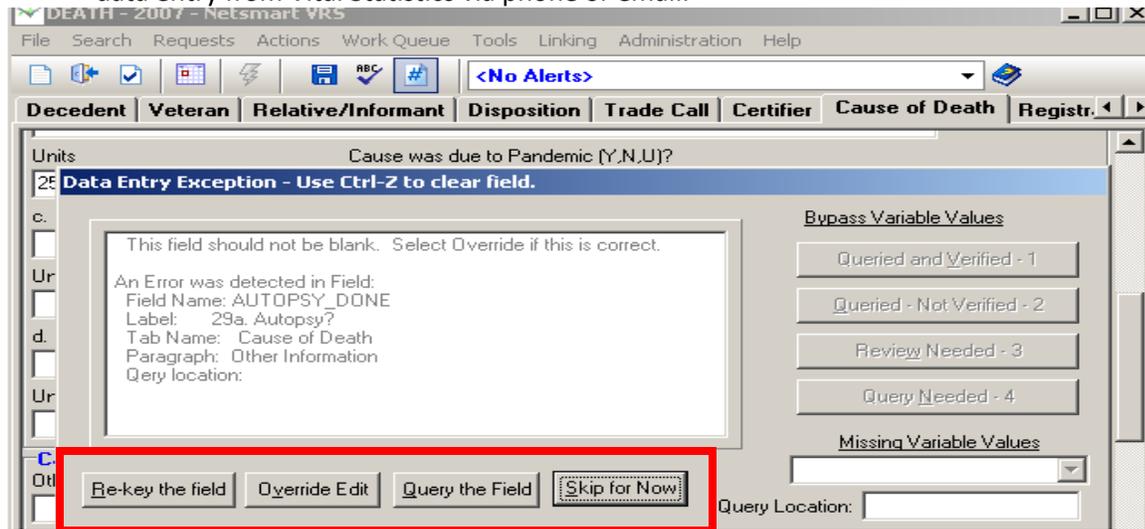


Begin entering the decedent information (First Name, Middle Name, Last Name, Date of Death, etc.)


 A screenshot of the "DEATH - 2016 - Netsmart VR" application window. The title bar reads "DEATH - 2016 - Netsmart VR". The menu bar includes "File", "Search", "Requests", "Actions", "Work Queue", "Linking", "Tools", "Administration", and "Help". Below the menu bar is a toolbar with various icons and a "Save No Edits" warning. The main form area has several tabs: "Decedent", "Veteran", "Relative/Informant", "Disposition", "Trade Call", "Certifier", "Cause of Death", "Registrar", and "Comple". The "Decedent" tab is selected. The form is divided into two sections: "System" and "Deceased". The "System" section contains fields for "State File Number", "ODH Number", "Case File Number", "Reg Type", "Paper or Electronic Filing?", "Certificate Printed", "Date Certificate Last Printed", "Overall Record Status" (set to "Pending"), "Record Status for Personal Info" (set to "Pending"), "Record Status for Medical Info" (set to "Pending"), "Provisional/Cremation Status", "Record Amended?" (set to "N"), "Case Started by", "Affidavit Present", and "Supplemental Present". The "Deceased" section contains fields for "1. First Name", "Middle Name", "Last Name", and "Suffix".

Enter information for (if necessary) the Decedent, Veteran, Relative/Informant, Disposition, and Certifier tabs. As you tab through the record, be aware that background data checks are running and may present you with an error message when the system does not accept your data entry. You can choose to “re-key the field” or to “skip for now” or “override edit.” *One example of a field that may present an error message is the Pregnancy Status question: if the decedent is a woman over the age of 50 and a pregnant or recently pregnant status is entered, EDRS will ask for confirmation.*

- When you select “re-key the field” the system will immediately place the cursor in the field requiring the correction.
- When you select the “skip for now” the system will allow you to move past the error and correct it later. For some fields, you will be required to complete the information as they are mandatory fields and are required to complete the death record. This fields will not have the option to ‘override the edit’ or ‘query the field’
  - The section on “Reviewing Errors” later in this document provides instructions on how to view the fields with errors that you have skipped during data entry.
- When you select the “override edit” option, the system will let you save the record. Use this option when you are positive the data entry is correct. You may receive a request to confirm this data entry from Vital Statistics via phone or email.



Enter the Cause of Death information on the Cause of Death tab.



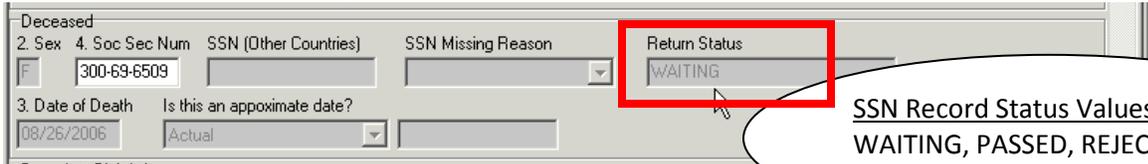
**SSN Verification (If Creating a New Record)**

After your first save of the record, the system will notify you of the SSN verification. Click "OK" to exit pop up window.



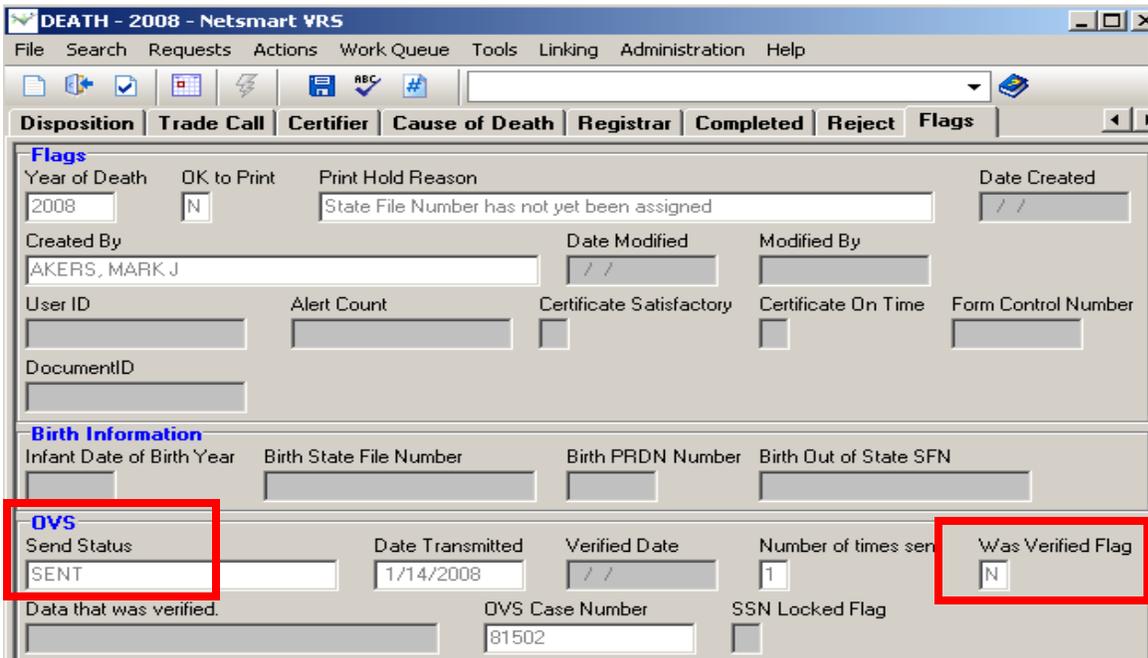
To check the status of the online SSN verification you will need to:

- Close the record (after it has been saved)
- Reopen the record (using the SEARCH utility or the work queue to locate the record)
- On the Decedent tab, check the Record Status field for SSN Verification



SSN Record Status Values  
 WAITING, PASSED, REJECTED

On the Flags tab, you can also check the SSN verification status:



The maximum number of attempts for verification of a SSN is 5. The SSN field will be locked once the verification is sent by SSA.