

**For Deputy Registrars:** This guide will help you review, enter cause of death on drop-to-paper records, and filing death certificates in EDRS.

**Log into EDRS:** Go to the EDRS website, [www.edrs.doh.wa.gov](http://www.edrs.doh.wa.gov) and enter your login ID and password, then click .

### **Approve Death Record:**

1. Select the record you want to review by double-clicking on the **decedent's name**.
2. Review the completed death record, including demographic and cause of death information.
3. Enter your **Local File Number** in the space at the bottom left side of the record.
4. Click the **I have reviewed the Demographics and Cause of Death for completeness and correctness** check box.
5. Click the **Deputy Registrar approval check box** next to your name and click . A Saved and approved window will appear, click on the  button. An email will be automatically sent to the funeral home telling them the Burial Transit Permit is ready for printing.
6. You can now approve another record; at the blue **Menu** bar, hover over **Death Records**, and select **Case Management** from the drop-down menu. If you are finished, make another selection from the blue **Menu** bar or logout of EDRS.

### **Refer Record to the Medical Examiner/Coroner:**

1. Select the record you want to review by double-clicking on the **decedent's name**.
2. Review the completed death record, including demographic and cause of death information to determine if it needs to be referred to the medical examiner/coroner.
3. Click on the  button at the bottom left side of the record.
4. A death record was successfully referred window will appear, click on the  button. An email will be automatically sent to the medical examiner/coroner telling them the record is ready for their review.
5. You can now approve another record; at the blue **Menu** bar, hover over **Death Records**, and select **Case Management** from the drop-down menu. If you are finished, make another selection from the blue **Menu** bar or logout of EDRS.

### **Void/Restore a Record:**

1. Select the record you want to review by double-clicking on the **decedent's name**.
2. Review the completed death record, including demographic and cause of death information to determine if it is the record you want to void.
3. Click on the **Void** box near the top of the record on the right side.
4. A window will appear asking if you are sure you wish to void the record. Click **OK** to void the record.
5. A record was successfully voided window will appear, click on the **OK** button. If you need to restore the record, follow the above instructions and click on the **Restore** button in the place of the void button.
6. You can now approve another record; at the blue **Menu** bar, hover over **Death Records**, and select **Case Management** from the drop-down menu. If you are finished, make another selection from the blue **Menu** bar or logout of EDRS.

### **Drop to Paper Record:**

1. Select the record you want to review by double-clicking on the **decedent's name**. There will be a blue check mark next to the decedent's name in the DTP (drop to paper) column.
2. Review the death record, if it is drop-to-paper there will be no information in the cause of death section and the record will not be able to be approved.
3. Click on the **Cause of Death** tab to go to the cause of death worksheet.
4. Enter information in cause of death worksheet from the paper copy filled out by the medical practitioner. If there was no injury leave the **injury section** blank. If there was not an **additional practitioner** involved, leave that section blank.
5. When the cause of death section is complete click on **Spell Check** and replace suggested words as appropriate.
6. Once spell check is complete click on **Submit for Approval**. A message box will appear letting you know if the record was successfully submitted or if there are items you need to re-visit. To continue click on **OK**.
7. When you select submit for approval and there are no issues the screen will expand and ask for the **Medical Certifier Approver Information**. Fill out the additional information about the medical provider, make sure you include the License number and street

address. When you have completed the additional information, click on **Approve** and a confirmation window will appear. To continue click on **OK**.

8. The system will take you to the bottom of the **Deputy Registrar** tab.
9. Review the completed death record, including demographic and cause of death information.
10. Enter your **Local File Number** in the space at the bottom left side of the record.
11. Click the **I have reviewed the Demographics and Cause of Death for completeness and correctness** check box.
12. Click the the **deputy registrar approval check box** next to your name and click on **Approve File**. A **Saved and approved** window will appear, click on the **OK** button. An email will be automatically sent to the funeral home telling them the **Burial Transit Permit** is ready for printing.
13. You can now approve another record; at the blue **Menu** bar, hover over **Death Records**, and select **Case Management** from the drop-down menu. If you are finished, make another selection from the blue **Menu** bar or logout of EDRS.