

For Funeral Homes: This guide will help you create, edit, or complete the demographics section of a death record in EDRS, make a case assignment, or refer the case to the medical examiner/coroner.

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

Create a New Death Record:

1. From the blue **Menu** bar, hover over **Death Records**, and select **New Death Record** from the drop-down menu.
2. Fill out all fields on the **Start a New Death Record** page. Items with a red asterisk (*) must be completed. When finished, click on [Submit](#) to continue.
3. If the record being created has a duplicate already in the system, the **Possible Duplicate Death Records** screen will open. You will have the option to select the record that already exists by clicking on [Edit](#) to the right of the name, and skip to the **Demographics Tab** section, or create a new record by clicking on **Create NAME as a new Death Record in EDRS**. You can also return to the previous page by clicking on [Back](#).
4. **Case Assignments Tab**
 - a. On the **Case Assignments** tab, review the **Funeral Home** section and change as necessary.
 - b. Click on the circle next to **Medical Practitioner** or **NAME County Coroner's Office** as appropriate.
 - c. If you selected **Medical Practitioner**, continue to the **state and county drop-down** lists and choose the appropriate state and county for the medical practitioner.
 - d. Under **locate by** click on the circle next to **Practitioner Name** and start typing the last name of the practitioner in the space provided. Once the correct name appears, click on it to auto fill the space.
 - e. Continue to **Workgroup** and select the correct workgroup from the drop-down list and continue to step g. **Note: you must select a workgroup from the drop-down list even if only one is provided.**
 - f. If the medical provider is not in the system, you will **Drop to Paper**. Click on the **Provider not in EDRS** box. **Enter Certifier Information for Drop to Paper** fields will then appear. Complete the certifier information fields. Name and Telephone are required.

Printing Burial Transit Permit (BTP)

1. Once your facility has approved the **Demographics** section of the death record, the medical certifier has approved the **Cause of Death** section, and the deputy registrar has approved the **Deputy Registrar** section, you will receive an e-mail saying the **Burial Transit Permit** is ready for printing. You can then print the **Burial Transit Permit**.
2. From the blue **Menu** bar, hover over **Death Records**, and select **Case Management** from the drop-down menu. Select the death record from the list provided by checking the box to the left of the decedent's name under the **Select BTP(s)** column.
3. After selecting the death record, click on **Print BTP**. The **Burial Transit Permit** will come up as an Adobe document for you to print.

Note: Burial Transit permits can only be printed one time. If you need a burial transit permit printed again for a technical reason, call the EDRS line at 855-562-1928 and we will e-mail one to you.

If you have changes to the death record after printing the burial transit permit that requires an affidavit for correction, such as time of disposition, place of disposition, you will have to contact your local deputy registrar and have them create a new burial transit permit showing the changes.