

A Guide For Medical Examiners and Coroners to the Washington State Department of Health, Electronic Death Registration System (EDRS)

This guide is designed to assist medical examiners, coroners and their staff in completing or editing death certificates in EDRS.

Log into EDRS

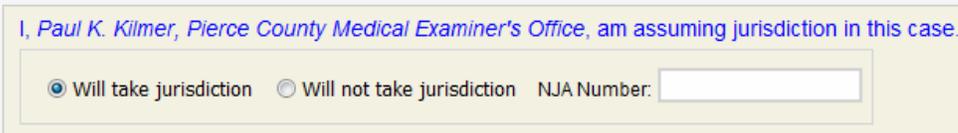
1. Open Referral Email
2. Click Log in to EDRS
3. Enter Login ID and Password, click 

If Jurisdiction is Assumed

- The previous approver's name will be removed but saved for reference
- Emails are sent to workgroups affected
- The record is available for editing (the original approver's cause of death entries will remain unless you edit the cause of death)
- The case assignments page will be updated to show you as the new approver
- When the cause of death edits are complete, the section must be resubmitted for approval

Assuming Jurisdiction

- To assume jurisdiction, click **Will take jurisdiction** click ; confirmation window appears, click **OK**



I, *Paul K. Kilmer, Pierce County Medical Examiner's Office*, am assuming jurisdiction in this case.

Will take jurisdiction Will not take jurisdiction NJA Number:

Manage Death Record Cases/Edit a Death Record

Tab to move through fields. Items noted with a **Red Asterisk (*)** are required information

1. Edit **Manner of Death, Time of Death, Autopsy** as appropriate
2. **Chain of Events, A – D**. The causes should present a clear and distinct etiological sequence, proceeding from the most recent condition to the oldest or originating condition – edit as appropriate.
3. **Interval between onset and death**. Provide best estimates; can be **unknown** – edit as appropriate
4. **Other Significant Conditions Contributing to Death**. The conditions or diseases contributing to the cause of death but not resulting in death – edit as appropriate
5. **Injury Related Deaths**, complete or edit section as appropriate
6. If **Transportation injury**, click the check box and specify transportation role (driver/operator, passenger, pedestrian, other)
7. **Describe How Injury Occurred** – explain the circumstances or cause of the injury or injuries – edit as appropriate
8. Run **Spell Check (required)** unless you see "spell check complete"
9. Enter **ME/Coroner File #** (lower left corner of page)

Save

1. To save, click  at the bottom left of the screen anytime during completion of the cause of death or to leave EDRS. A pop-up box appears, click **OK**.

Submit for Approval

1. Once you have fixed any spelling errors, you can hit the  tab at the bottom of the page. This is a web-based system, so it may take ten or more seconds to receive this document. AND, you have one more step. Do not close out yet. When the action has been received by the system, you will see a box that says the Cause of Death section has been received and is ready for approval. Click "Okay."
2. You may see a pop-up box that says the Cause of Death section was saved, but is not ready for approval. If you get that message, you should also see a yellow box with red writing that asks about specific elements you included. For example, if you listed cancer as a cause of death, the system will ask for details such as the primary site, metastases, or cell type. If you have provided all the information you know, check the square next to "The information provided is the best available at this time" in the yellow box at the bottom of the page and hit "Submit for Approval" again. You should receive a box that says the cause of death section has been saved and is ready for approval. Click "Okay." Wait a few seconds.
3. At the bottom of the page, you will see a white square next to your name (if you are an approver), with a statement that you approve the content of this section. Check the square  next to your name and hit the  button. **Do not log out until you see the box that says the record has been saved and approved.** Click "Okay" and then you are ready work on the next death record or log out of the system.
4. NOTE: if you are not an Approver, you will be able to save the page, but not approve it. Notify the Approver in the office that the record is ready to be approved. When the approver logs in to EDRS, they will be able to approve from their Case Management screen by clicking the 'Approve' link:

Only records created in the past 30 days will be displayed. Use Search to find older records.

Select BTP(s)	ID	Decedent Name ▲	Death Date	Created	Demographics	Cause of Death	Deputy Registrar
<input type="checkbox"/>	419	Elderberry, Connie	12/04/2011	12/06/2011	Approved	Approved	Filed
<input type="checkbox"/>	417	Jergens, Aloysius	12/05/2011	12/06/2011	In Progress	In Progress Approve	In Progress

Review the information below for the decedent.
If correct, Approve the Cause of Death by using your mouse to click the legal statement checkbox and then click the Approve button.

Demographics			
Name	Sex	County of Death	Date of Death
Aloysius Jergens	Male	Pierce	12/05/2011
Date of Birth	Reported Age	Social Security Number	
01/01/1910	101 Years		

Cause of Death			
Manner of Death	Autopsy	Autopsy Findings Available to Complete Cause of Death:	
Natural	No		
Time of Death	Did Tobacco use contribute?	Pregnancy	
15:00	No	Not female	

Chain of Events		
Sequence	Due to or as a consequence of:	Interval
A	chronic renal failure	2 months
B	myocardial infarction	2 weeks

I, Lawrence Webster, Tacoma Medical Clinic (Tacoma), approve the content of the Cause of Death section of the death certificate. To the best of my knowledge, death occurred at the time, date, and place and due to the cause(s) and manner stated.

Edit Cause of Death after Record is Approved

1. On the **Manage Death Record Cases** page, select a **Decedent** from the list and open the record
2. To make corrections or changes to an approved cause of death section, click located at the top left of the page (skip this step if approval has not been made)
3. Confirmation window appears – click **OK** to remove approval and edit the cause of death
3. Make appropriate changes to the cause of death, including ME/Coroner file number
4. You must re-approve the cause of death – click . A pop-up box appears, click **OK**. (Only users with approval rights will be able to approve a death record.)
5. Check the box and click ; a pop-up box appears, click **OK**
6. Return to **Manage Death Record Cases** page to continue working in EDRS or log out (upper right corner of page).

If Jurisdiction is Not Assumed

- The original approver's information and cause of death entries are retained
- Emails are sent to workgroups affected
- The cause of death section status will be updated to "Approved, NJA" and the deputy registrar will be able to review and file the record

Jurisdiction Not Assumed

1. If you do not assume jurisdiction, click **Will Not take jurisdiction**
2. Enter the **NJA number**
3. click **Submit Response**
4. System returns you to Manage Death Record Cases and removes the case

Start a New Death Record

1. Select from the menu
2. Complete basic decedent information to start the death record. Items noted with a **Red Asterisk (*)** are required information, click
3. You are taken to the **Case Assignments** screen
4. Select a **Funeral Home** from the list; if unknown select **To be Determined**, click **Continue**
5. Begin Step 1 of **Manage Death Record Cases** above.