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How to Certify a Death in EDRS

1. Go to **Life Events/Death/Start Edit New Case.**
2. Enter the required fields indicated in red; first name, last name, date of death (if death occurred today, enter today's date by using the F12 key), and sex. Select Search.
3. If a case is displayed, select Preview to view the case to ensure it is the correct person. Select the decedent's name link in blue to take ownership of the case. A pop-up screen will appear asking if you would like to take ownership of the case. Once ownership has been taken, the decedent page displays.
4. If there are no existing death cases, select Start New Case. The decedent page will display.
5. The decedent page is read-only. Providers will not be able to edit fields on this page. Continue to the **Medical Certification** heading on the left-hand navigation menu.

Entering the Medical Certification Information (Date, Time, Location, and Cause of Death)

Note

It is recommended to "Validate Page" after each completed screen. This will check for errors and will save any data entered.

6. Select "Pronouncement" under the medical certification heading on the left-hand side of the screen. The date of death should populate based on the information entered in the Start/Edit New Case entry. Select the correct identifier from the date of death modifier from the drop-down menu. Enter the time of death. *(Time of death can be entered in a 12-hour format with AM and PM or in Military (24 hour) time.)* Select the appropriate identifier from the drop-down menu. ***If the time of death is unknown, enter 9999 in the time and select "unknown".* Select the correct identifier from the time of death modifier from the drop-down menu. Select Validate Page and Next, or;
7. Select "Place of Death" under the medical certification heading on the left-hand side of the screen. Select the correct Type of Death location from the drop-down menu. If the decedent died in the hospital the address will auto populate, if the decedent died at home the decedent's address will need to be entered unless the funeral director has entered the decedent's residence in the case already. ***If the address does not exactly match what the funeral home has entered, a yellow override may occur. Simply check the box next to the error message and click "save override." The place of death will remain indicated with a yellow dot. You may proceed to the next screen, or;*
8. Select "Cause of Death" under the medical certification heading on the left-hand side of the screen. Enter the cause of death, any underlying causes of death and approximate time intervals. Please note that this screen will not allow for abbreviations in the cause of death field. ***Validating this page will display any errors or corrections that need to be made, including identifying misspellings. It is strongly recommended that you validate the page before moving forward.*

9. Select "Other Factors" under the medical certification heading on the left-hand side of the screen and select the correct answers for the drop-down boxes. The cause of death must be natural, otherwise a referral to the Medical Examiner is required unless contact with the Office of Chief Medical Examiner (OCME) has occurred and a release number has been provided.

10. Continue to the "Certifier" page. Your name, license number, and address are auto populated. Select your title from Certifier Type drop-down box. Answer the "was the body viewed after death" question at the bottom. This is required for nursing home patients.   It is important to validate this page when done.

11. Once the certifier page has been validated with no errors, the certify affirmation will pop-up as shown below.

12. Click the checkbox next to the affirmation statement and click "**Certify**." You will receive a message that the medical certification of the death certificate is complete.

13. To make a change to your case.

    To un-certify the case, click the **Un-certify** link, make the necessary changes, and then repeat the steps above to re-certify the case. Remember, once a case is **Registered**, the **Un-certify** link will no longer be available.

Referrals to the Medical Examiner

In the event of trauma, the case *must* be referred to the Medical Examiner. If you must refer to the Medical Examiner, click the "Refer to Medical Examiner" link under "other links" on the left-hand side of the page.

Medical Staff

Facility staff may enter the medical certification information; the health care provider may then log in to review and certify the case as indicated in step # 11 and #12.

Need Assistance?

Please contact the EDRS helpdesk at 1-888-664-9491 (option 7) or (207) 287-5447.

Training Options

Melissa Boynton, Electronic Data Solutions Supervisor, provides several types of training for medical staff and health care providers on the EDRS. Please contact Melissa directly at (207) 287-5451 or Melissa.Boynton@maine.gov if you need assistance.