The Death Certificate

Place the Case ID number in your log.

1. Complete Funeral Director Fields 1-16.
2. Click Save.
   a. If information is missing, a warning message will display in red at the top of the screen.
   b. Correct any errors and click Save again.
   c. If you do not have the information, click Welcome to return to this case at a later time.
4. Click Save.
   a. If corrections are needed, repeat steps 2a-2b.
5. If all fields are completed correctly, the Certify screen will display.

Certifying a Death Certificate

Funeral Director User ID only.
1. Review the Death Certificate form to ensure that all data is correct before completing the Certify screen. The Certify screen will display once all fields are correctly completed and saved on the Death Certificate.
2. Click Select Municipality to select where this Death Certificate will be filed. The Funeral Home name and address, along with the name and license of the Funeral Director, will display on the Certify screen.
3. Review the Signature Release Statements.
4. Click the box next to the I affirm statement.
5. Click Certify. The case Summary screen will display with confirmation that the case has been signed.

After certifying, the case will be submitted to the Local Registrar once the doctor certifies the medical section in EDRS.

If the doctor does not participate in EDRS, proceed to Manage Medical Certification on the Actions Menu.

EDRS Main Menu

Use the left mouse button to select a menu option from the EDRS Main Menu. The Menu options that are available depend on the type of User ID signed into EDRS.

To Do
Cases that have a pending action for the Funeral Home facility display on the To Do list.

Recently Accessed Cases
Cases that were recently worked on, but that do not have a To Do item for the Funeral Home facility, display on the Recently Accessed Cases list.

EDRS Open Case
Click on the Case ID number to open a case.

When you open a case, the case's Summary screen will display. The Summary screen provides an overview of the Case Details, the Case Status and a list of EDRS Events that have occurred on the case.

Actions Menu
An Actions Menu displays on the right side of the Summary screen. The functions on the Actions Menu pertain to the case that is open.
Printing the Burial Permit

The Burial Permit can be printed once the Funeral Director portion is certified and the medical portion is certified, or faxed and submitted into EDRS. This function is available 7 days-a-week — 24 hours-a-day.

All fees will be deducted electronically from the facility’s EDRS Financial Account.

1. Open the case and click Print Burial Permit from the Actions Menu.
   a. Review the information on the Burial Permit info screen to ensure it is correct.
2. Click Transportation by Common Carrier to make a selection.
   a. If Yes is selected, type the Carrier Name.
3. Click the Print button at the bottom of the form.
   a. The Burial Permit form will display.
4. Click Printer Friendly on the Burial Permit form.
   The Print screen will display.
   a. Select your printer and make sure Letter Paper Size is selected on the appropriate Print screen (Preferences, Setup, Advanced Settings).
   b. Load Letter-size paper in your printer.
5. Click Print on the Print screen. The Burial Permit will print.

Ordering Certified Copies

1. Open the case and click Order Copies from the Actions Menu.
   a. The Certified Copies screen will display.
2. Click the down arrow to select the Registrar to Issue Copies.
3. Enter the number of Certified Copies with Cause that you want to order, and/or
4. Enter the number of copies Without Cause that you require.
5. Click the down arrow to select the Method of Delivery.
6. Click Calculate Costs to view the fees.
7. Click Order Copies to confirm the order.

All fees will be deducted electronically from the facility’s EDRS Financial Account.

Actions

View Case
Use the View Case function to review and/or print the details of a case that is already certified. Use View Case instead of Edit Case. If you use Edit Case, you will have to recertify the case.

Take Case
The Take Case function allows a Funeral Home to take a case on EDRS that is not assigned to another Funeral Home, or that has been released by another Funeral Home.

Edit Case
Use the Edit Case function to revise or add information to the Death Certificate.

Sign Case
The Sign Case function quickly displays the Certificate screen for a case that is waiting to be signed and submitted by the Funeral Director.

Actions Menu (cont.)

Release Case
The Release Case function is used to release a case owned by a Funeral Home facility.
   • Releasing the case will allow another Funeral Home facility to take the case for completion.

Abandon Case
This function is used to abandon a case owned by a Funeral Home facility.
   • Abandoning the case will lock the case. A user can View an abandoned case, but no other Action can be performed on the case.
   • This function is useful in situations where a duplicate case was entered into EDRS or a case was started in error.

Actions

Other Actions

Drop to Paper
This function should no longer be used by the Funeral Director as long as the Manage Medical Certification function can be used.

Printing a DC File Copy

1. If the case is not open, click the Case ID number on the Welcome Screen.
2. Click View Case (not Edit Case) on the Actions Menu.
3. Click the DC Form tab (if not already displayed).
4. Follow the steps for Preparing Your Printer (if not already done).
5. Click Printer Friendly on the Death Certificate Abstract form.
   The Print screen will display.
   a. Select your printer and make sure Legal Paper Size is selected on the appropriate Print screen (Preferences, Setup, Advanced Settings).
   b. Load Legal-size paper in your printer.
6. Click Print on the Print screen. The Death Certificate Abstract form will print.

Ordering Certified Copies (cont.)

1. Open the case and click Order Copies from the Actions Menu.
   a. The Certified Copies screen will display.
2. Click the down arrow to select the Registrar to Issue Copies.
3. Enter the number of Certified Copies with Cause that you want to order, and/or
4. Enter the number of copies Without Cause that you require.
5. Click the down arrow to select the Method of Delivery.
6. Click Calculate Costs to view the fees.
7. Click Order Copies to confirm the order.

All fees will be deducted electronically from the facility’s EDRS Financial Account.

Help and Support

Online Help
Online Help is available for users of EDRS.
1. Once you logon, click the Help link at the bottom of the screen to view the online Help Guide.
   a. Each Topic in the Table of Contents is listed with a closed Book icon on the left side of the screen.
2. Click the Book icon to view the Help Items available for the Topic.
   a. Each Help Item is listed with a Question icon.
3. Click the Help Item to display the Help Instructions on the right side of the screen.

EDRS Help Desk
Users of EDRS should direct all questions to the 24 hour-a-day helpdesk operated by the NJ Department of Health and Senior Services.
Phone: 866.668.3788
Email: helpdesk@dnhs.state.nj.us

NJSFDA Manager of the Day
For information on EDRS training provided by the NJSFDA, contact the NJSFDA Manager of the Day at 800.734.3712.

You may also send inquiries by email to njsfda@njsfda.org or by fax to 732.974.8144.

N.J.S.A. 26:8-24.1
“... All participants in the death registration process, including, but not limited to, the State registrar, local registrars, deputy registrars, alternate deputy registrars, subregistrars, the State medical examiner, county medical examiners, funeral directors, attending physicians and resident physicians, licensed health care facilities, and other public or private institutions providing medical care, treatment or confinement to persons, shall be required to utilize the NJ-EDRS to provide the information that is required of them by statute or regulation.”

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