

Access EDRS

1. Log in to HCS at https://commerce.health.state.ny.us/public/hcs_login.html
2. Enter your **User ID** and **Password**, then click **Sign In**.
3. Click on **EDRS** from your application list.
4. Click on your office (for the case you are entering, if affiliated with more than one office).

Locate a Case within Your Jurisdiction

Use this feature to find cases assigned to your office within EDRS.

1. Select **Life Events > Death > Search** from the menu bar.
2. Enter known case identifiers or decedent information. The more data entered, the more focused the search. (Must match data entry exactly)
3. Click **Search**.
4. Click on **Decedent's Name** to access the existing case. Alternately, click the **Preview** link in the right most column to review case information before accessing, then click on either the **Decedent's Name** or the **Select** link in the right column.

Register a Case

EDRS automatically assigns cases to the local registrar in the jurisdiction where the death occurred or the body was found.

1. Access a case using the Queue Summary options.
2. On any page, click **Validate Page**. This shows you that all *Personal Information* and *Medical Certification* pages were accurately completed and highlights any pages with exceptions.
3. Click on the *Disposition* page, to review information.
4. Click on the *Identifiers* page to enter your local register number.
5. Click the *Local Registrar Affirm* link in the left navigation bar.
6. Read the **Affirmation** statement and click on the checkbox.
7. Click **Affirm**.

View Your Queue Summary

You can monitor your workload through your queue. The below steps can also be used for other queue options displayed for issuances and amendments.

1. Click the **Registration Work Queue Summary** button or select **Queues > Registration Work Queue Summary** from the menu bar.
2. From this summary page, click on the **Queue Name** (category) for which you would like to see your cases.
3. Click on the **Decedent Name** on which you are working. Alternately, you can check the box to the left of the desired case and select an action below the list, such as *Add Comments*.

Validation Stoplight Rules

You have the option to validate each page after entering fact-of-death information. The system will check for errors. Carats appear to the right of each page in the *Death Registration Menu* (left navigation bar).

▶ **Red** Caret: Information is still needed on this page; it is incomplete.

▶ **Yellow** Caret: Information is complete on this page; however, some field entries were overridden. This may happen if information is not known at the time of data entry or the data entered is accurate but conflicts with EDRS system rules.

▶ **Green** Caret: Information is complete and acceptable for this page.

All carets must be green or yellow to sign the certificate.

Print Forms

- ▶ **Burial Permit:** Issued to the Funeral Director to commence disposition of the body. The permit is printable from the system after the death certificate is registered.
- ▶ **Drop to Paper:** Converts certificate completion to paper version. Case cannot be completed electronically once this is selected.
- ▶ **Working Copy:** Can be used to review case as Death Certificate format.
- ▶ **Vault Copy:** Represents the official death certificate. This is the version used to generate copies if requested.