

## HOW WILL MY RELATIONSHIP WITH THE FUNERAL DIRECTOR CHANGE?

Funeral directors will no longer need to come to your office to obtain your signature on the death certificate with EDRS. The funeral director will not need to go back and forth to your office with a paper record, as in the past. The funeral director will still need your confirmation that you will sign the death record for your patient, just as they do now, but this confirmation should be obtained via a phone call.

You may also get a call from the funeral director, the medical examiner, or state office staff, asking for clarification on an entry you made.

The system will alert the funeral director if the practitioner is an online user. At that time, once the funeral director has completed the demographic information, the online user will receive an email to complete the medical certification.

## AMENDMENTS

Changes to the medical portion of a death record requires the completion and submission of a medical affidavit to the Bureau of Vital Statistics. Instructions and mailing address can be found on the form. There is no amendment fee or time limit associated with a medical amendment.

Questions on the medical affidavit should be directed to the Bureau of Vital Statistics Medical Unit at (904)359-6900, extension 9013. Click [here](#) for a medical amendment affidavit form or visit our website at:

[www.floridahealth.gov/certificates/certificates/amendments-corrections/](http://www.floridahealth.gov/certificates/certificates/amendments-corrections/).

## HOW DO I SIGN UP?



Call the Bureau of Vital Statistics Helpdesk toll-free number:

**1-866-295-5902**,  
Monday through  
Friday 8am-6pm ET or  
Saturday 9am-2pm ET,  
for information and

the forms required to become an online EDRS user.

Practitioners may also request for their staff to become online EDRS users to assist in the managing of patients' death records. Those wishing to be online users of EDRS will be trained via an online tutorial. Upon successful completion of the tutorial, you will be granted access to the system. An in-person training for large groups may be available upon a request. Contact the Bureau of Vital Statistics Quality Assurance at 904-359-6900 ext. 9020, for more information.

## Questions?

Telephone 904-359-6900  
Quality Assurance, ext. 9020

Bureau of Vital Statistics  
P.O. Box 210  
Jacksonville, Florida 32231-0042

DH 150-995

# Bureau of Vital Statistics



## Electronic Death Registration System Completing the Medical Information

Florida Department of Health  
Bureau of Vital Statistics



# EDRS—Electronic Death Registration System

## WHAT IS EDRS?

**EDRS**, or the **Electronic Death Registration System**, is the method by which death records are registered in Florida through a secure Internet site.

EDRS provides the user direct access to the state database for entry of death record information.



EDRS increases accuracy and timeliness while improving statistics for state and national surveillance systems.

Funeral directors will be online users and will complete the demographic information on the decedent within EDRS. The record will then be sent electronically to the practitioner for certifying the medical information on the decedent. EDRS communicates with users via emails so stakeholders are aware of the status of the death record.

The death certificate is a permanent legal record of the fact of death of a person. As a permanent legal record, the certificate is extremely important to the decedent's family. It is also needed for a variety of medical and health-related research efforts.

All persons concerned with the registration of deaths must strive for accuracy, promptness in reporting and completeness.

## HOW DOES THIS IMPACT THE CERTIFYING PRACTITIONER?

Pursuant to Chapter 382, Florida Statutes, the cause of death medical certification is completed by a medical practitioner such as private physicians, medical examiners, autonomous advanced practice registered nurses, or physician assistants. EDRS allows the certifier to complete the medical certification of the Florida death record online through a secure internet access.

## ONLINE CERTIFIER

Online certifiers have access to EDRS and complete the medical certification of the death record electronically.

Online users will receive an email that a record is waiting for their completion of the medical certification. The practitioner clicks on the link to access EDRS and can complete the medical information.

If a trauma buzzword is listed in the cause of death parts I and II, EDRS will automatically send an email to the Medical Examiner (ME) alerting them to review the record. After reviewing, the ME may either question the practitioner for more clarification, take over jurisdiction or approve the record if there is nothing in the cause of death that falls under their jurisdiction. Then the record goes to a **Registered/Completed** status and certifications are made available.

## BUILT-IN EDITS

Built-in edits incorporated in EDRS alerts the user if an item was missed or does not meet the required format. Edits provide an assurance that all required information is completed.

## GENERAL INSTRUCTIONS ON COMPLETING THE CAUSE OF DEATH (COD)

Events and conditions should be logically linked in terms of time, etiology and pathology.

Part I, line (a) through (d), includes the chain of events that directly caused the death. One COD per line and intervals can be approximations.

If multiple morbid conditions are present and the underlying cause is uncertain, construct a logical sequence for Part I and then list other significant conditions contributing to death in Part II.

Cause of death statements on the Florida death record are not considered prima facie proof. Use your best medical opinion and terms such as “possible” and “probable” are acceptable.

## CAUSE OF DEATH TUTORIAL

The Bureau of Vital Statistics has developed an online tutorial for certifying practitioners as an overview of the death registration process and how to properly complete the medical information on a Florida death record. The Cause of Death tutorial explains roles and responsibilities of stakeholders in the death registration process, such as the certifying practitioner, the medical examiner and funeral director. The Cause of Death tutorial will demonstrate case scenarios highlighting the importance of quality data and the timely filing of death certificates. The tutorial can be accessed by clicking [here](#) or visiting the Bureau of Vital Statistics website: [www.floridahealth.gov/certificates](http://www.floridahealth.gov/certificates).