

EDRS How-to Update a Record

The medical examiner may update the record in EDRS at any time once a record has been filed at the local registrar's office and state office and is not limited to 30 days like funeral homes and other medical certifiers.

Note: do not submit a correction request that will change jurisdiction.

Step one: Open your record and scroll to the bottom. Click on **Update Record**. You will receive a message confirming that you want to update. Click **OK**.

The screenshot shows the 'Medical Examiner' section of the EDRS interface. At the top, there are two buttons: 'Natural' and 'Not Applicable'. Below this is a table with four columns: '41a. Date Of Injury', '41b. Time Of Injury', '41c. Describe How Injury Occurred', and '41g. Location - (Street or RFD No., City, Village or Twp, State, Zip Code)'. Below the table are four rows of input fields: '41d. Injury at Work (Yes or No)', '41e. Place Of Injury - at home, farm, street, construction site, wooded area, etc. (Specify)', '41f. If Transportation Injury - Driver/operator, Passenger, Pedestrian, etc. (Specify)', and '41g. Location - (Street or RFD No., City, Village or Twp, State, Zip Code)'. At the bottom of the form, there are five buttons: 'Update Record', 'VR Request', 'Print', 'Export', and 'Close'. The 'Update Record' button is highlighted with a red box.

The screenshot shows the 'Applicant Information' tab of the EDRS interface. The 'Comments' tab is highlighted with a red box. Below the tabs is a form with the following fields: 'Attested By' (text input with 'XxJohn Testing'), 'Certified By*' (dropdown menu with 'XxPbrittney Testing'), 'License Number' (text input), 'Applicant Address' (text input with '791 Medical Plaza, Royal Oak, Oakland, Michigan 33133'), and 'Phone Number' (text input with '(517) 324-7341'). At the bottom of the form are two buttons: 'Next Step' and 'Close'.

Step two: Review your information on the Applicant Information tab. If you attested to the record, select the certifier from the dropdown.

Step three: You can put notes for the local registrar on the Comments tab.

The screenshot shows the 'Comments' tab of the EDRS interface. The 'Notes for Correction' section is highlighted with a red box. Below the tabs is a form with the following fields: 'Decedent Name' (text input with 'John Decedent') and 'Notes' (text area with 'Comments go here'). At the bottom of the form are two buttons: 'Next Step' and 'Close'.

Step four: If updating the medical section and you are not the medical certifier, attach any Documentary Evidence that supports your correction request.

The screenshot shows the 'Documentary Evidence' tab of the EDRS interface. The 'Documentary Evidence' tab is highlighted with a red box. Below the tabs is a form with a text area for entering evidence.

Step five: Make the desired corrections to the death record and click **Save**.

The screenshot shows a dialog box with the text 'Enter cause of death information from a medical certificate provided by the Medical Certifier.' Below the text are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

Important Information About Updating Records

- The record will not change until the local registrar accepts the correction request.
- You can request corrections for multiple fields in a single request.
- If there is a change to the location of death and it changes the jurisdiction where the record is filed, the local registrar's office must reject the correction and retract filing so the record can be filed in appropriate jurisdiction.