

# Local Registrar Review of Electronic Record in EDRS

Before accepting an electronic death record in EDRS, complete a thorough review.

## Some areas to pay close attention to include:

- Field 1, **Decedent's Name**, should not include any diacritics/accent marks. Degree abbreviations (MD, PhD, DDS, etc.) should not be added in field 1.
- Field 5, **Name at Birth or Other Name Used for Personal Business** can include degree abbreviations and nicknames. Typing "aka" is not acceptable.

## Does record require a referral to the Medical Examiner (ME)?

- Field 36: **Cause of Death**. When reviewing the cause of death, does the cause indicate that the record needs to be referred to the medical examiner? Examples of items that may need to be referred to the medical examiner include:
  - Trauma, Gunshot wound, Criminal Violence, Fracture, Fall, Motor Vehicle Accident (MVA), Drug Use, Polysubstance Abuse, Poison or Overdose, Intracranial Hemorrhage, Hypothermia, Hyperthermia, other Accidental deaths.
  - Disease, injury or toxic agent resulting from employment.
  - Disease posing a threat to public health.
  - Deaths in police custody, in prison, or in a penal institution.
  - Deaths connected to an abortion, whether self-induced or otherwise.
  - Sudden death, when apparently in good health, including sleep-related infant deaths.
  - See [MCL - Section 52.202 - Michigan Legislature](#) for additional information.
- If field 39, **Manner of Death**, is anything other than natural, field 29 (Was medical examiner contacted?) should read *Yes*.
- If the record should have been, and was *not* referred to the Medical Examiner (ME) (Field 29), then **Decline to File**. A textbox will open. Indicate in the message "Refer to ME based on Cause of Death description."
- If the record *does not* require a referral to ME, continue with the record review.
- If the record required a referral to ME and field 29 is *Yes*, continue with the record review. Fields 41a-g (injury information) should be completed by the medical examiner.
- If 41a-g have been completed, 41a date of injury and 41b time of injury **MUST** be before or the same as the date and time of death, never after.
- If Cause of Death and/or Manner of Death are Pending, Per CDC Guidelines:
  - Cause of Death section may be completed and the manner of death may be pending.
  - Both Cause of Death and Manner of Death may be pending if case was referred to the ME.

## Continue with the record review

- Field 4, **Presumed Date of Death**, should be prior to or the same as 28b **Pronounced Date of Death**.
- Fields 28a **Presumed Time of Death**, and 28c **Pronounced Time of Death**:
  - 28a can be the same as 28c.
  - 28a can be prior to 28c.
  - 28a cannot be after 28c.

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- If field 30, **Place of Death**, indicates Hospital, field 31 **If Hospital**, needs to be completed.
  - Field 31 options include: Inpatient, ER/Outpatient or Dead on Arrival
- Field 7a **Location of Death** is described by field 30.
  - 7a is the place where the person was pronounced dead. It may be an address, an intersection, a mile marker, latitude & longitude, GPS coordinates, etc.
  - Field 30 is a categorical description of what's in box 7.
- If field 17 **Marital Status**, indicates married or separated, then field 18, **Name of Surviving Spouse**, needs to be completed.
- If field 21b **Relationship to Decedent**, indicates a spousal relationship, then field 21a, **Informant's Name**, has to correspond with field 18.
- Ensure required fields are completed.
- Review optional fields, and if applicable, they are completed. Optional fields are:
  - Field 18 Name of Surviving Spouse.
  - Field 32 Medical Examiner Case Number.
  - Field 33 Name of Attending Physician if Other Than Certifier.
  - Field 38 If female (pregnancy question).
  - Fields 41 a – g are not required if manner of death is Natural.

## Review the attached image if applicable

- If the medical section was attested to, a scanned medical certificate of death must be attached to the record.
  - Check the INFO tab to see if the medical section was attested to or certified.
- Attached image must be legible and complete.
- The entire document should be visible (not cut off).
- The image identifies the decedent.
- The medical professional signed the scanned document, signature may be ink/wet or electronic.
- The cause of death on the electronic record matches what is listed on the image.

## Accept & File or Decline To File Record

- After completing review, **Accept & File** the record if
  - record is filled out completely
  - attached image reviewed if applicable
  - and ME contacted when needed
- If record is not correctly completed, scanned image does not meet requirements, or record should be referred to ME, then **Decline To File**.