



March 2022

2.8

Michigan Department of Information Technology

MEDICAL EXAMINER/STAFF USER MANUAL

MICHIGAN EDRS (ELECTRONIC DEATH REGISTRATION SYSTEM)

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REVISION HISTORY

Name	Date	Reason For Changes	Version
Kavitha Palaniswamy	05/30/2008	Original Version	1.0
Kavitha Palaniswamy	07/09/2008	Changed the Spelling(Dearth to Death)	1.1
Jim Monkiewicz	11/24/2009	Updates to latest EDRS version	1.2
Jim Monkiewicz	12/22/2009	Updates to latest EDRS version	1.4
Jim Monkiewicz	02/15/2010	Updates to latest EDRS version	1.43
Jim Monkiewicz	03/12/2010	Updates to latest EDRS version	1.44
Jim Monkiewicz	03/30/2010	Updates to latest EDRS version	2.0
Michigan Public Health Institute	11/10/2014	Updates to latest EDRS version	2.1
Michigan Public Health Institute	02/04/2015	Updates to latest EDRS version	2.2
Michigan Public Health Institute	02/24/2016	Updates to latest EDRS version	2.3
Michigan Public Health Institute	12/18/2017	Updates to latest EDRS version	2.5
Michigan Public Health Institute	10/15/2019	Updates to latest EDRS version	2.6
Michigan Public Health Institute	03/02/2022	Updates to cremation section	2.8

1 INTRODUCTION

1.1 Purpose

The purpose of this document is to provide the medical examiner and his/her staff with step-by-step instructions on how to use the Michigan Electronic Death Registration System (EDRS). The material contained in this manual covers those areas that are pertinent to medical examiners and the processing of death cases.

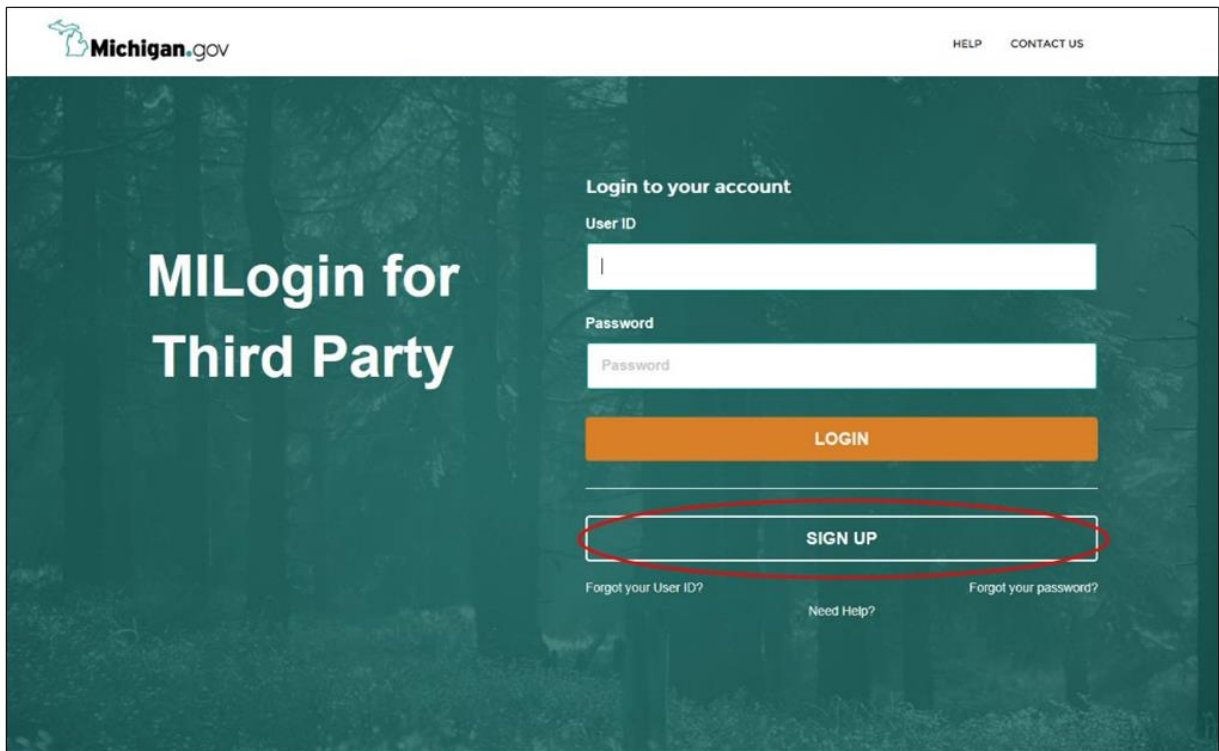
Though the material is intended to be as complete as possible, it will certainly not cover all situations or problems that will arise. When you are confronted with an issue or problem and you are not sure what course to follow, you can contact your local registrar or the State Vital Records office for assistance.

1 REGISTERING FOR EDRS ACCESS

In order to access EDRS, each authorized individual will need to register as a State of Michigan MILogin user. MILogin registration and subsequent access to an active account will be done through your PC's web browser at <https://milogintp.michigan.gov>.

1.1 Registering as a MILogin User

As a new, first-time user, you will need to request a User ID from the MILogin screen using the **Sign Up** button.



A new screen will be displayed requesting personal identification information about you in order to complete your MILogin registration. Enter the required information, answer the verification question, and click the **terms & conditions** link to read the terms & conditions.

The screenshot shows the Michigan.gov MILogin for Third Party registration page. At the top left is the Michigan.gov logo. At the top right are links for HELP and CONTACT US. Below the logo is a teal header with the text "MILogin for Third Party". Underneath the header is a navigation bar with a "HOME" link. The main content area is titled "Create Your Account" and features a progress indicator with three steps: 1. Profile Information (highlighted in orange), 2. Security Setup, and 3. Confirmation. Below the progress indicator is the "Profile Information" section, which includes the instruction "Enter your profile information" and a "Required" asterisk. The form contains several input fields: *First Name, Middle Initial, *Last Name, Suffix, *Email Address, *Confirm Email Address, *Work Phone Number, and Mobile Number. A verification question asks: "Which word from list 'carload, exact, assail, portfolio' contains the letter 'p'?" with an input field below it. At the bottom left is a checkbox for "I agree to the terms & conditions." and two buttons: "NEXT" (orange) and "RESET" (white with orange border).

Once all required fields are complete and you have checked the box indicating you agree to the terms & conditions, click the **Next** button.

Please note: Fields marked with an asterisk () are required fields.*

Next, create a User ID and Password using the guidelines listed on the website.

Michigan.gov HELP CONTACT US

MILogin for Third Party

HOME

Create Your Account

1 Profile Information 2 Security Setup 3 Confirmation

Security Setup

Provide user id and password information to complete your profile

* Required

* User ID

Enter a User ID

* Password

Enter password X

* Confirm New Password

Confirm password X

User ID guideline:

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.

Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#%&^*_+=<>)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

*** Security Options**

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

Email Mobile (Text/SMS) Security Questions

CREATE ACCOUNT BACK

You will also need to select one or more of the **Security Options** (Email, Mobile (Text/SMS), and/or Security Question). Once you have created your User ID and password, and selected your security option(s), click the **Create Account** button to continue. You will receive a message that ‘Your account has been successfully created.’ Your email address, phone number, and/or mobile number will also be used for multifactor authentication (MFA).

The page will refresh. Click the **Login to your account** link to continue the process.

Please note: In your email inbox, you will receive a confirmation email from MILogin@michigan.gov. This email will contain the User ID that you just created. A link to the Helpdesk information and a contact number will also be provided in the email.

2 ACCESSING EDRS

2.1 MILogin Screen

Whenever you use EDRS in the future, return to <https://milogintp.michigan.gov>. Enter your assigned User ID and password, then click the **Login** button.

Please note: Do not save User ID and password in your browser.

If you have forgotten your password, enter your User ID and click the **Forgot your password?** link. You will be contacted in the manner that you selected in your initial registration. A new temporary password will be issued. MILogin will redirect you to a page to change your password.

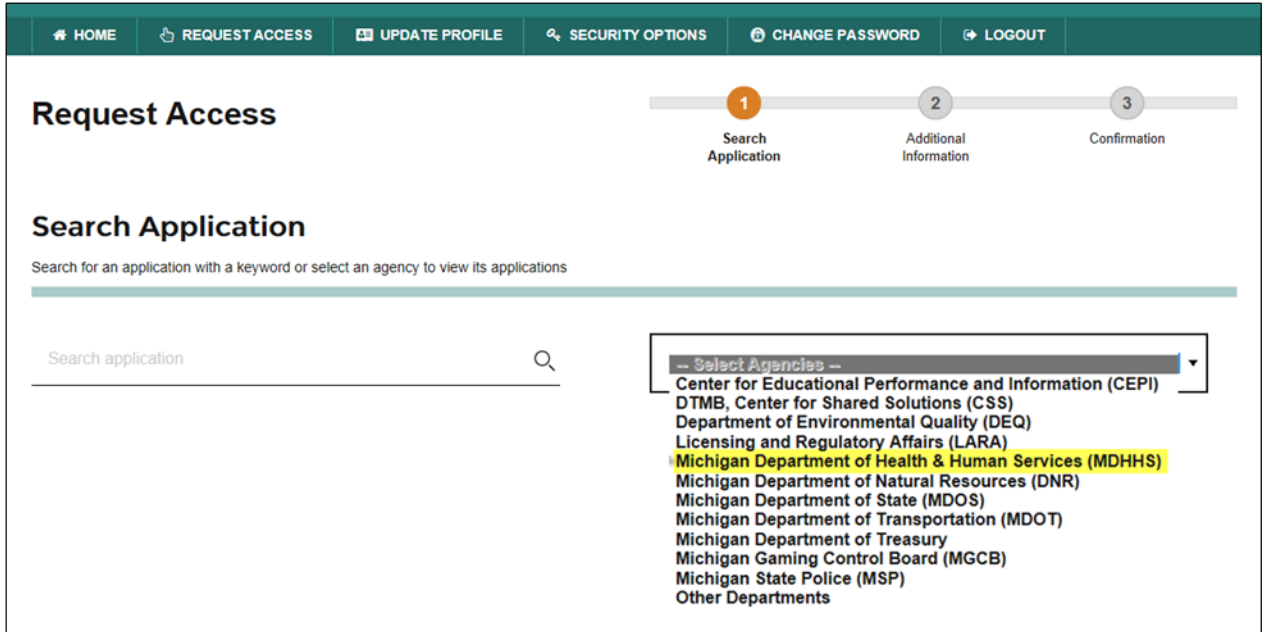
2.2 The MILogin Application Portal

Once you have successfully logged in, the **Application Portal** screen will be displayed. You must have the **Electronic Death Registry System** link available in order to access EDRS. If the link does not appear on the application list, then either the application has not yet been approved or you have not yet requested your subscription to EDRS. You will need to request access to EDRS by clicking on **Request Access** from your home page.



There are two options when selecting an application:

Either type your search criteria in the **Search Application** field, then click the **Search** button, OR click the **Michigan Department of Health & Human Services** option in the agency list. Then select the **Electronic Death Registry System** option. Once you have selected the **Electronic Death Registry System** application, click the **Request Access** button.



You will also need to complete and sign an MDHHS Security Agreement prior to using EDRS.

Please note: Subscription requests will normally be approved within 1-2 business days. Once you receive a subscription approval email, you may begin using the EDR System.

2.3 Terms & Conditions: Electronic Death Registry System

Terms & Conditions: Electronic Death Registry System Notification page will appear every time you log into the EDRS application. This notification is asking you to agree to the terms of use regarding the electronic system. Please read through this information carefully so that you have a full understanding of the system user expectations. Click the **Acknowledge/Agree** button to continue.

Terms & Conditions

Electronic Death Registry System

Terms & Conditions
The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Michigan Department of Health & Human Services computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms,

CANCEL ✖ **Acknowledge/Agree**

2.4 Logging in Using Multifactor Authentication (MFA)

To help maintain the highest possible security, EDRS has incorporated the use of Multifactor Authentication (MFA) as part of the login process, using email, phone call, or text messaging.

2.4.1 Multifactor Authentication (MFA)

After logging in and acknowledging the Terms & Conditions, you will be presented with the available options. The MFA options displayed will depend on your MILogin account. Select your desired option, and you will receive a code.

Michigan.gov

HELP CONTACT US

MILogin for Third Party

HOME

MILogin Multifactor Authentication (MFA)

Hello Xxsteve Testing,

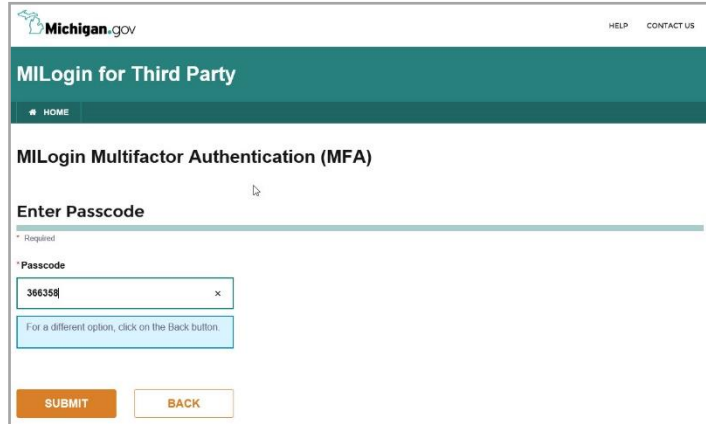
Please select one of the following options to proceed with additional required authentication.

* Required

Text Message	You will receive a passcode via a text message on your mobile XXX-XXX-6919
Register Device	To register your device, download the "IBM Verify" app on your smart phone XXX-XXX-6919
Phone Call Back	You will get a call on your work phone number XXX-XXX-6919
Email	You will receive a passcode in your email e*****@gmail.com

2.4.2 Enter Passcode

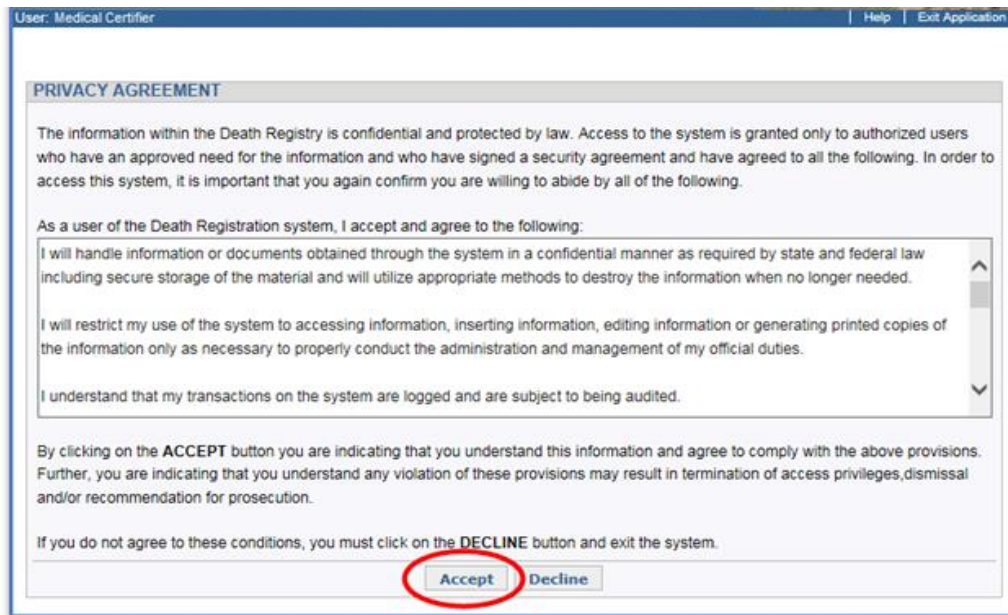
Enter the passcode that you receive, and click Submit to complete login. This process will need to be done once per day.



2.5 Privacy Agreement

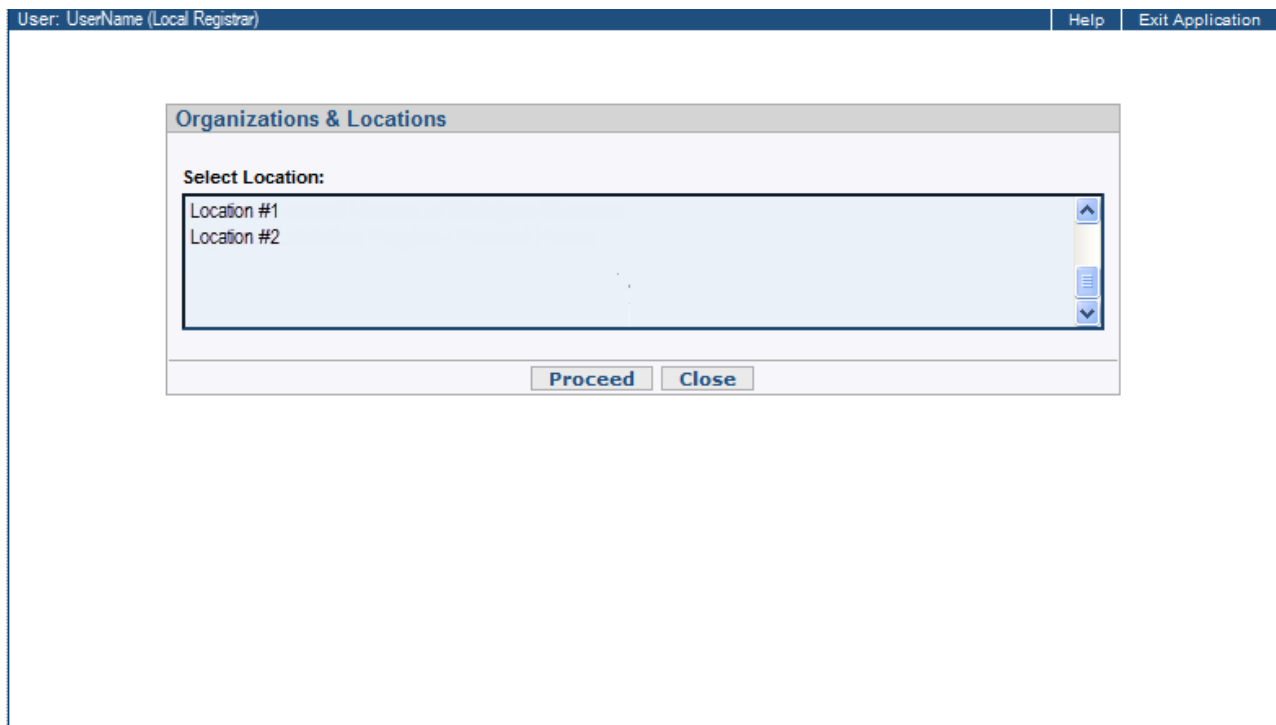
Once you have selected the Electronic Death Registry System application and completed Multifactor Authentication, you will see the **Privacy Agreement** screen below. You will need to read this screen carefully and thoroughly the first time you use the system and before clicking on the **Accept** button.

Please note: You must accept the Privacy Agreement in order to gain access to EDRS. If the Decline button is selected, you will be returned to the main MiLogin screen.



2.6 Organization/Location Selection

In the event that you are associated with more than one facility you will be presented with an Organizations & Locations page every time you log into the application. You can then select an organization from the list and then click the **Proceed** button, which allows you to process electronic death records for that facility. However, in the event that you only work in one location then you will never see this option and you will be taken directly from the Privacy Agreement page to your Home page.



3 EDRS ROLES

It is important to understand that for medical examiners and staff, there are two acceptable ways to complete the medical section of a death certificate in the EDRS.

3.1 Medical Examiner's Role

When a medical examiner accepts a case referral or adds a new record into the system, they can enter all the medical information for a decedent. After the medical portion is completed, the medical examiner can certify the death case.

3.2 Medical Examiner Staff Role (Attesting to the Medical Section)

To accommodate the busy schedules of medical examiners, it is acceptable for medical staff to enter in the medical information electronically into the EDRS for the medical examiner with documentary evidence attached.

The staff member can enter the medical information based on a medical worksheet or death certificate that the medical examiner completed by hand and signed. The staff member then must attach an image of this document into the system, which consists of the medical information and a visible signature of the medical examiner (*See Section 7.4 Images (Attaching Images)*). This is called “attesting” to the medical section.

Then the staff member can attest to the medical section on behalf of the medical examiner with the supporting documentation attached to the electronic record.

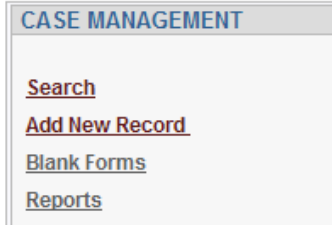
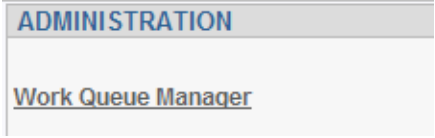

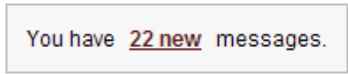
4 EDRS COMPONENTS

4.1 Home Screen

Each time you log into EDRS, the Home screen will appear. Several options are available depending on what access privileges you have been granted. The **Help** link, located at the top right hand side of the User Identification bar, is available for general help information. Clicking on the underlined hyperlinks will provide access to perform any required tasks.



Four general areas of the user Home screen are available for your use:

Area	Description
	The CASE MANAGEMENT area offers tools to manage and perform operations on death cases currently associated with your office. The tools listed have been assigned based on your assigned role and privileges.
	The ADMINISTRATION area provides tools to manage EDRS activities within your office. You will only see tools available to you based on your role and privileges.
	The WORK QUEUES area identifies those groupings of tasks (queues) assigned to you or your work team.
	Use of the # new link will provide access to your EDRS secure messages. Messages may include case referrals, comments, request for cremation authorization approval, or information.

4.2 Case Management

The **Case Management** area provides tools associated with common death record processing tasks.

4.2.1 Search Filter Screen

Clicking the **Search** link on the Home screen will display the Search Filter screen. Using the **Search** link will only show results from cases that are currently in your facility's possession. Values may be added to the available fields to narrow down the search results. You must search for a record by typing information in one or more of the following fields: Last Name, SSN, State File Number, or Local File Number. If you fail to put values in one of these fields, you will receive an error message and will not be allowed to perform your search.

If you are searching for a death case by the decedent's name, you may use the % symbol as a wildcard search feature. A letter must be first entered before the % is used. Letters may follow the % to further narrow the search results (e.g., entering J%n in the **First Name** field would find all records for John, Jon, Jan, etc.). The wildcard search will not work when searching by name if the **Last Name** field is blank.

As the example illustrates, search filters have been set as: a **Last Name** beginning with S (followed by the % wildcard character), a **First Name** beginning with J (followed by %). You will receive an error if '% ' is only used or if '% ' is used before any letter. If no results are found, the message 'No matching records found for the search criteria' will appear. The '% ' can only be used in the **First Name** or **Last Name** search fields.

Please Note: You will only be able to search for the records that are available within your jurisdiction.

4.2.2 Search Results Screen

This screen is a sample list of death cases that matched the search criteria entered. The user may choose to view the summary for a case and may do this by clicking on the **View** link (See Section 4.2.2.2 View Case Summary Screen). You may view the actual death certificate by clicking on the **Last Name** link. If you choose to modify your search, click the **Modify Search** button. You will then be returned to the Search screen so that the original search criteria can be modified.

Last Name	First Name	Date Of Death	Date Of Birth	Summary	Record Status
Decedent	Alberto	02/15/2014	03/15/1910	View	In Progress
Decedent	Arthur	02/16/2014	03/15/1900	View	In Progress
Decedent	Bobby	01/21/2014	03/24/1915	View	In Progress
Decedent	Brittney	02/27/2014	02/19/1904	View	In Progress
Decedent	Charlie	01/23/2014	02/02/1920	View	Active
Decedent	Daniel	01/15/2014	03/23/1926	View	Active
Decedent	Daniel	01/15/2014	03/22/1926	View	Active
Decedent	Daniel	02/12/2014	03/13/1930	View	Active
Decedent	Daniel	01/28/2014	01/02/1902	View	In Progress
Decedent	Daniel	01/28/2014	12/12/1965	View	In Progress

4.2.2.1 *View Death Record Details (Last Name link on Search Results screen)*

To view a death record, you would click on the **Last Name** link on the Search Results screen (See Image 1). A screen similar to the example below will be displayed (See Image 2). Please note the tabs at the top; a variety of actions can be performed and reviewed on the record by selecting the appropriate tabs.

Image 1

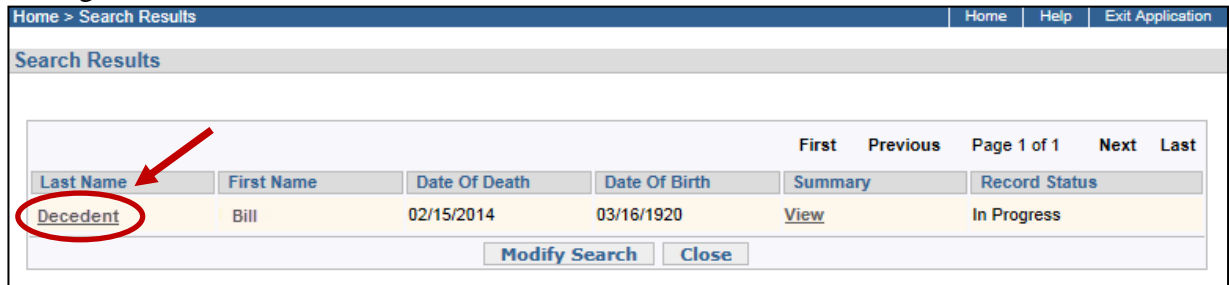
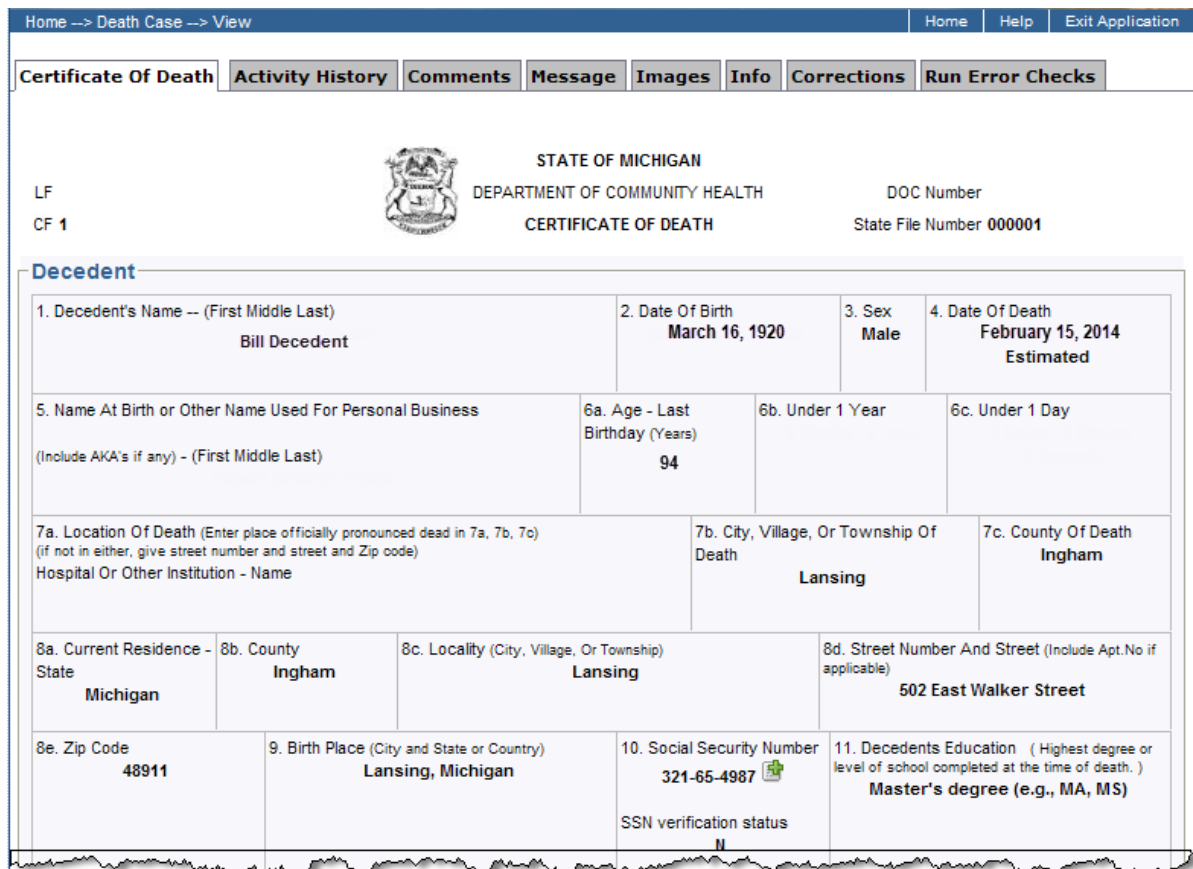


Image 2



4.2.2.2 View Case Summary Screen (Search Results screen)

If you click the **View** link in the Search Results screen (See Image 1), a screen similar to the one below will appear (See Image 2). If necessary, this screen also provides contact information for the individuals responsible for the death case.

Image 1

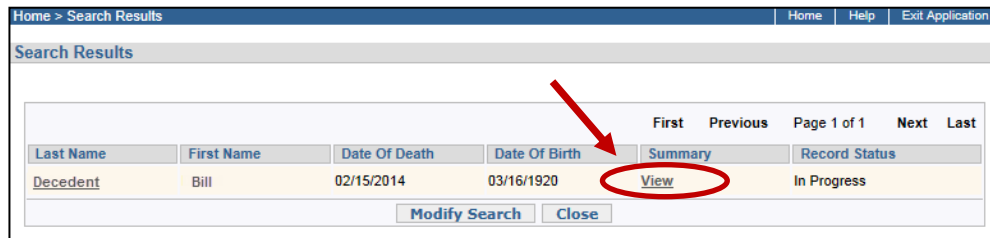
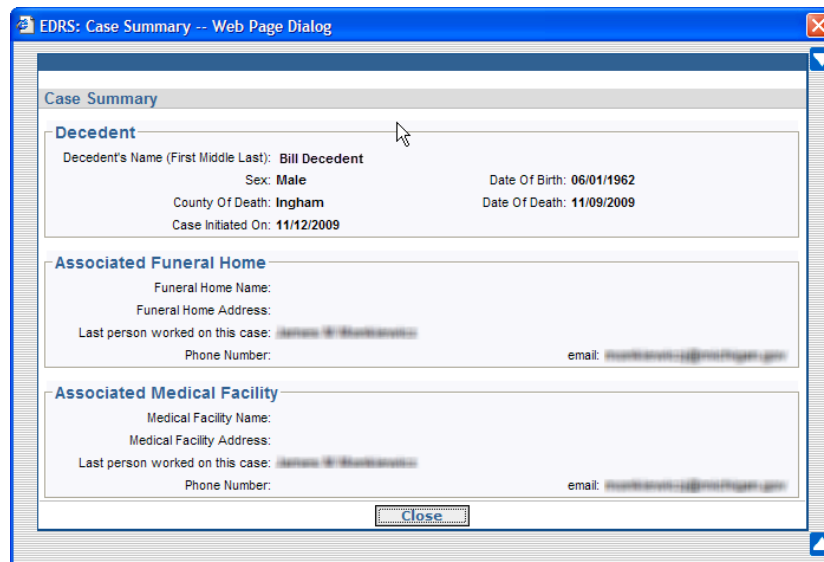


Image 2



4.2.3 Add New Record

From the Home screen, if the user clicks the **Add New Record** link, the Search Potential Matches screen will appear. The user needs to enter all required information (*) to search for potential matches.



4.2.3.1 Add New Record (Duplicate Search) Screen

If the user is searching for a death case by the decedent's name, then the user may use '%' after entering the first letter of the first or last name or both. At least one letter must be entered before the '%' is used. The user will receive an error if only '%' is used or if '%' is used before any letter.

If any information is missing, an error message will be shown (See Section 4.2.3.1.1 Add New Record (Duplicate Search-Errors) Screen). Once the information is entered, click on the **Search Potential Matches** button. If there are any results from the criteria entered, the results will be displayed as a list.

When entering the **Last Name** and **First Name** field information, be sure to capitalize initial name characters, as this and all other death search fact information will be transferred automatically to the new record as entered.

The screenshot shows a web application window titled 'Home > Search Potential Matches'. The main content area is titled 'Search Potential Matches' and contains a form with the following fields and values:

- Last Name *: Decedent
- First Name *: Robert
- SSN: (empty)
- Date Of Birth *: 11/17/1977
- Date Of Death *: 02/25/2014
- Gender *: Male
- State Of Death *: Michigan
- County Of Death *: Eaton

At the bottom of the form are three buttons: 'Search Potential Matches', 'Clear', and 'Cancel'.

Please note: The SSN field does not have an asterisk and should NOT be populated when searching potential matches.

4.2.3.1.1 Add New Record (Duplicate Search- Errors) Screen

The errors shown below will appear when no values are entered into the fields provided. Even if only one of the fields is missing information there will be an error. Unlike the regular search, all fields for the duplicate search need to be entered because the user will have the option of adding a death case if the information is not found.

The screenshot shows the same web application window, but with an error message displayed. The error message is as follows:

Error(s): You must correct the following error(s) before proceeding

- Decedent Date of Birth is required
- Decedent Date of Death is required
- Decedent Gender is required
- Decedent Death Location County is required

The form fields below the error message are empty, indicating that the user has not entered any information.

4.2.3.2 Add New Record (Duplicate Search – No Results) Screen

If no potential matches are returned, you may either select the **Modify Search** button to change your search criteria or select the **Create New Case** button to begin entry of the death record.

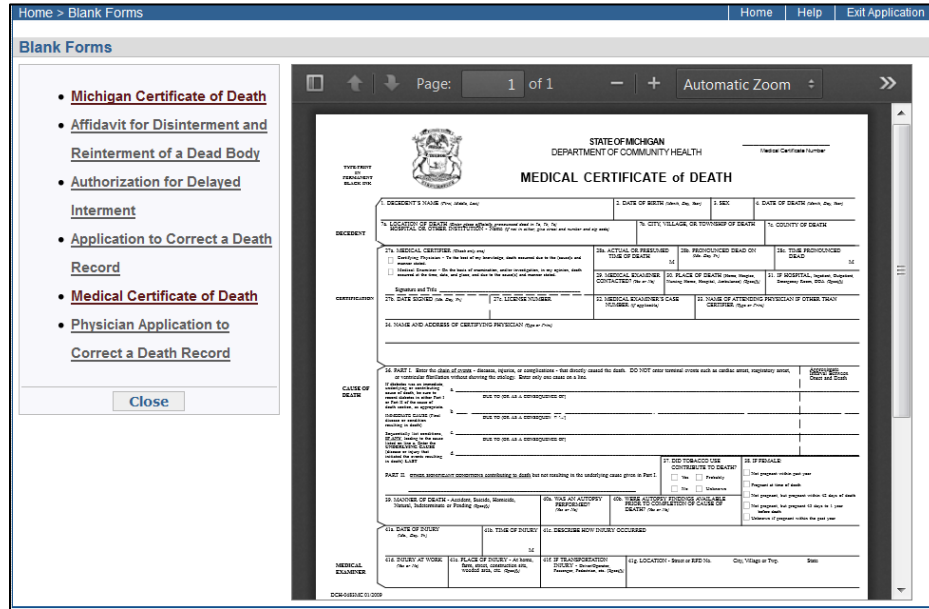
If you choose to use the **Modify Search** button, your search criteria can be changed to improve or narrow down your search results.

4.2.3.3 Add New Record (Add Certificate of Death)

Selecting the **Create New Case** button from the Potential Match Results screen will display the Add Certificate of Death screen, similar to the example below. The information that was entered in the original search criteria will automatically be filled into the appropriate fields. You will only have to enter the additional required information into the remaining fields on the certificate. After entering the information, you may choose to **Save** or **Cancel** the death case.

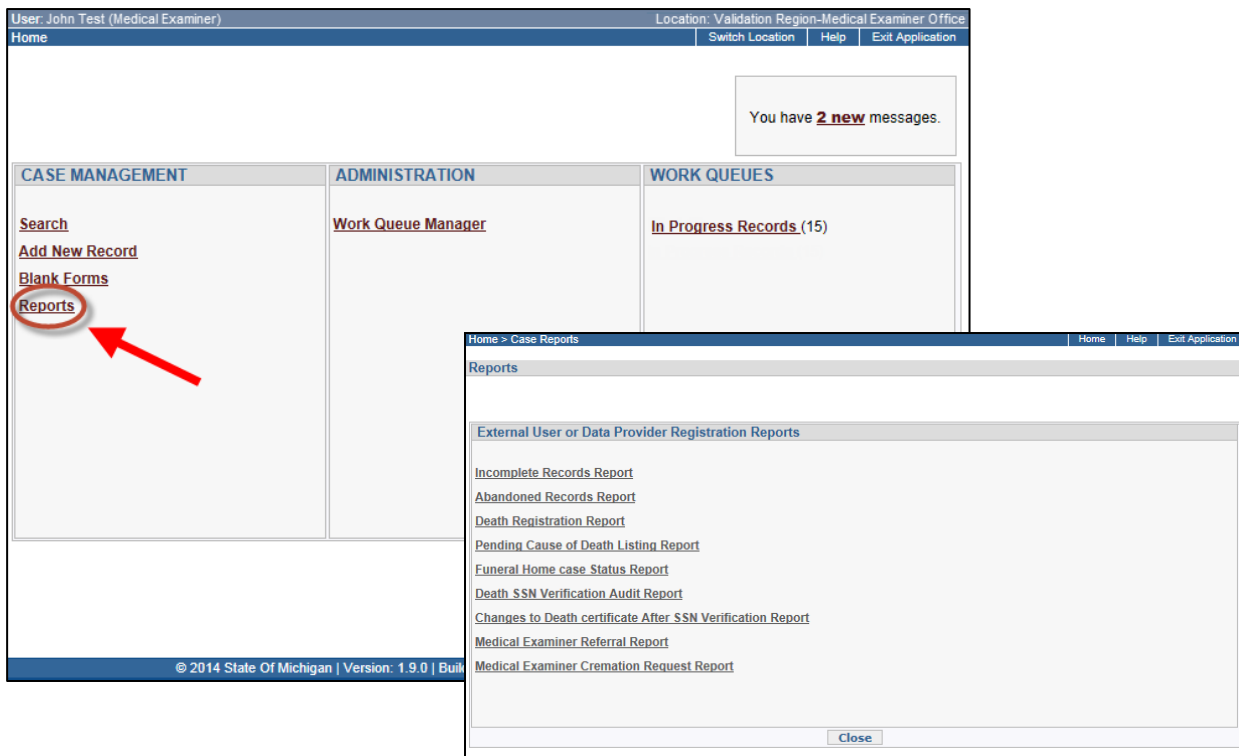
4.2.4 Print Blank Forms

Choosing the **Blank Forms** link from the Home screen will display a list of the available blank forms that may be printed. You may choose any of the available forms by clicking on the underlined name of the form.



4.2.5 Reports

EDRS provides several standardized reports for use by medical examiners to help manage and monitor local death processing information. Appropriate roles and privileges are required in order to access or customize reports.



4.3 Assigned Work Queues

Clicking the name of a **Work Queue** on the Home screen will open your Work Queues screen. Once the Work Queues screen is displayed, you may navigate to other work queues by choosing them from the drop-down list next to **Work Queue**.

A listing of death cases assigned to the queue is displayed along with the status of each record. Death cases are accessed by clicking on the underlined **Decedent Name** link. Choosing the **Close** button will return you to your Home screen.

The screenshot shows the EDRS Home screen with a 'WORK QUEUES' section. A red circle highlights 'Cremation Requests (4)' with a red arrow pointing to it. Below this is a detailed view of the 'Work Queues' screen. It features a filter section with 'Work Queue' set to 'Cremation Requests' and 'Sort By' set to 'Last Name'. The table below shows 5 records with columns for Last Name, First Name, State File Number, Date of Death, Date Created, and Status.

Last Name	First Name	State File Number	Date of Death	Date Created	Status
Decedent	Charlie	234227	01/23/2014	01/23/2014	Active
Decedent	Daniel	504865	01/15/2014	02/14/2014	Active
Decedent	Daniel	504866	01/15/2014	02/18/2014	Active
Decedent	Daniel	234193	02/12/2014	02/13/2014	Active

4.3.1 Using Your Work Queues

Once a record has been selected, the Death Case View screen will be displayed. You may then review the record and its supporting information and determine the appropriate action to follow in your death case process.

The screenshot shows the 'Death Case View' screen for a Certificate of Death. The form includes fields for Decedent Name, Date of Birth, Sex, Date of Death, Age, and Location of Death. The decedent is identified as Bill Decedent, born January 15, 1990, male, who died on November 17, 2009. The location of death is Lansing, Ingham County.

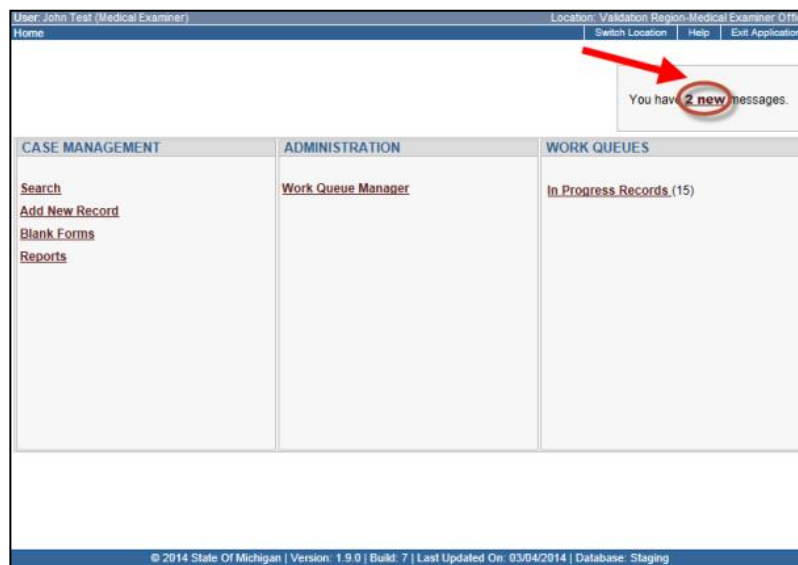
1. Decedent's Name -- (First Middle Last) Bill Decedent		2. Date Of Birth January 15, 1990	3. Sex Male	4. Date Of Death November 17, 2009 On or Before
5. Name At Birth or Other Name Used For Personal Business (Include AKA's if any) - (First Middle Last)		6a. Age - Last Birthday (Years) 19	6b. Under 1 Year	6c. Under 1 Day
7a. Location Of Death (Enter place of facility pronounced dead in 7a, 7b, 7c) (If not in either, give street number and street and Zip code) Hospital Or Other Institution - Name		7b. City, Village, Or Township Of Death Lansing	7c. County Of Death Ingham	

4.4 Messages

An important tool on the Home screen is the **New Message** link that provides access to your EDRS secure messages. Messages may include case referrals, case communications, or general information.

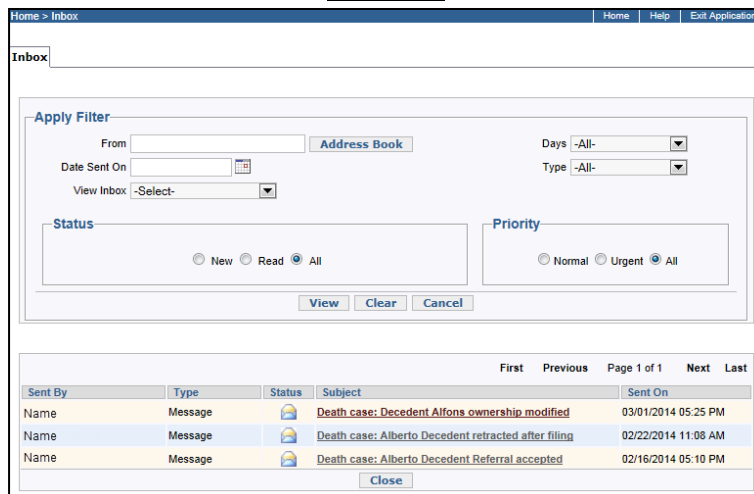
Clicking on the **# new** link will display your message inbox and available messages.

4.4.1 Message Inbox

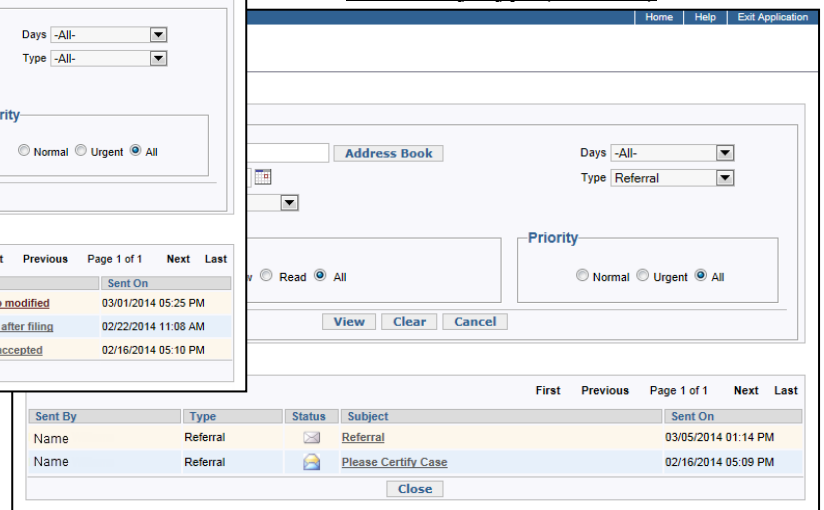


Your message inbox displays all messages sent to you, as well as the tools needed to filter the results to help focus on your specific requirements. As an example, filters may be applied to limit the display, selected message types, time periods, originator of the message, date sent, etc.

Unfiltered

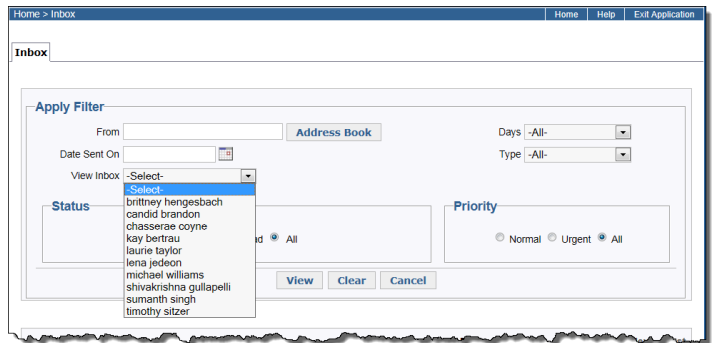


Filtered by Type (Referral)



4.4.3 Viewing Other Inboxes

The messaging inbox in the EDRS is equipped with many features that will assist you with your daily work flow. One of these features is the ability to search the inboxes of other employees at your facility. This can be extremely useful in the event that a medical examiner is unable to log into the application to view his/her messages; authorized staff would have the ability to check for messages during the medical examiner's absence.

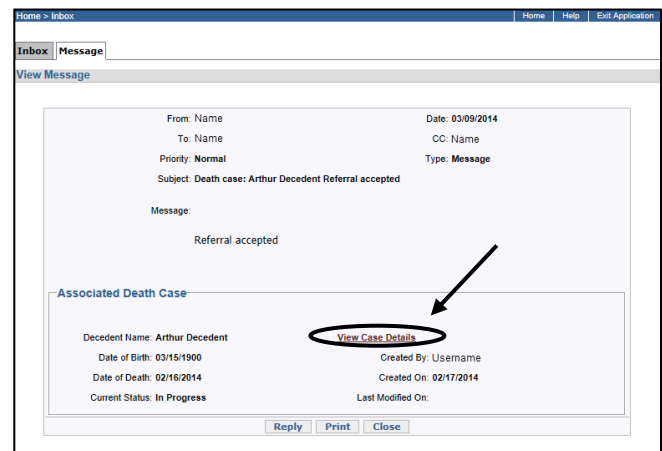


First, you would click the underlined link in the upper right-hand corner of your screen to access your message inbox. Now, you will see a series of search filters at the top of the page including a drop-down that is titled **View Inbox**. By selecting the drop-down, you can see a list of all the EDRS users that are associated with your facility. Select any name and click the **View** button to see all of the messages in their inbox. Now, you could enter into any message and view the details of any record that may need to have actions taken on it.

4.4.4 Message Inbox – View Message

When you click on a message **Subject** link in the inbox, the message will be opened in a new screen. The message includes the originator's name, date sent, the message type, the subject, the complete message text and information regarding the associated death case.

You may use the **Reply** button to respond back to the sender or print the message using the **Print** button. Once you have finished viewing the message, you may click on the **Close** button to exit and return to the message inbox screen.



You can also view details of a case by clicking on the **View Case Details** link under the **Associated Death Case** section.

Certificate of Death			
STATE OF MICHIGAN DEPARTMENT OF COMMUNITY HEALTH		DOC Number State File Number 000001	
Decedent			
1. Decedent's Name -- (First Middle Last) Bill Decedent	2. Date Of Birth November 11, 1930	3. Sex Male	4. Date Of Death November 16, 2009 Estimated
5. Name At Birth or Other Name Used For Personal Business (Include AKA's if any) -- (First Middle Last) Bill Arthur Decedent	6a. Age -- Last Birthday (Years) 79	6b. Under 1 Year 0 Months 0 Days	6c. Under 1 Day 0 Hours 0 Minutes 0 Seconds
7a. Location Of Death (Enter place officially pronounced dead in 7a, 7b, 7c) (If not in either, give street number and street and Zip code) Hospital Or Other Institution - Name		7b. City, Village, Or Township Of Death Lansing	7c. County Of Death Ingham
8a. Current Residence - State Michigan	8b. County Ingham	8c. Locality (City, Village, Or Township) Lansing	8d. Street Number And Street (Include Apt.No if applicable) 502 East Walker Street
8e. Zip Code 48911	9. Birth Place (City and State or Country) Lansing, Michigan	10. Social Security Number 321-65-4987 SSN verification status	11. Decedent's Education (Highest degree or level of school completed at the time of death.) Master's degree (e.g., MA, MS)

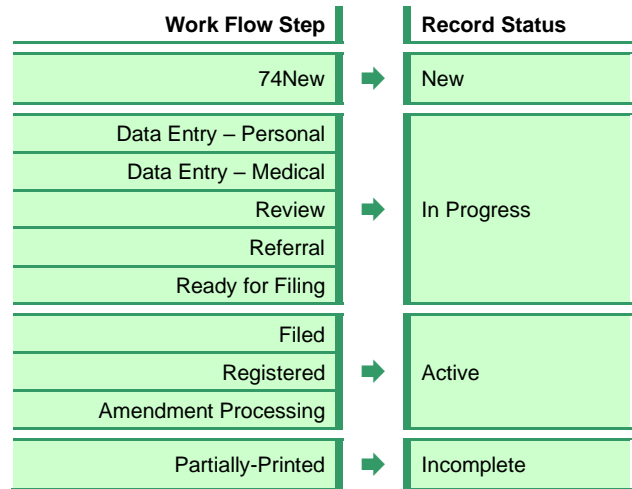
5 ACCEPTING A CASE REFERRAL

This section of the document is intended as a brief guided tour for processing an electronic death record using EDRS, starting at the funeral home. This represents one possible scenario for using EDRS. Other available options are described in subsequent chapters of the manual.

Following the death of a loved one, the family initiates the process by contacting the funeral home of their choice. The decedent’s family will provide the funeral home with all required personal information on the decedent to complete the personal section of the death record.

Once all personal information associated with the decedent has been collected, the funeral home staff will begin the preparation of a new electronic death record.

Following the personal section certification by a licensed funeral director, the death case can be referred to a medical examiner to enter the cause of death information and complete the medical certification. Death cases can be referred using the EDRS secure messaging system as long as both parties are EDRS users.



5.1 EDRS Process Organization

5.1.1 Message Inbox Viewing Referral

Once the referral is sent, the **Record Status** remains **In Progress** and the **Work Flow Step** remains **Data Entry**.

Let us begin from your Home screen. In the upper right corner, click on the underlined link to access your message inbox (See Image 1). The number in this link indicates the number of unread messages that are currently waiting for you to review.

From your inbox page you can see that you have a message that has not been read and the type column indicates that it is a referral (See Image 2). To read this message, click on the underlined subject link.

Image 1

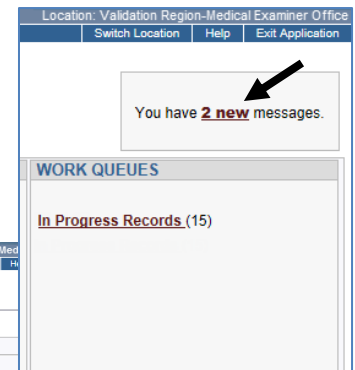
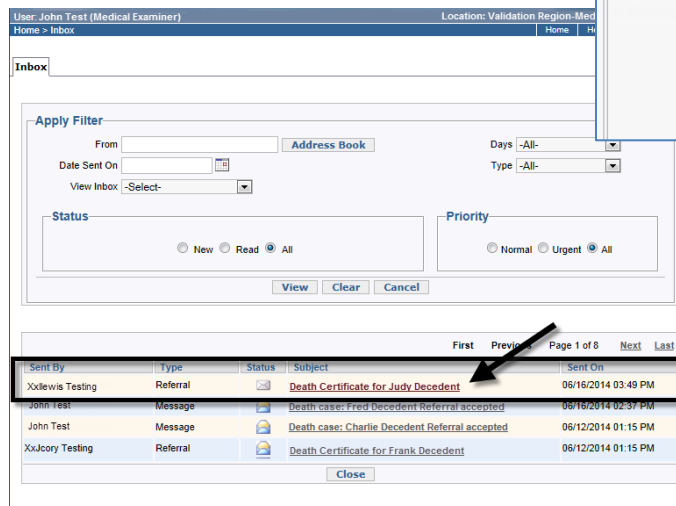
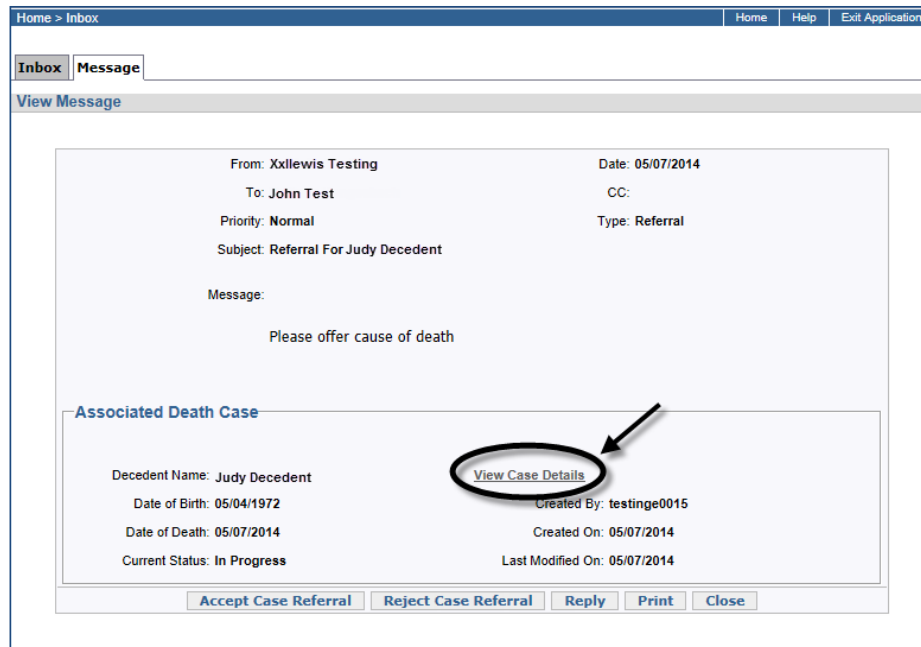


Image 2



5.1.2 Viewing Case Details

In this message, you can see the message information at the top of the screen and below you can see information about the decedent. You will also notice that you have several buttons available, including the ability to accept or reject the case referral. However, before you choose whether you would like to accept ownership of this record, you should first click on the **View Case Details** link which will take you directly into the electronic death record.



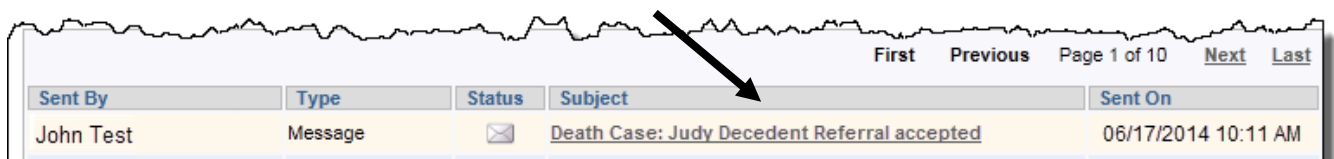
5.1.3 Accepting a Case Referral

You can review the information on the decedent and when you are satisfied, you can click the **Close** button at the bottom of the certificate. This will take you back to the message page where you can click the **Accept Case Referral** button to accept ownership of the case.




5.1.4 Viewing Referral Acceptance Message

You will receive a new message in your inbox that indicates your acceptance of the case referral. This identical message is automatically sent to the funeral director that referred the case to you. Now, you can click on this message and then the **View Case Details** link to begin working on the record.



6 WORKING WITH DEATH RECORDS

When working in a death record there are many options available to you. Once you are in a record you will notice a series of tabs across the top. This section will introduce and discuss the individual tabs and their functions.

Certificate Of Death	Activity History	Comments	Messages	Images	Corrections	Run Error Checks
LF CF 015		 STATE OF MICHIGAN DEPARTMENT OF COMMUNITY HEALTH CERTIFICATE OF DEATH		DOC Number State File Number 235281		
Decedent						
1. Decedent's Name -- (First Middle Last) Robert Lee Decedent		2. Date Of Birth January 01, 1977	3. Sex Male	4. Date Of Death October 10, 2015		
1b. Decedent's Name Entered at Medical Facility						
5. Name At Birth or Other Name Used For Personal Business (Include AKA's if any) - (First Middle Last)			6a. Age - Last Birthday (Years) 38	6b. Under 1 Year	6c. Under 1 Day	
7a. Location Of Death (Enter place officially pronounced dead in 7a, 7b, 7c) (if not in either, give street number and street and Zip code) Hospital Or Other Institution - Name Specify, 123 Okemos Road 48864			7b. City, Village, Or Township Of Death Okemos		7c. County Of Death Ingham	
8a. Current Residence - State Michigan	8b. County Ingham	8c. Locality (City, Village, Or Township) Okemos		8d. Street Number And Street (Include Apt.No if applicable) 54321 Home		

6.1 Activity History

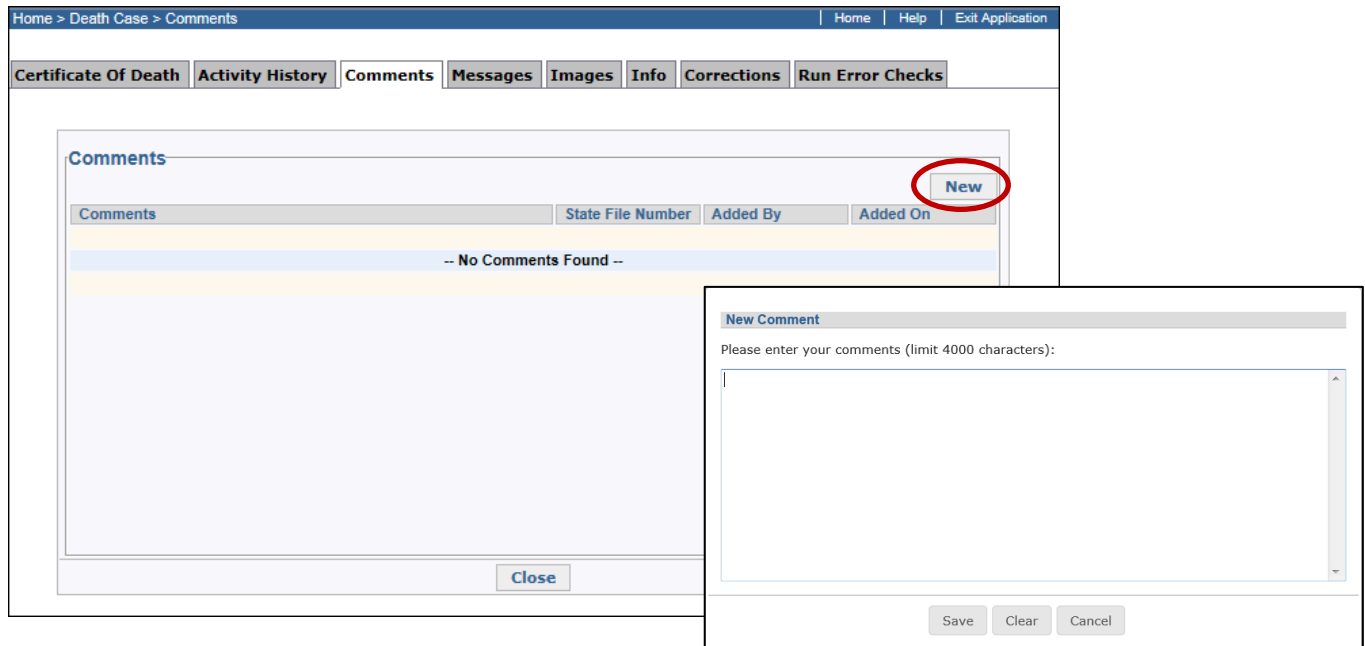
The **Activity History** tab displays the list of actions that have been done on the death case. Clicking on the **Certificate of Death** tab or the **Close** button will return you to the original death case record.

Home > Death Case > Activity History				Home	Help	Exit Application		
Certificate Of Death	Activity History	Comments	Messages	Images	Info	Corrections	Run Error Checks	
Date	Name	Location	Action Performed	First	Previous	Page 1 of 3	Next	Last
10/29/2015 09:25 AM	NAME	Validation Region - Funeral Home	View case details					
10/29/2015 08:46 AM	NAME	Validation Region - Funeral Home	View case details					
10/29/2015 08:45 AM	NAME	Validation Region - Local Registrar	Birth-death match web service					
10/29/2015 08:45 AM	NAME	Validation Region - Local Registrar	File the case					
10/29/2015 08:45 AM	NAME	Validation Region - Local Registrar	View case details					
10/22/2015 02:46 PM	NAME	State Registrar Office Vital Records	View case details					
10/22/2015 09:32 AM	NAME	Validation Region - Funeral Home	Viewed death case cremation permit (PDF)					
10/22/2015 09:32 AM	NAME	Validation Region - Funeral Home	View case details					
10/22/2015 09:31 AM	NAME	Validation Region - Medical Examiner's Office	Cremation Request accepted					
10/22/2015 09:31 AM	NAME	Validation Region - Medical Examiner's Office	Message successfully sent					

[Close](#)

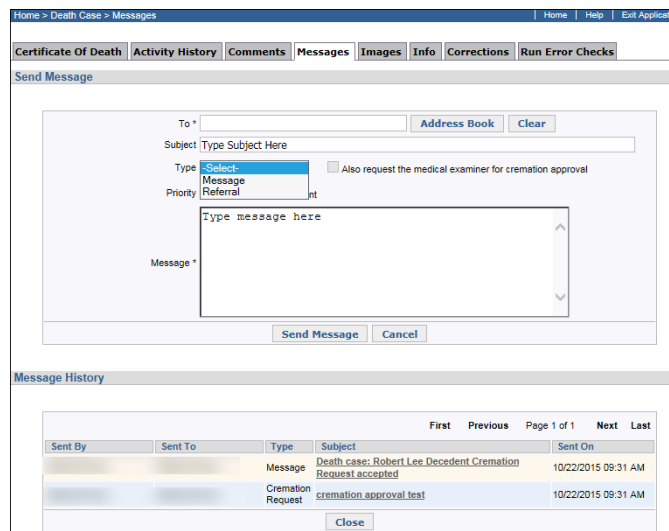
6.2 Comments

Any type of comment you feel will be important regarding the death case can be entered using the **Comments** tab. Click the **New** button to enter in a comment. Once the comments are entered, click on the **Save** button to ensure that the comments are saved with the death record. A list of any previously entered comments will also be displayed on the **Comments** screen. Clicking on the **Certificate of Death** tab or the **Close** button will return you to the original death case record.



6.3 Message

The **Messages** tab provides the capability for sending messages or referrals associated with the currently active death case. Additionally, your **Message History** is displayed. Once a message is sent, it cannot be deleted. Clicking on the **Certificate of Death** tab or the **Close** button will return you to the original death case record.



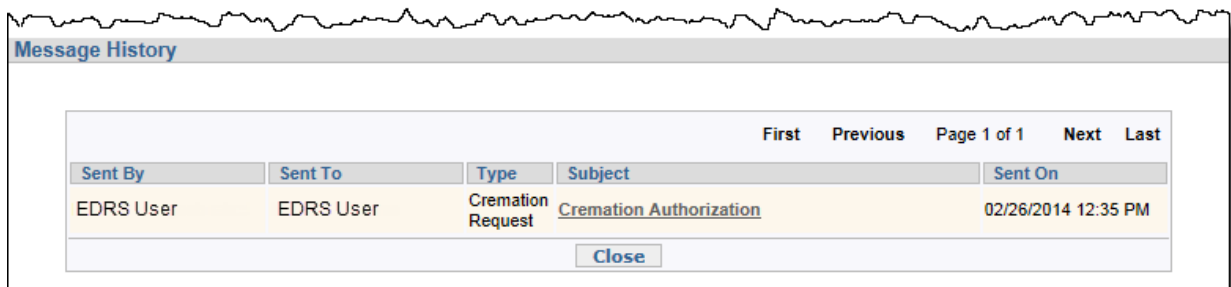
6.3.1 Send Message

The **Send Message** section of the **Messages** tab provides access to the EDRS address book to select recipients for the message being created. Selecting the **Address Book** button will display the address book, with name links/email addresses for other EDRS users. If accessed from the **To** line, selecting a **Name** link will populate the **To** line with the recipient's email address. A **To** recipient is a requirement (*) in order to send a message.

Next, enter a **Subject** for your message. Try to keep the subject short, but reasonably descriptive. The message **Type** (**Message** or **Referral**) must also be selected from the drop-down list. You can also, optionally, select a priority for the message. Finally, you are required (*) to enter the actual body of the message.

6.3.2 Message History

The **Message History** section of the **Messages** tab can be used to review and manage messages associated with the current death case. Information is provided regarding the originator, recipient, message type, subject, and message date. Selecting the **Subject** link will display a summary of the original message.

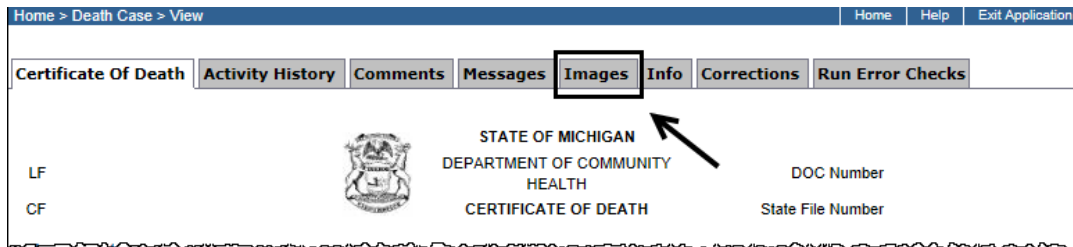


The screenshot shows a web interface titled "Message History". At the top right of the table area are navigation links: "First", "Previous", "Page 1 of 1", "Next", and "Last". The table has five columns: "Sent By", "Sent To", "Type", "Subject", and "Sent On". A single row of data is displayed with the following values: "EDRS User" for Sent By, "EDRS User" for Sent To, "Cremation Request" for Type, "Cremation Authorization" for Subject (which is a clickable link), and "02/26/2014 12:35 PM" for Sent On. Below the table is a "Close" button.

Sent By	Sent To	Type	Subject	Sent On
EDRS User	EDRS User	Cremation Request	Cremation Authorization	02/26/2014 12:35 PM

6.4 Images (Attaching Images)

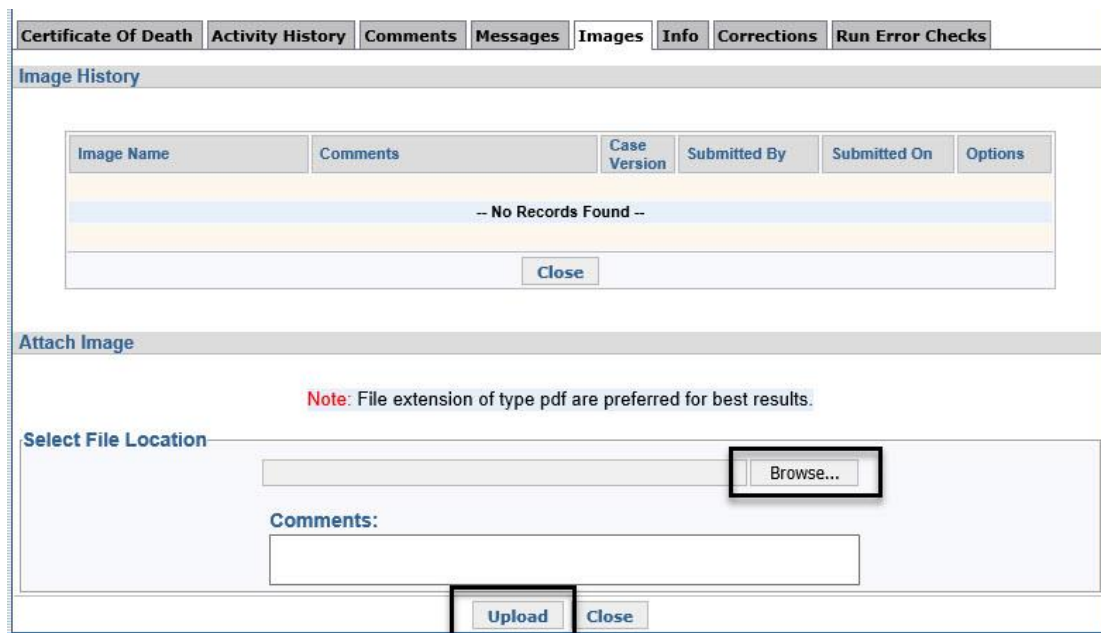
Attaching images to an electronic death record is a key factor in working with the Electronic Death Registration System. This function allows you to upload documentary evidence directly into the application so that medical staff can attest to medical information certified by the physician, as well as accurately submit medical corrections. A scanned image is mandatory when staff attests to the medical information or when submitting a correction request for the medical section of a death certificate.



First, from the Certificate of Death screen, select the **Images** tab from the top of the death case.




You will be taken to the Images screen where you will see two sections. The top portion is the Image History, where you will find any images that have already been uploaded into the system. The bottom portion is the Attach Image section.

In the Attach Image Section, under Select File Location, click on the **Browse** or **Choose File** button. Select a jpg, tiff, png or PDF file that has been saved to your device. After you have selected your file, click **Upload** to attach the file to the record.



6.4.1 Image History

Once the image has been uploaded, you will see it populate in your Image History at the top of the page.

You will notice 3 icons in the Image History section that offer different functions you can perform on the attached image. The View icon , when clicked, allows you to get a clear, visible preview of the document so you can ensure all fields are legible, nothing is cut off, and any signatures are evident. The Print icon , when clicked, will allow you to print out a hard copy of the scanned image. The Delete icon , when clicked, will allow you to delete a scanned image if you decide that it is not legible, clear, or acceptable.

Uploaded Image View (Image History)

View Screen

6.5 Info (Death Record Information)

The **Info** tab shows all available information about the death case. For example, you can see who created/modified the record and the death case status. Clicking on the **Certificate of Death** tab or the **Close** button will return you to the certificate of death.

Home > Death Case > Info Home Help Exit Application

Certificate Of Death Activity History Comments Messages Images Info Corrections Run Error Checks

Decedent

Decedent's Name: Alberto Decedent (First Middle Last)	
Date Of Birth: 03/15/1910	Date Of Death: 02/15/2014
Sex: Male	Case Initiated On: 02/16/2014
Death Case Status: In Progress	Work Flow Step: Ready for Filing
Cremation Authorization Status: Approved	Death Case Tag:
Record Category: EDRS System	Record Type: NewRecord

Personal Section

Status: Certified - with Exceptions	
Certified By: Name	Certified On: 02/16/2014
Last Modified By: Name	Last Modified On: 02/16/2014
Funeral Home Name: Validation Region - Funeral Home	
Funeral Home Address: 123 Michigan, Lansing, Michigan 48917	

Medical Section

Status: Certified	
Certified By: Name	Certified On: 02/16/2014
Last Modified By: Name	Last Modified On: 02/16/2014
Medical Facility Name: Validation Region - Hospital	
Medical Facility Address: 123 Michigan, Lansing, Michigan 48917	

6.6 Corrections

The **Corrections** tab will display a complete listing of all corrections performed on the current record. The **List of Correction(s)** area of the Corrections screen provides information regarding the type of corrections performed, as well as the specific fields that were corrected. The **Pending Correction Request(s)** are those correction requests that have not been approved by the local or state registrar.

User: Name (Funeral Director) Location: Validation Region - Funeral Home

Home > Death Case > Corrections Home Help Exit Application

Certificate Of Death Activity History Comments Messages Images Info Corrections Run Error Checks

List of Correction(s)

S.No	Corrected By	Corrected On	Corrected Field(s)	State File Number	Option
-- No Records Found --					
<input type="button" value="Close"/>					

Pending Correction Request(s)

S.No	Requested By	Requested On	Corrected Field(s)	Option
1	Name	03/09/2014	Current Residence - Street Number	Compare Withdraw
<input type="button" value="Close"/>				

6.7 Run Error Checks

Choosing the **Run Error Checks** tab provides the current validation status of the death record. You may select one or both of the sections to validate. Check the first box to identify spelling errors related to the cause of death. Clicking the box next to **Select** will automatically choose all sections that should be validated by your facility (*See Image 1*). Once your selections are complete, selecting the **Validate** button will run the validation rules against all available data in the record. A list will be displayed for any errors or warnings found in the death case (*See Image 2*). Errors must be corrected; while warnings do not need correction in order to certify the record.

Image 1

The screenshot shows the 'Run Error Checks' window with the following content:

Home > Death Case > Run Error Checks | Home | Help | Exit Application

Certificate Of Death | Activity History | Comments | Messages | Images | Info | Corrections | **Run Error Checks**

Validation Status

Check this box to identify spelling errors and receive other data related suggestions related to the cause of death.

<input checked="" type="checkbox"/> Select	Section	Validation Status	Last Validated On
Personal Section			
<input type="checkbox"/>	Decedent	X	10/20/2015 09:10 AM
<input type="checkbox"/>	Parents	X	10/20/2015 09:10 AM
<input type="checkbox"/>	Informant	X	10/20/2015 09:10 AM
<input type="checkbox"/>	Disposition	X	10/20/2015 09:10 AM
Medical Section			
<input checked="" type="checkbox"/>	Certification	X	10/20/2015 09:10 AM
<input checked="" type="checkbox"/>	Cause Of Death	X	10/20/2015 09:10 AM
<input checked="" type="checkbox"/>	Medical Examiner	X	10/20/2015 09:10 AM

Validate Close

Image 2

The screenshot shows the results of the validation process:

Error(s)

Section	Error Value	Field Name	Description
-- No Errors Found --			

Warning(s)

Section	Warning Value	Field Name	Description
Certificate		Medical Examiner Case Number	Field is blank
Certificate		Attending Physician First Name	Field is blank
Certificate		Attending Physician Middle Name	Field is blank
Certificate		Attending Physician Last Name	Field is blank

Ignore Warning(s)

Spelling/Term Problem(s)

Section	Error Value	Field Name	Description
-- No Spelling/Term Problem(s) Found --			

6.8 Certificate of Death

The **Certificate of Death** tab is displayed when the death case is initiated and active for input of decedent-related information. As the case proceeds through the process, the **Certificate of Death** tab may be in a “Read-Only” state; meaning, additional input is not permitted until the record is activated for editing (by selecting the available **Edit** button at the bottom of the screen).

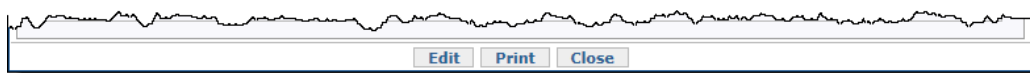
6.8.1 Certificate of Death Action Buttons

As death record sections are certified, then referred or transferred on to others for review and certification, you may notice that the buttons available at the bottom of the **Death Certificate View** screen will change. This is generally based on the current work flow step and record status. The following examples illustrate these context-sensitive changes.

Record Status: In Progress/Work Flow Step: Data Entry





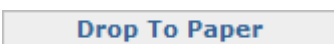


Record Status: In Progress/Work Flow Step: Ready For Filing



Record Status: Active/Work Flow Step: Filed



The following table identifies and describes buttons that may appear on the **Death Certificate View** screen.

Record Status		Button	Description
In Progress	Active		
X			When the record status is In Progress , the Edit button will be displayed providing the ability to modify un-filed or certified death records. Edits to previously certified records will require re-certification.
X	X		The Print button can be used to print Death Record File Copy and Medical Certificate of death records.
X			The Drop to Paper button allows a properly formatted print of a record for the continuation of a paper record filing.
X	X		The Close button can be used as an alternative method to return to the Certificate of Death screen. Selecting the Certificate of Death tab provides the identical result.
	X		The medical examiner will see this button once the record has been filed. It gives the medical examiner the ability to go into the record and make corrections as needed.

6.8.2 Edit Death Case

Death cases may be edited to correct any errors or omissions. Selecting the **Edit** button displays the Edit Certificate of Death screen. This screen is similar to the Certificate of Death screen except that only a single tab (titled Edit Certificate of Death) is displayed. Edits performed on a previously certified record can only be made by the user that certified the record, and will require that record to be re-certified before it can be issued. Once the corrections or changes are made, you must click on the **Save** button to ensure that the changes are saved.

The screenshot shows the 'Edit Certificate of Death' web application. The form is titled 'Edit Certificate of Death' and is for the State of Michigan, Department of Community Health. It includes fields for decedent information (name, date of birth, sex, date of death), age, and cause of death. The 'Cause of Death' section includes a dropdown for 'IMMEDIATE CAUSE' and a text area for 'Sequentially list conditions'. The 'Medical Examiner' section includes fields for date of injury, time of injury, and location. Buttons for 'Save', 'Print', 'Export', and 'Close' are visible at the bottom.

7 COMPLETING THE MEDICAL SECTION

7.1 Entering Information into a Death Certificate

Now that you have a clear understanding of all the options available to you in the electronic death certificate, you can begin entering the medical information into the record. Remember, when you enter a death record from a case referral, the record is in **Read only** mode and you will not be able to enter in any information for the decedent until you scroll to the bottom of the record and click the **Edit** button.



The record is now ready for you to enter in the decedent's medical information. When a medical certifier or medical examiner accepts a case referral from a funeral director, they accept responsibility for completing and certifying the medical section of the death certificate. The

funeral director is generally responsible for completing the upper portion of the certificate of death. It is best to permit the funeral director to complete items **1** through **26**, except as provided for below.

7.1.1 Fields 1 and 4

It is recommended that the completion of the decedent's name (**Field 1a**) be left to the funeral director. This will significantly reduce the likelihood of an error in the entry of the decedent's full legal name. The medical record on the decedent often contains a name that is not complete or is somehow different from the correct legal name. The funeral director, by consulting with family, is generally able to obtain the accurate name.

The date of death item is usually completed by the funeral director. However, the certifying physician is responsible for the accuracy of the item. If this item has been completed, review the entry for accuracy. You will notice that there are several options available to further describe the date of death from the drop-down.

7.1.2 Completing Field 7

The completion of **Field 7** is usually handled by the funeral director. As the information recorded reflects the place where the decedent was first pronounced dead, if there are errors in these entries, they

should be corrected. To edit the information, choose the appropriate county (**Field 7c**) and appropriate city, village or township (**Field 7d**). **Fields 7a** and **7b** will be pre-populated by the system. The drop-down menu for **Field 7e** (Hospital or Facility Name) lists the medical facilities in the specified city, village or township you entered in **Field 7d**. If this is a home death, select “Specify-Other” from the drop-down. Fields will populate where an address can be entered, along with an **Institution-Name**. Enter the address of the home and leave the institution name blank.

It is not necessary to add “Residence” or “Home.” If this is a death without a physical address, the **Other Institution – Name** box should be used to add the most accurate description of location (ie, intersection of Road A and Road B, field near Road A North of Road B, etc.).

7.1.3 Completing the Medical Certification Section (Fields 27-35b)

Field 27a: Use the drop-down to specify whether you are a certifying physician or a medical examiner.

27a. Medical Certifier ? <input type="text" value="Medical Examiner"/>		28a. Actual Or Presumed Time of Death ? <input type="text" value=""/>	
Certifying Physician - To the best of my knowledge, death occurred due to the cause(s) and manner stated. Medical Examiner - On the basis of examination, and/or investigation, in my opinion, death occurred at the time, date, and place, and due to the cause(s) and manner stated.		28b. Pronounced Dead On ? (MM/DD/YYYY) <input type="text" value=""/>	
27b. Date Signed ? (MM/DD/YYYY) <input type="text" value=""/>	27c. License Number ? <input type="text" value=""/>	28c. Time Pronounced Dead ? <input type="text" value=""/>	29. Medical Examiner Contacted? ? <input type="text" value=""/>

Fields 27b and 27c: If you are the medical examiner, both **Fields 27b (Date Signed)** and **27c (License Number)** will populate upon certification of the case, therefore you will not be able to enter any information into these fields. If you are a medical examiner facility staff member, you will need to complete **Fields 27b and 27c** as signed on the paper certificate.

Field 28a: The actual or presumed time of death should be entered in **Field 28a** using an HH:MM format. For example, if the decedent died at 7:30, the time should be entered as 07:30. The drop-down next to the time field is where you may select a time descriptor.

Field 28b: In **Field 28b**, the date that the decedent was pronounced dead should be entered in the standard date format (MM/DD/YYYY). The slash symbols (/) will populate for you.

Field 28c: The exact time that the decedent was pronounced dead should be entered in **Field 28c**. The format is the same as **Field 28a**.

Field 29: This field will pre-populate for you if Medical Examiner was selected for **Field 27a**.

27a. Medical Certifier ? <input type="text" value="Medical Examiner"/>		28a. Actual Or Presumed Time of Death ? <input type="text" value="07:30"/> <input type="text" value="PM"/>	
Certifying Physician - To the best of my knowledge, death occurred due to the cause(s) and manner stated. Medical Examiner - On the basis of examination, and/or investigation, in my opinion, death occurred at the time, date, and place, and due to the cause(s) and manner stated.		28b. Pronounced Dead On ? (MM/DD/YYYY) <input type="text" value="06/19/2014"/>	
27b. Date Signed ? (MM/DD/YYYY) <input type="text" value=""/>	27c. License Number ? <input type="text" value=""/>	28c. Time Pronounced Dead ? <input type="text" value="07:32"/> <input type="text" value="PM"/>	29. Medical Examiner Contacted? ? <input type="text" value="Yes"/>

Field 30: A categorical description of the place where death was pronounced.

Field 31: This field will only need to be completed if you indicated that the decedent died in a hospital in **Field 30**. If this is the case, use the drop-down to select a specific location within the hospital where the decedent died.

Field 32: If there was a medical examiner case number associated with this record it should be entered into this field.

30. Place of Death ? <input type="text" value="Hospital"/>	31. If Hospital ? <input type="text" value="Emergency room"/>	32. Medical Examiner's Case Number (If Applicable) ? <input type="text" value=""/>
--	---	---

Field 33: Enter the name of the attending physician, if other than the medical examiner, here.

Fields 34a and 34b: You will not be able to type in **Field 34a** because you identified your role as the medical examiner in **Field 27a**. **Field 34b** will populate with the information that you provided on your EDRS security agreement.

*Please Note: If you are a staff member and not the medical examiner, you will be required to key-in the name of the medical examiner into **Field 34a** as well as the address in **Field 34b**.*

Fields 35a and 35b: These fields will populate when the record is accepted and filed by the local clerk. You will be unable to enter any information in these fields.

33. Name of the Attending Physician, If Other Than Certifier ?				34a. Name of the Certifying Physician ?			
First	Middle	Last	Suffix	First	Middle	Last	Suffix Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
34b. Address of the Certifying Physician ?							
i. State/Province		ii. County		iii. City, Village, or Township		iv. Medical Facility or Other Institution	
<input type="text" value="Michigan"/>		<input type="text" value="Eaton"/>		<input type="text" value="Lansing"/>		<input type="text" value="Validation Region - Hospital"/>	
35a. Local Registrar's Name ?				35b. Local Registration date ?			
First	Middle	Last	Suffix	(MM/DD/YYYY)			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

7.1.4 Completing the Cause of Death Section (Fields 36-40b)

A cause of death is a disease, abnormality, injury or poisoning that contributed directly or indirectly to death. A death often results from the combined effect of two or more conditions. These conditions may be completely unrelated, arising independently of each other, or they may be causally related to each other; that is, one condition may lead to another, which in turn leads to a third condition, etc. The Cause of Death section of the Michigan death certificate is designed to elicit the opinion of the medical examiner as to the immediate cause of death and the antecedent causes, as well as the contributing causes of death.

*Please Note: that it is not permissible to report the cause of death as **Unknown**. A pending cause of death is acceptable only if the death is certified by the medical examiner.*

In the Cause of Death section, there is a checkbox with the phrase **Pending cause of death**. In the event that the cause of death is not immediately known, you may check this box which will put the cause of death into **Pending** status. However, if you do know the events that lead to the death of the decedent, you can simply leave this checkbox blank and proceed.

Cause Of Death

36. PART I Enter the chain of events - diseases, injuries, or complications - that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. Enter only one cause on a line. ?

If diabetes was an immediate, underlying or contributing cause of death be sure to record diabetes in either Part I or Part II of the cause of death section, as appropriate.

IMMEDIATE CAUSE (Final disease or condition resulting in death)

Sequentially list conditions. IF ANY

Pending cause of death

a. Due To(or as a consequence of)

b. Due To(or as a consequence of)

Approximate Interval Between Onset and Death

The entries in the section must be ordered etiologically so as to imply the underlying cause of the death. The underlying cause of death is the disease or injury responsible for initiating the lethal sequence of events. This underlying cause of death is the condition that started the sequence of events between normal health and the immediate cause of death. The mode of dying (e.g., cardiac arrhythmia, cardiac or respiratory arrest, renal failure, heart failure, asphyxia) should not be stated at all since it is no more than a symptom of the fact that death occurred and provides no useful information. These mechanisms of death lack any etiologic

specificity and are reflections of the effects of the conditions which led to the death but do not serve to identify the causes of the death.

The **Cause of Death** section cannot be left blank. In addition, reporting **Unknown** or **Natural Causes** are not acceptable entries. A death certificate cannot be accepted for registration when the cause of death is reported using terms for the mode of dying as the cause of death. Note, however, that the medical examiner will be contacted by State Vital Records Registry staff for clarification in such cases.

Only one cause is to be entered on each line of **Part I**. The underlying cause of death should be entered on the lowest line used in **Part I**.

Line a Immediate Cause

The direct or immediate cause of death is reported on line **a**. This is the disease, injury or complication that directly preceded death. It can be the sole entry in the cause of death statement if only one condition was present at death. There must always be an entry on line **a**.

Line b Due to (or as a consequence of)

The disease, injury or complication, if any, which gave rise to the direct or immediate cause of death is reported on line **b**. This condition must be considered to have been antecedent to the immediate cause, both with respect to time and etiological or pathological relationship. If it is believed to have prepared the way for the immediate cause, a condition can be considered as antecedent to the immediate cause even though a long interval of time has elapsed since its onset.

Line c Due to (or as a consequence of)

The condition, if any, which gave rise to the antecedent condition on line **b** is reported on line **c**. This condition must be considered to have been antecedent to the cause entered on line **b**, both with respect to time and etiology or pathological relationship. This condition can be antecedent to the cause entered on line **b** even though a long interval of time has elapsed since its onset.

Line d Due to (or as a consequence of)

The condition, if any, which gave rise to the antecedent condition on line **c** is reported on line **d**. This condition must be considered to have been antecedent to the cause entered on line **c** and to otherwise relate to the cause listed in line **c** as outlined above for the cause in line **c** as related to line **b**.

If the decedent had more than four causally related conditions leading to death, lines **e**, **f**, etc. should be added by the certifier so all conditions related to the immediate cause of death are entered in Part I with only one condition to a line.

Interval Between Onset and Death

Space is provided at the end of lines **a**, **b**, **c** and **d** for recording the interval between onset

and death for the immediate cause, antecedent condition, if any, and underlying cause. These intervals are usually established by the medical examiner on the basis of information available. The time of onset may be obscure or entirely unknown, in which case the medical examiner can state that the interval is **Unknown**.

36. PART I Enter the <u>chain of events</u> - diseases, injuries, or complications - that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. Enter only one cause on a line. ?		Approximate Interval Between Onset and Death
If diabetes was an immediate, underlying or contributing cause of death be sure to record diabetes in either Part I or Part II of the cause of death section, as appropriate. IMMEDIATE CAUSE (Final disease or condition resulting in death) Sequentially list conditions, IF ANY , leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST	<input type="checkbox"/> Pending cause of death a. Due To(or as a consequence of) Lung Cancer	1.5 Years
	b. Due To(or as a consequence of) Respiratory Failure	1 Day
	c. Due To(or as a consequence of)	
	d. Due To(or as a consequence of)	
PART II OTHER SIGNIFICANT CONDITIONS contributing to death but not resulting in the underlying cause given in Part I	37. Did Tobacco Use Contribute To Death? ?	38. If Female (Age 5-75) ?

Part II Other Significant Conditions

Any other important disease or condition that was present at the time of death which may have contributed to death but which was not related to the immediate cause of death listed on line a should be recorded on this line. For example, a patient who died of metastasis from carcinoma of the breast may also have had a hypertensive heart disease that contributed to the death. In this case, the hypertensive heart disease would be entered in **Part II** as a contributory cause of death. This item may be blank, when so indicated.

Field 37: Choose **Yes** if, in your opinion, any use of tobacco or tobacco exposure contributed to the death of the decedent. For example, tobacco use may contribute to deaths due to emphysema or lung cancer. Tobacco use also may contribute to some heart disease and cancers of the head or neck. Tobacco use should also be reported in deaths due to fires due to smoking. Unknown may be selected if the physician has no knowledge of tobacco exposure or use by the decedent.

Field 38: If the decedent is a female between the ages of 5 and 75, **Field 38** will become available. This field is used to determine if the decedent was pregnant at the time of death, prior to the death, or not at all.

Field 39: Use the drop-down list to select the option that best describes the manner of death for the decedent. If **No** was selected in **Field 29 (Medical Examiner Contacted?)**, then **Field 39** will auto-fill with **Natural** as the manner of death.

Field 40a: Choose **Yes** if a partial or complete autopsy was performed. Autopsy should involve both external and internal (organ dissection) examination of the body. If no autopsy was performed, choose **No**.

Field 40b: Use the drop-down list to select the appropriate option. If **No** was selected for **Field 40a**, **Field 40b** will auto-fill with the **Not Applicable** option.

PART II OTHER SIGNIFICANT CONDITIONS contributing to death but not resulting in the underlying cause given in Part I Diabetes		37. Did Tobacco Use Contribute To Death? ? No	38. If Female (Age 5-75) ? <input type="text"/>
39. Manner of Death ? Natural	40a. Was an Autopsy Performed? ? No	40b. Were Autopsy Findings Available Prior To Completion Of Cause Of Death? ? Not Applicable	

7.1.5 Completing the Medical Examiner section

Fields 41a-41g: If the cause of death was not natural, **Fields 41a-41g** should be completed, detailing information about the injuries that the decedent sustained which resulted in death.

Medical Examiner			
41a. Date Of Injury ? <input type="text"/> <small>(MM/DD/YYYY)</small>	41b. Time of Injury ? <input type="text"/>	41c. Describe How Injury Occurred ? <input type="text"/>	
41d. Injury at Work ? <input type="text"/>	41e. Place of Injury ? <small>At home, farm, street, construction site, wooded area, etc. (Specify)</small> <input type="text"/>	41f. If Transportation Injury ? <small>Driver/operator, Passenger, Pedestrian, etc. (Specify)</small> <input type="text"/>	41g. Location ? Street No. <input type="text"/> Place Name <input type="text"/> Apt No. <input type="text"/> City, Village, or Township <input type="text"/> State/Province <input type="text"/> Zip Code <input type="text"/>

7.2 Running Error Checks

After completing the medical section, the next step is to run an error check and review any errors or warnings that may appear. Once all errors and warnings are reviewed, and either fixed or ignored, the record is ready to be certified.

7.2.1 Validating a Record

Validation of the record can be accomplished by selecting the **Run Error Checks** tab, selecting the check boxes for the sections to be checked, then clicking on the **Validate** button. Check the first box to identify spelling errors related to the cause of death. For this example, only the medical section check boxes are selected.

Home > Death Case > Run Error Checks				Home	Help	Exit Application
Certificate Of Death Activity History Comments Messages Images Info Corrections Run Error Checks						
Validation Status						
<input checked="" type="checkbox"/>	Check this box to identify spelling errors and receive other data related suggestions related to the cause of death.					
<input checked="" type="checkbox"/>	Select	Section	Validation Status	Last Validated On		
Personal Section						
<input type="checkbox"/>		Decedent	X	10/20/2015 09:10 AM		
<input type="checkbox"/>		Parents	X	10/20/2015 09:10 AM		
<input type="checkbox"/>		Informant	X	10/20/2015 09:10 AM		
<input type="checkbox"/>		Disposition	X	10/20/2015 09:10 AM		
Medical Section						
<input checked="" type="checkbox"/>		Certification	X	10/20/2015 09:10 AM		
<input checked="" type="checkbox"/>		Cause Of Death	X	10/20/2015 09:10 AM		
<input checked="" type="checkbox"/>		Medical Examiner	X	10/20/2015 09:10 AM		
		Validate	Close			

7.2.1.1 Errors vs Warnings

As the error check validation is completed, the Validation Status screen is redisplayed with the results of the error check. Validation results may display as either **Error(s)** or **Warning(s)**.

Error(s) must be corrected before certification can be completed. **Warnings** may be resolved by editing the record, or the **Ignore Warning(s)** button may be used to override the warnings (if you determine that the information is correct as entered) then proceed with certification.

The screenshot shows three sections: Error(s), Warning(s), and Spelling/Term Problem(s). Each section has a table with columns: Section, Error Value, Field Name, and Description.

Section	Error Value	Field Name	Description
-- No Errors Found --			

Section	Warning Value	Field Name	Description
Certificate		Medical Examiner Case Number	Field is blank
Certificate		Attending Physician First Name	Field is blank
Certificate		Attending Physician Middle Name	Field is blank
Certificate		Attending Physician Last Name	Field is blank

[Ignore Warning\(s\)](#)

Section	Error Value	Field Name	Description
-- No Spelling/Term Problem(s) Found --			

In this example, the field name **Medical Examiner Case Number** has a description of **Field is blank**. Clicking on the **Medical Examiner Case Number** link will open the record for editing and highlight the field to be edited in yellow, with a red border. You will also be presented with the death record on the left side of the screen and on the right there will be a list of all the errors or warnings that need to be corrected. Use your mouse or the provided arrows to navigate through the list and correct the record.

After all the necessary changes are made and the record is saved, you must go through the **Run Error Checks Validation** process again before you can certify the record.

The screenshot shows the 'Edit Certificate of Death' form on the left and an 'Errors' panel on the right. The 'Medical Examiner Case Number' field in the form is highlighted in yellow with a red border. An arrow points from this field to the corresponding entry in the Errors panel. Another arrow points from the 'Ignore Warning(s)' button in the screenshot above to the 'Ignore Warning(s)' button in the Errors panel.

Errors Panel:

1 problems found

Error Type	Field: Description
Warning	Medical Examiner Case Number: Field is blank

Please Note: If you have an Error and Warning in the same field, it will appear on the list on the right, but you will be unable to use the arrows in the upper-right corner to navigate through that item on the list. You will have to use your mouse to select the item(s) in the Error column and make the change in the death certificate.

7.2.2 Ignoring Warnings

If you choose to ignore the warnings, click the **Ignore Warning(s)** button. You will receive a message at the top of the screen letting you know you have ignored the warnings. You should also see all green check marks in the **Validation Status** section. Click the **Close** button and the system will take you back into the record. Scroll to the bottom of the record and you will see the **Certify Case with Exceptions** button. Click on that button to proceed with the certification process.

Error(s)

Section	Error Value	Field Name	Description
-- No Errors Found --			

Warning(s)

Section	Warning Value	Field Name	Description
Certificate		Medical Examiner Case Number	Field is blank
Certificate		Attending Physician First Name	Field is blank
Certificate		Attending Physician Middle Name	Field is blank
Certificate		Attending Physician Last Name	Field is blank

Ignore Warning(s)

Home > Death Case > Run Error Checks

Message:
• Validation results - Warnings Ignored

Home | Help | Exit Application

Certificate Of Death | Activity History | Comments | Messages | Images | Corrections | Run Error Checks

Validation Status

Check this box to identify spelling errors and receive other data related suggestions related to the cause of death.

<input type="checkbox"/> Select	Section	Validation Status	Last Validated On
Personal Section			
<input type="checkbox"/>	Decedent	X	
<input type="checkbox"/>	Parents	X	
<input type="checkbox"/>	Informant	X	
<input type="checkbox"/>	Disposition	X	
Medical Section			
<input checked="" type="checkbox"/>	Certification	✓	11/12/2015 10:00 AM
<input checked="" type="checkbox"/>	Cause Of Death	✓	11/12/2015 10:00 AM
<input checked="" type="checkbox"/>	Medical Examiner	✓	11/12/2015 10:00 AM

Validate Close

Error(s)

Section	Error Value	Field Name	Description
-- No Errors Found --			

Spelling/Term Problem(s)

Section	Error Value	Field Name	Description
-- No Spelling/Term Problem(s) Found --			

Medical Examiner

41a. Date Of Injury	41b. Time Of Injury	41c. Describe How Injury Occurred	
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)	41g. Location - (Street or RFD No., City, Village or Twp)

Edit
 Certify Case With Exceptions
 Decline Certification
 Print

Drop To Paper Close

7.3 Certifying a Death Record

Selecting the **Certificate of Death** tab displays the record, enabling a final review of the medical information prior to certification.

Scrolling to the bottom of the Certificate of Death screen will display the certify button options. If no additional issues have been identified, select the **Certify Case** button. Choosing the **Certify Case with Exceptions** button indicates that you have determined that any warnings may be ignored.

The screenshot shows a form with four columns of text: 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). Below the form is a row of buttons: Edit, Certify Case With Exceptions (highlighted with a red box and a red arrow), Decline Certification, Print, Export, Drop To Paper, and Close.

7.4 Local Registrar

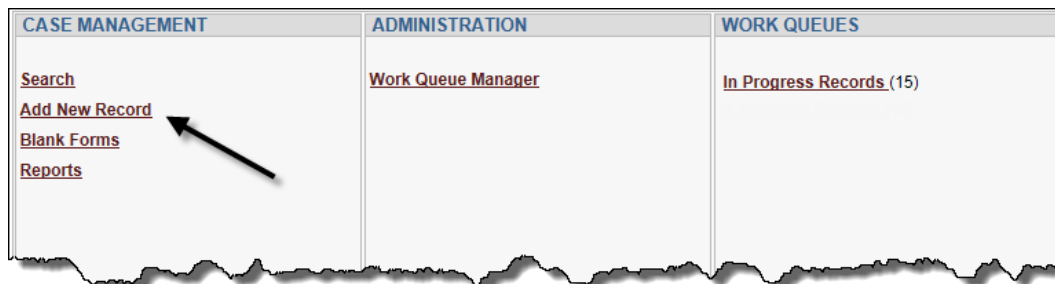
As mentioned earlier, EDRS will automatically route death records at the work flow step **Ready for Filing**, after the personal and medical sections of the death certificate have been certified, to the appropriate local registrar (in whose jurisdiction the death occurred). The local registrar will review the death record data for the decedent. If no issues are discovered, the local registrar will number and file the record. The record will remain at the local level for 30 days. After this time, the record will be automatically sent to the State Registrar for further review.

The screenshot shows the Local Registrar interface. At the top, it says "User: (Local Registrar)" and "Help Exit Application". Below this is a message box that says "You have 0 new messages." The main area is divided into three columns: CASE MANAGEMENT, ADMINISTRATION, and WORK QUEUES. Under CASE MANAGEMENT, there are links for Search, Register Record Filed on Paper, Blank Forms, and Reports. Under ADMINISTRATION, there are links for File Number Settings, User Manager, and Work Queue Manager. The WORK QUEUES column is currently empty.

8 CREATING A NEW CASE

8.1 Adding a New Record

The medical examiner can start a new case simply by clicking the **Add New Record** link under the Case Management section of the EDRS Home screen.



8.1.1 Searching Potential Matches

The **Search Potential Matches** screen is used to confirm that a record of a decedent does not already exist within EDRS. All required fields (as indicated by the ‘*’) must be filled in to complete the search. Be sure to include appropriate initial capitalization for first and last name information as all search information will be carried over to the Create New Case screen as the death record is processed. Note that the SSN field does not have an asterisk. This field should be left blank when starting a new case and searching for potential matches. Once all information has been completed, the **Search Potential Matches** button is selected to start the search.

 A screenshot of the 'Search Potential Matches' screen. The title bar shows 'Home > Search Potential Matches' and navigation links for 'Home', 'Help', and 'Exit Application'. The form contains the following fields: Last Name * (Decedent), First Name * (Robert), SSN (blank), Date Of Birth * (11/17/1977), Date Of Death * (02/25/2014), Gender * (Male), State Of Death * (Michigan), and County Of Death * (Eaton). At the bottom are buttons for 'Search Potential Matches', 'Clear', and 'Cancel'.

8.1.1.1 Add New Record (Duplicate Search- Errors) Screen

The errors shown below will appear when no values are entered into the required fields provided. Even if only one of the fields is missing information, there will be an error. All fields for the duplicate search need to be entered (unlike the regular search) because the user will have the option of adding a new death case if no potential matches are found.

 A screenshot of the 'Search Potential Matches' screen showing error messages. The title bar shows 'Home -> Search Potential Matches' and navigation links for 'Home', 'Help', and 'Exit Application'. A red octagonal 'STOP' sign icon is next to the error message: 'Error(s): You must correct the following error(s) before proceeding'. The error list includes: Decedent Last Name is required, Decedent First Name is required, Decedent Date of Birth is required, Decedent Date of Death is required, Decedent Gender is required, and Decedent Death Location County is required. Below the error message, the form fields are empty and highlighted in yellow. At the bottom are buttons for 'Search Potential Matches', 'Clear', and 'Cancel'.

8.1.2 Add New Record (Duplicate Search – No Results) Screen

If no potential matches are returned, you may either select the **Modify Search** button to change your search criteria or select the **Create New Case** button to begin entry of a new death record.

If you choose to use the **Modify Search** button your search criteria can be changed to improve or narrow down your search results. A screen similar to the search results will appear.

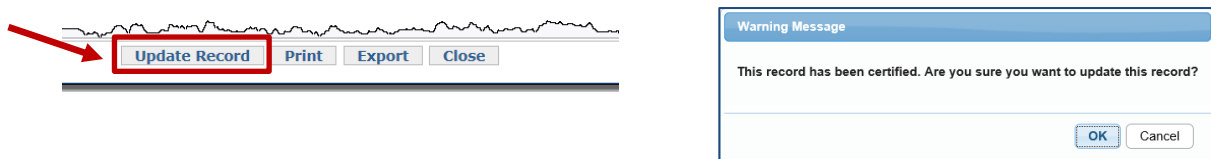
8.1.3 Creating a New Case

The Certificate of Death screen will be displayed once you click the **Create New Case** button. You will notice that all personal information entered for the duplicate search has been transferred to the new death record.

9 EDRS ADDITIONAL FEATURES

9.1 Request Corrections of Case (Updating the Record)

The medical examiner may update the record at any time, once a record has been filed at the local registrar's office and state office; unlike the medical certifier and funeral director, which can only submit a correction request within the 30 days of filing at the local registrar's office. Medical examiners can click on the **Update Record** button located at the bottom of the Certificate of Death screen. A pop-up window will appear stating the record has been certified and asking if you are sure you want to update the record. Click the **OK** button to continue.



9.1.1 Applicant Information

Once an update is requested, a series of five steps will be displayed as tabs (the fifth tab will display, once tabs 1-4 are completed) to fully document the submitter and the requested change(s). The first step is to fully identify yourself as the **Applicant** for the change. The information will be pre-populated in the fields. Click **Next Step** or the tabs along the top to move through the process.

9.1.2 Comments

The **Comments** tab identifies the decedent and provides a text input area to describe any required changes to the record. This is an optional step.

9.1.3 Documentary Evidence

The **Documentary Evidence** tab provides the ability to attach supporting documentation associated with any changes.

Please Note: Documentary evidence is only needed when the staff of the medical examiner facility is submitting a correction request. A scanned image must include the correction with the medical examiner's signature.

9.1.4 Correcting the Certificate of Death

The **Correct Certificate** tab displays the certificate of death screen and opens it for editing. Once the changes are made in the record, scroll down to the bottom and click the **Save** button to submit the correction request.

9.1.5 Certifying the Record

After the medical examiner clicks **Save**, a message on the Certificate of Death screen stating **Death case correction request submitted** will appear. Once the record has been certified, the update will automatically be sent to the local registrar, if submitted within the 30 days of filing; or to the State Registrar, if submitted after the 30 days, for their review and acceptance.



Please Note: the corrections requested or update will not show up on the Certificate of Death screen until after the local or State Registrar's office accepts the request.

9.1.6 Reviewing the Correction Request

Selecting the **Corrections** tab will display the status of any previously submitted corrections and/or any corrections pending acceptance. In this case, the user is waiting for the correction to be accepted. Note that at the bottom, under **Pending Correction Request(s)**, that there are two links, one for **Compare** and the other for **Withdraw**. The user may click on the **Compare** link to see what needs to be corrected by comparing the value of the corrected field(s). The user may also choose the **Withdraw** link to withdraw the correction request.

S.No	Corrected By	Corrected On	Corrected Field(s)	State File Number	Option
-- No Records Found --					
Close					

S.No	Requested By	Requested On	Corrected Field(s)	Option
1	Name	03/09/2014	Current Residence - Street Number	Compare Withdraw
Close				

9.1.7 Correction Comparison

A screen similar to the one below will be displayed when you select the **Compare** link on the **Corrections** tab. The comparison below shows the current value as well as the new value that the current value was changed to. Clicking on the **Certificate of Death** tab or the **Close** button will return you to the **Certificate of Death** screen.

Correction Comparison			
S.No.	Field	Current Value	New Value
1	Birth Place - City	Ann Arbor	Dexter
<input type="button" value="Close"/>			

9.1.8 Notification of Correction Acceptance

Once approved by the local or state registrar, the original submitter is sent a notification message regarding the outcome of the requested change. No further action is required for the associated correction. The update will now be reflected in the record.

View Message	
From: [REDACTED]	Date: 03/30/2010
To: [REDACTED]	CC: [REDACTED]
Priority: Normal	Type: Message
Subject: Death case: Heather Decedent is corrected.	
Message:	
The following fields are modified in the death case record: Cause of Death	
Associated Death Case	
Decedent Name: Heather Decedent	View Case Details
Date of Birth: 01/01/1920	Created By: [REDACTED]
Date of Death: 01/01/2010	Created On: 03/30/2010
Current Status: Active	Last Modified On: 03/30/2010
<input type="button" value="Reply"/> <input type="button" value="Print"/> <input type="button" value="Close"/>	

9.2 Cremation Requests

9.2.1 Review and Approval of Cremation Request

When a cremation permit is requested through EDRS, the Medical Examiner will receive a Cremation Request message through their message Inbox. To review the request, select the Subject link to display the **View Message** pane, then review the record by selecting **View Case Details**.

Apply Filter

From: [Address Book](#) Days:

Date Sent On: Type:

View Inbox:

Status

New Read All

Priority

Normal Urgent All

Sent By	Type	Status	Subject	Sent On
Testing	Cremation Request		January Practice - Please approve cremation	01/13/2021 11:59 AM
Testing	Cremation Request		Please certify medical section Monday Decedent	11/04/2020 09:17 AM
Testing	Referral		Please certify medical section Monday Decedent	11/04/2020 09:17 AM
Testing	Referral		(no subject)	11/12/2018 11:46 AM

View Message

From: Testing Date: 03/02/2022
 To: Testing CC:
 Priority: Normal Type: Cremation Request
 Subject: Please approve cremation request

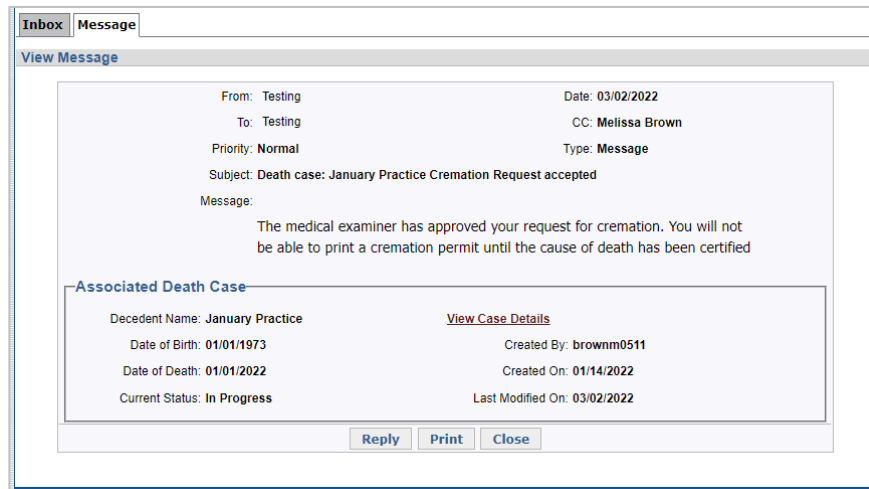
Message:
 Please review and approve cremation request

Associated Death Case

Decedent Name: January Practice	View Case Details
Date of Birth: 01/01/1973	Created By: brownm0511
Date of Death: 01/01/2022	Created On: 01/14/2022
Current Status: In Progress	Last Modified On: 03/02/2022

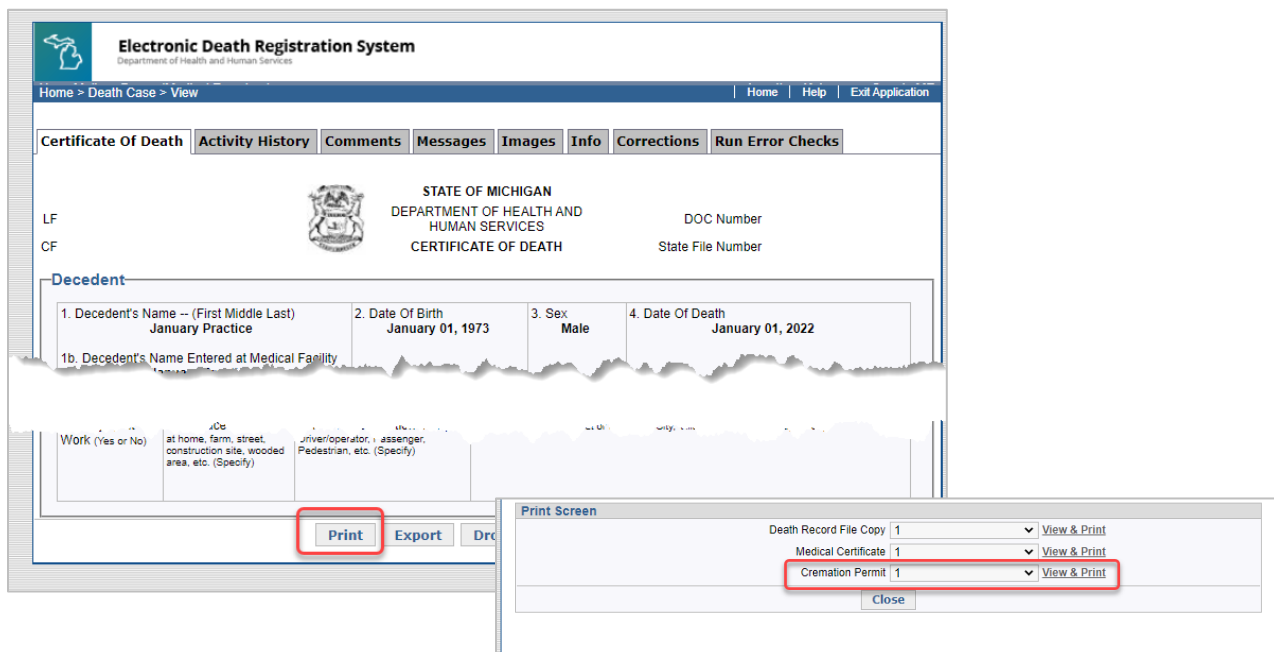
Review the cause of death and any supporting documentation provided before approving the request. Anything not natural or that should have been referred to the medical examiner and was not referred, should be rejected.

Once the cause of death and case review is complete, the Medical Examiner can select the **Approve Cremation Request** button in the cremation request message. This will automatically generate the cremation request acceptance message to the original requestor and a **CC:** to the Medical Certifier.



9.2.2 Printing the Cremation Permit

From the *Certificate of Death* tab, select the **Print** button to display the Death Case Print screen providing the ability to **View** or **Print** copies of the Cremation Permit.



9.3 Cancer Case Reporting

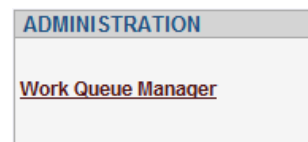
Cancer case reporting is another feature that EDRS provides. If the decedent had cancer, regardless if it was the main cause of death or not, the **Cancer Case Report** link is available to you for completion. For decedents not hospitalized for cancer in Michigan, reporting the case through the EDRS will avoid later follow up by the State Cancer Registry staff. Reporting cancer information is done only after a record has been saved. Directly above the **Cause of Death** section of the certificate, you will see a **Cancer Case Report** link.

The screenshot shows a portion of a medical certificate form. At the top, there is a header with the text "Validation Region - Hospital, Michigan, Lansing, Michigan - 48917". Below this, there are two input fields: "35a. Registrar's Name" and "35b. Date Filed". Below these fields, there is a link labeled "Cancer Case Report" which is circled in red. An arrow points from the top left towards this link. Below the link is the "Cause Of Death" section, which includes the instruction: "36. PART I Enter the chain of events - diseases, injuries, or complications - that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. Enter only one cause on a line." To the right of this instruction, there is a label "Approximate Interval Between Onset and".

10 WORK QUEUES

10.1 Work Queue Manager

Users can access the Work Queue Manager screen by clicking the **Work Queue Manager** link on the EDRS Home screen, under the Administration section.



The Work Queue Manager screen displays the names of the currently active work queues for the assigned facility, their description, the queue type, the number of users assigned to each queue and when the queue was completed.

Two additional control buttons are available for queue management:

1. New work queues can be created by clicking on the **New** button from the Work Queue Manager screen (*See Section 11.1.1 Add New Work Queue*).
2. Work queues can be deleted by clicking on the **Select** checkbox for any work queue, then clicking on the **Delete** button.

Work Queue Manager							
Total Work Queues : 1							
			First	Previous	Page 1 of 1	Next	Last
Queue Name	Description	Type	Users	Created On	Select		
Records In Progress		User	1	03/22/2014	<input type="checkbox"/>		

10.1.1 Add New Work Queue

Choosing **New** from the **Work Queue Manager** screen displays the **Add Work Queue Manager** screen. Field headings followed by the * (e.g., **Name** *) are required and must be completed. At a minimum, the queue **Name**, **Death Case Status** and **Assigned Users** fields must be completed to establish a valid work queue.

Add Work Queue Manager

Work Queue & Filter Information

Name *

Description

Death Case Status * -- Select -- Personal Info Status -- Select --

Workflow Step -- Select -- Medical Info Status -- Select --

Cremation Request Status -- Select -- Correction Request Status -- Select --

Record Category -- Select --

Regular
 Pending cause of death
 Both

Assign batch numbering

Record Age

Less than days old
 More than days old
 Between and days old
 All

Decedent Age

Less than days old
 More than days old
 Between and days old
 All

10.1.1.1 Naming the New Work Queue

Each work queue must have a unique queue name assigned. Ideally, the name should be short but as descriptive as possible. Work queue names may not contain any numeric characters.

Additional information, regarding the work queue's purpose, may be entered in the **Description** field. This description appears on the **Work Queue Manager** screen and may be useful as other queues are added in the future. In our example, the queue name will be **In Progress** and the description is entered as **Records that have not been completed**.

Add Work Queue Manager

Work Queue & Filter Information

Name *

Description

10.1.1.2 Customizing the New Work Queue

Our example queue will establish a filter for records with a death case status (this is a required field) of **In Progress**. The filter options are selected from their associated drop-down lists.

The screenshot shows the 'Add Work Queue Manager' form with the following configuration:

- Name ***: In Progress
- Description**: Records that have not been completed
- Death Case Status ***: In Progress (dropdown menu is open showing options: -- Select --, In Progress, New)
- Workflow Step**: New
- Cremation Request Status**: Declined Filing
- Record Category**: Active
- Record Age**: All (radio button selected)
- Personal Info Status**: -- Select --
- Medical Info Status**: -- Select --
- Correction Request Status**: -- Select --

10.1.1.3 Assign Users

One final field requirement for the queue will be the selection of assigned users. From the **Assign Users** section of the Edit Work Queue Manager screen, select an available user to be given queue access. Next, select the > button and the highlighted user will be added to the assigned users list.

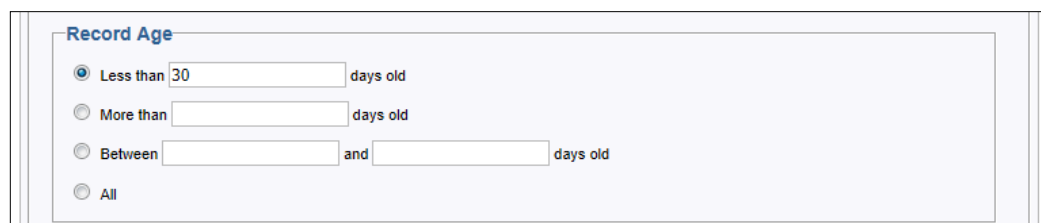
The screenshot shows the 'Assign Users' form with two columns: 'Available' and 'Assigned *'. In the 'Available' column, 'John Washtenawfd' is highlighted. A red arrow points from the highlighted user to the '>' button between the columns. A second screenshot below shows the result: 'John Test' is now in the 'Assigned *' column, and the '>' button is circled in red.

Users may be removed from the assigned users list by highlighting the name and selecting the < button. Selecting the >> button between the lists will move all available users to the assigned users list. After all the required selections are complete, use the **Save** button to establish the new queue for use.

10.1.2 Edit Existing Work Queue

On occasion, you may determine that queue criteria should be refined to better suit your work flow requirements. Only the authorized user may edit or delete the current work queue information. To edit the queue, choose the **Work Queue Manager** link from the Home screen. Clicking the **Name** link under the **Queue Name** list will result in the display of the Edit Work Queue Manager screen, where you can complete any edits or changes. After completing all required changes, choose the **Save** button to record any changes to the queue.

In the example below, the **Record Age** filter radio button has been selected to display only those records that are less than 30 days old versus the original setting of **All** records. Please remember that the resulting queue will only display records that meet all selected filter criteria.

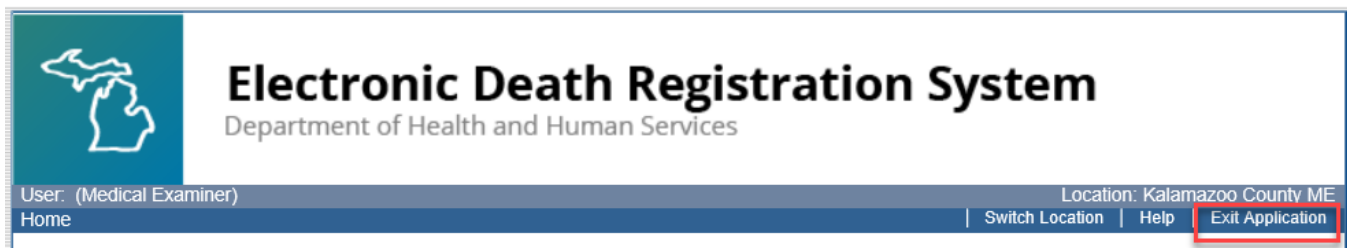


The screenshot shows a form titled "Record Age" with four radio button options. The first option, "Less than 30 days old", is selected. The second option is "More than [input field] days old". The third option is "Between [input field] and [input field] days old". The fourth option is "All".

*Please Note: If you find that the resulting queue does not show expected results, closely examine individual records that you believe should qualify using the **Info** tab to confirm that your filter criteria is correct.*

11 EXITING EDRS

You may exit EDRS at any time by choosing the **Exit Application** link from the user bar to the right of the **Help** link. If you are on an active EDRS record screen, be sure to return to the certificate of death screen and save the record before you exit EDRS.



The screenshot shows the EDRS user interface. On the left is a logo of Michigan. To the right of the logo is the text "Electronic Death Registration System" and "Department of Health and Human Services". Below this is a user bar with the following elements: "User: (Medical Examiner)", "Home", "Location: Kalamazoo County ME", "Switch Location", "Help", and "Exit Application". The "Exit Application" link is highlighted with a red box.