

# Work Queues for EDRS Users

## General Information

The upper section of the Add Work Queue Manager screen is where work queue parameters are established. The lower section of the screen is where users are assigned and/or unassigned to the queue.

**NOTE:** Set-up directives for frequently used work queues start on page 4. Instructions will indicate the required settings for each work queue.

For additional help with work queues, please contact the Registration Unit at 517-335-6506 or [MDHHS-VR-Registration@michigan.gov](mailto:MDHHS-VR-Registration@michigan.gov).

## Creating/Modifying a Work Queue

From the EDRS home screen, click on **Work Queue Manager** in the ADMINISTRATION column.

**Electronic Death Registration System**  
Department of Health and Human Services

User: Jennifer Upton, MD (Funeral Director) | Location: InghamFH  
Home | Switch Location | Help | Exit Application

You have **1 new** messages.

CASE MANAGEMENT	ADMINISTRATION	WORK QUEUES
<a href="#">Search</a> <a href="#">Add New Record</a> <a href="#">Blank Forms</a> <a href="#">Reports</a>	<a href="#">Work Queue Manager</a>	<a href="#">Active and Registered (86)</a> <a href="#">Deleted (0)</a>

To create a *new* queue, click on **New**. To modify an existing queue, click on the **Queue Name**.

**Electronic Death Registration System**  
 Department of Health and Human Services

User: Jennifer Upton (Super Administrator) Location: State Registrar Office Enterprise  
 Home > Work Queue Manager | Home | Help | Exit Application

**Work Queue Manager**

Total Work Queues : 318

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Queue Name	Description	Type	Users	Created On	Select
<b>filed</b>	genesee	User	6	01/10/2025	<input type="checkbox"/>
<b>Corrections Requests</b>	Antrim	User	2	01/07/2025	<input type="checkbox"/>
<b>Ready for Filing</b>	Antrim	User	2	01/07/2025	<input type="checkbox"/>
<b>In Progress records</b>	Sherwood Funeral Home	User	1	07/23/2024	<input type="checkbox"/>
<b>active records</b>	Hopcroft	User	1	07/10/2024	<input type="checkbox"/>
<b>in progress records</b>	Hopcroft	User	1	07/10/2024	<input type="checkbox"/>
<b>Progress</b>		User	1	04/08/2024	<input type="checkbox"/>
<b>City Ready to File</b>	Macomb	User	9	01/29/2024	<input type="checkbox"/>
<b>Corrections Requests</b>	Mackinac	User	1	12/19/2023	<input type="checkbox"/>
<b>Ready for Filing</b>	Mackinac	User	1	12/19/2023	<input type="checkbox"/>

**New** Delete Close

Fields with an asterisk (\*) are required. Enter a queue name, death case status, and other filter criteria if desired.

**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 --

County File Number Assigned --Select--

Birth File Number Assigned --Select--

Regular  Pending cause of death  Both

Assign batch numbering

Greater than Death Year

**Record Age**

Less than  days old

More than  days old

Between  and  days old

All

**Decedent Age**

Less than  -Select-  old

Greater than and equal to  -Select-  old

Between  and  -Select-  old

All

**PLEASE NOTE:** While multiple queues of the same type can exist for a facility, they must have different naming structures. If there is a queue with the same filter information specified as “In Progress Records”, and another user tries to create the same queue, the name must be different (i.e. “Records in Progress”, “Partially Completed Records”, etc.). This is the only way for the system to allow duplicate queue creation. **It is suggested that users always check with facility management/coworkers to see if a work queue has already been created.** If previously established, the new user can be added by the queue creator.

## Adding Users to Queues

After adjusting the work queue and filter information, users will need to be assigned to the queue.

- Choose name(s) to be added to the queue and click on the > **button**.
- If all users are being added, click on the >> **button** (this moves every name to the assigned section).
- Click on **Save**.

The screenshot shows a web interface for associating users with jurisdictions and locations. It is divided into three main sections:

- Associate Jurisdiction:** Includes radio buttons for 'State' and 'County' (selected). Below are 'Available' and 'Associated' lists. The 'Associated' list contains: Alcona, Alger, Allegan, Alpena, Antrim, Arenac, Baraga, Barry.
- Locations:** Includes 'Available' and 'Associated' lists. The 'Associated' list contains: Adams South Chapel Funeral Home.
- Assign Users:** Includes 'Available' and 'Assigned \*' lists. The 'Available' list contains: Adam Lopez, Eswar Avidi, Harini Pammi, MD, Jen Upton, Jennifer Upton, MD, Justine Schiak, Kay Bertrau, Lena Jedeon, MD. The '>>' button is highlighted with a red box.

At the bottom are 'Save' and 'Cancel' buttons.

To add new users to **existing** queues, click on the work queue name. Once in the queue, individual users can be assigned or unassigned as illustrated above.

The screenshot shows the 'Electronic Death Registration System' interface. The user is logged in as 'Jennifer Upton (Super Administrator)'. The page title is 'Work Queue Manager' and it shows 'Total Work Queues : 318'. The table below lists the queues:

Queue Name	Description	Type	Users	Created On	Select
filed	genesee	User	6	01/10/2025	<input type="checkbox"/>
Corrections Requests	Antrim	User	2	01/07/2025	<input type="checkbox"/>
Ready for Filing	Antrim	User	2	01/07/2025	<input type="checkbox"/>
In Progress records	Sherwood Funeral Home	User	1	07/23/2024	<input type="checkbox"/>
in progress records	Hopcroft	User	1	07/10/2024	<input type="checkbox"/>
in progress records	Hopcroft	User	1	07/10/2024	<input type="checkbox"/>
Progress		User	1	04/08/2024	<input type="checkbox"/>
City Ready to File	Macomb	User	9	01/29/2024	<input type="checkbox"/>
Corrections Requests	Mackinac	User	1	12/19/2023	<input type="checkbox"/>

Below are some frequently used work queues for tracking death cases by EDRS users. Please follow the screenshots to recreate queues for your facility. **NOTE:** Work queue names and descriptions in the screenshots below may not be representative of your facility. Work queues will function properly with any naming convention.

## Frequently Used Work Queues

### In Progress Records

In Progress records are records that are “owned” by your facility that have the personal and/or medical section incomplete. These cases are awaiting certification.

If duplicate records are discovered in this queue, please notify the State Vital Records Registration Unit at 517-335-6506 or [MDHHS-VR-Registration@michigan.gov](mailto:MDHHS-VR-Registration@michigan.gov). Do not relinquish duplicate records.

The screenshot shows the 'Edit Work Queue Manager' interface. The 'Work Queue & Filter Information' section is visible. The 'Name' field is 'In Progress Records' and the 'Description' is 'Staffan Mitchell FH'. The 'Death Case Status' dropdown is set to 'In Progress' and is highlighted with a red box. Other dropdowns include 'Workflow Step' (set to '-- Select --'), 'Cremation Request Status' (set to '-- Select --'), and 'Record Category' (set to '-- Select --'). There are also radio buttons for 'Regular', 'Pending cause of death', and 'Both' (selected), and a checkbox for 'Assign batch numbering'. The 'Record Age' and 'Decedent Age' sections are also visible, with 'All' selected for both.

### Ready to File

Ready to File records have certification complete at both the personal and medical level. Error checks have been run, warnings have been ignored, and the case has been certified. They are still in progress but are completed by the facility and have moved to the County for filing.

**NOTE:** If a facility files records in Wayne, Oakland or Macomb Counties, a second queue should be set up called “Ready to City File”. The Death Case Status will also be In Progress, but the Workflow Step will be Ready for City Filing.

The screenshot shows the 'Edit Work Queue Manager' interface. The 'Work Queue & Filter Information' section is visible. The 'Name' field is 'Submitted to File' and the 'Description' is 'Staffan Mitchell FH'. The 'Death Case Status' dropdown is set to 'In Progress' and is highlighted with a red box. The 'Workflow Step' dropdown is set to 'Ready for Filing' and is also highlighted with a red box. Other dropdowns include 'Cremation Request Status' (set to '-- Select --') and 'Record Category' (set to '-- Select --'). There are also radio buttons for 'Regular', 'Pending cause of death', and 'Both' (selected), and a checkbox for 'Assign batch numbering'. The 'Record Age' and 'Decedent Age' sections are also visible, with 'All' selected for both.

## Declined to File

Declined to File records have been rejected for filing by the County. Facilities should communicate with the County office to correct information on the record, run error checks, and certify the record again.

**NOTE:** If the facility files records in Wayne, Oakland or Macomb Counties, a second queue should be set up called "Declined to City File." The Death Case Status will be Declined City Filing.

The screenshot shows the 'Edit Work Queue Manager' interface. The 'Work Queue & Filter Information' section is visible. The 'Name' field is set to 'Declined Filing' and the 'Description' is 'Arenac'. The 'Death Case Status' dropdown is highlighted with a red box and set to 'Declined Filing'. Other dropdowns include 'Workflow Step' (set to '-- Select --'), 'Cremation Request Status' (set to '-- Select --'), and 'Record Category' (set to '-- Select --'). There are also radio buttons for 'Regular', 'Pending cause of death', and 'Both' (selected). A checkbox for 'Assign batch numbering' is present. On the right side, there are dropdowns for 'Personal Info Status', 'Medical Info Status', 'Correction Request Status', 'County File Number Assigned', and 'Birth File Number Assigned', all set to '-- Select --'. A 'Greater than Death Year' field is also present. Below this section are two filter sections: 'Record Age' and 'Decedent Age', both with radio buttons for 'Less than', 'More than', 'Between', and 'All' (selected).

## Correction Requests

This queue displays records that have been filed by the County, with a pending correction request made by a facility after filing. These requests can be made by the Funeral Director, Medical Certifier or Medical Examiner. Facilities can only request a correction to a record within the first 29 days of filing.

**NOTE:** If the facility files records in Wayne, Oakland or Macomb Counties, a second queue should be set up called "Correction Requests City." The Death Case Status will also be Active, Correction Request Status will be Pending, and the Record Age will be Less than 30 days old, but the Workflow Step will be Filed at City.

The screenshot shows the 'Edit Work Queue Manager' interface. The 'Work Queue & Filter Information' section is visible. The 'Name' field is set to 'Corrections Requests' and the 'Description' is 'Keweenaw'. The 'Death Case Status' dropdown is highlighted with a red box and set to 'Active'. The 'Workflow Step' dropdown is also highlighted with a red box and set to 'Filed'. The 'Correction Request Status' dropdown is highlighted with a red box and set to 'Pending'. Other dropdowns include 'Cremation Request Status' (set to '-- Select --') and 'Record Category' (set to '-- Select --'). There are also radio buttons for 'Regular', 'Pending cause of death', and 'Both' (selected). A checkbox for 'Assign batch numbering' is present. On the right side, there are dropdowns for 'Personal Info Status', 'Medical Info Status', 'County File Number Assigned', and 'Birth File Number Assigned', all set to '-- Select --'. A 'Greater than Death Year' field is also present. Below this section are two filter sections: 'Record Age' and 'Decedent Age', both with radio buttons for 'Less than', 'More than', 'Between', and 'All' (selected). The 'Record Age' section has a red box around the 'Less than 30' option.

## Registered

Registered records have been filed at the city and/or county and have advanced to the State for Registration. These records are now past the 29-day window for correction requests.

**Edit Work Queue Manager**

**Work Queue & Filter Information**

Name \* Registered

Description Staffan Mitchell FH

Death Case Status \* Active

Workflow Step Registered

Cremation Request Status -- Select --

Record Category -- Select --

Personal Info Status -- Select --

Medical Info Status -- Select --

Correction Request Status -- Select --

County File Number Assigned -Select-

Birth File Number Assigned -Select-

Greater than Death Year

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