

Overview of the Electronic Death Registration System process for Family Designees not working with a Funeral Home

Medical Certifiers (Physicians or Nurse Practitioners) will certify death certificates in the new Vitals Information Partnership (VIP) Electronic Death Registration System (EDRS) in one of two ways:

- As online certifiers (with or without preliminary data entry from medical facility staff); or
- As fax attestation certifiers, where information will be completed on a paper worksheet, data entered (by medical data entry staff, funeral directors or the City/Town Clerk), and then verified by the Certifier on a fax attestation form.

For families that choose not to use a funeral director, typical scenarios would be as follows:

Offline Certifier (a medical certifier/facility that does not have an online EDRS account)

If the physician or nurse practitioner is a fax attestation Certifier not using medical data entry staff, the family designee will usually receive the Certifier Worksheet (instead of the current death certificate) from the Certifier or medical facility office, and deliver it to the City/Town Clerk. An informant worksheet is available for families to provide the remaining legal/demographic information for the death certificate.

The City or Town Clerk will enter both the medical and legal/demographic information into VIP EDRS, request fax attestation from the Certifier through the system, then release the record to the burial agent. The burial agent can then print the burial permit upon acceptance and payment, if applicable (in some cases the Clerk may be able to print the burial permit directly). Once the permit is issued, the Clerk can then register the death certificate, and issue certified copies.

Online Certifier (a medical certifier with an online EDRS account, or working with online medical data entry staff at a facility)

If the physician is an online Certifier, the family designee will usually receive a Death Certificate Attestation Copy (instead of the current death certificate) from the Certifier or medical facility office. An informant worksheet is available for families to provide the remaining legal/demographic information to the City/Town Clerk for data entry into the VIP EDRS. In this scenario, the Clerk does not need to complete the medical portion or request attestation, because the online Certifier has already done this. The Clerk would then release to the burial agent. The burial agent can then print the burial permit upon acceptance and payment, if applicable (in some cases the Clerk may be able to print the burial permit directly). Once the permit is issued, the Clerk can then register the death certificate, and issue certified copies.

- If the physician is a fax attestation Certifier that has online medical data entry staff, the family designee would still usually receive a Death Certificate Attestation Copy (instead of the current death certificate) from the Certifier or medical facility office. An informant worksheet will be available for families to provide the remaining legal/demographic information to the City/Town Clerk for data entry into the VIP EDRS. In this scenario, the Clerk does not need to complete the

medical portion or request attestation, because the medical facility has already completed the fax attestation process. The Clerk would then release to the burial agent. The burial agent can then print the burial permit upon acceptance and payment, if applicable (in some cases the Clerk may be able to print the burial permit directly). Once the permit is issued, the Clerk can then register the death certificate, and issue certified copies.

In summary, the family designee will receive either a Certifier Worksheet or a Death Certificate Attestation Copy from the Certifier or medical facility, complete an informant worksheet for the remaining items on the death certificate and provide these items to the City/Town Clerk. Once complete the City/Town Clerk will submit to the burial agent who will issue a permit upon acceptance. In some cases the permit can be issued by the City/Town Clerk.

For more information, contact the VIP Project Team: vip@state.ma.us

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