

# Getting Started on the VIP Electronic Death Registration System: Funeral Homes

On September 1, 2014, Massachusetts transitioned the current paper death certificate process to an electronic death registration system, commonly known as an “EDRS.” Roll-out activities began in summer 2013. As funeral homes are integral online users of this new system, it is essential that you complete enrollment in the EDRS. Funeral homes that do not enroll will need to work through another funeral home that is already online in order to process death records.

Funeral Directors, Burial Agents, and City and Town Clerks will process death records online. Medical Certifiers may certify deaths either online or by a fax attestation process. There are new forms and new training materials/documentation available to support the implementation that will be **required** for all deaths starting on October 1, 2014. Please direct any questions or requests to the Registry of Vital Records and Statistics (RVRS) Vitals Information Partnership (VIP) team at [vip@state.ma.us](mailto:vip@state.ma.us).

## Step 1: Request User Accounts

You will fill out the following for each funeral home location. Account creation takes up to 20 business days after receipt of the completed forms.

You will need three paper forms. Submit the originals to Registry of Vital Records and Statistics at 150 Mt Vernon St. Dorchester, MA, 02125:

1. Virtual Gateway Services Agreement
2. Access Administrator Designation Form
3. VIP User Agreement

You will need to submit one electronic form. These Excel Spreadsheets must be sent via email to [vip@state.ma.us](mailto:vip@state.ma.us) from the email address of your access administrator.

4. User Request Form—list all users and EDRS privileges
5. If you have more than one funeral home, instead of completing all paperwork for each home, you may use a sub Org form and a URF for each location. Please follow the funeral home enrollment guide for instructions or contact the VIP Help Desk at call 617-740-2675.

All of the above forms as well as an enrollment guide to filling out the forms are available at our website at <http://www.mass.gov/dph/edrs>.

## Step 2: Play a Recorded Webinar, Download Training Materials

Find out how the EDRS will affect the processing of death records. Go to <http://www.mass.gov/dph/edrs>. In the Funeral Home Section, you will find links to recorded webinars as well as presentations, new forms and training materials.

Attend a weekly Question and Answer webinar to speak with EDRS project staff about your questions.

## Step 3: Subscribe to Our Listserv

Sign up for our listserv(s) to be updated on our project schedule, training opportunities and project updates. To subscribe to the Listserv, send an email to the address provided in your category. Please include “Subscribe” in the subject line.

**Funeral Homes:** [Subscribe-dph\\_rvrsfuneraldirectors@listserv.state.ma.us](mailto:Subscribe-dph_rvrsfuneraldirectors@listserv.state.ma.us)