

# **Quick Start Guide for City and Town Clerks: Medical Amendments**

Vitals Information Partnership (VIP)

## **Electronic Death Registration System (EDRS)**

Revision October 1, 2014



MASSACHUSETTS REGISTRY OF VITAL RECORDS AND STATISTICS

## EDRS Medical Amendments for City and Town Clerks

## Notes

## Notes

Use this page to make notes about your own workflows and processes, which may differ by community.

## Support

By email: [vip@state.ma.us](mailto:vip@state.ma.us)

By phone:

For technical problems using VIP or for enrollment help, call 617-740-2675.

For forms, data entry, or policy and procedure help, call 617-740-2674.

For forgotten usernames and passwords, call Virtual Gateway at 1-800-421-0938.

# EDRS Medical Amendments for City and Town Clerks

## Summary of Steps

### Summary of Steps

You may want to print the summary of steps for quick reference. Note that this summary includes steps for typical scenarios and your own process may vary somewhat depending on internal workflow. **Note that the Office of the Chief Medical Examiner will initiate all medical examiner amendments, and will also complete pending investigation records online. The following steps are appropriate for non-medical examiner cases.**

1	Gather necessary evidence. (In most cases this will be a statement from the medical certifier. For online medical certifiers, you may accept a more informal notification as the amendment will be certified online).
2	Begin the medical amendment process by clicking through the menu path <b>Deaths→Modify→Medical Amendment</b> .
3	Search for the record to be amended by entering sufficient criteria. You must select <b>“Town of occurrence.”</b> Select record from the resulting Records list.
4	Review <b>Record Details</b> to be certain that the record is correct. Take note on <b>Tab 9</b> whether the certifier is online (electronic) or offline (fax server). Click <b>Continue</b> .
5	Enter a <b>Basis</b> and <b>Reason</b> that describes the amendment type and fields to be corrected. Click <b>Finish</b> .
6	On the <b>Evidence</b> screen, enter the evidence that you will be using to document the amendment. The last evidence entry should be information about the deponent: Select <b>“Other”</b> evidence, and enter, at minimum, in the comment box <b>“Deponent: Deponent name, Relationship, Address”</b> (e.g., Deponent: Mary Smith, Spouse, 123 Elm St., Boston, MA 02125). You may enter as much information as you feel necessary. Click <b>Finish</b> .
7a	If you are working with an online certifier, you may optionally make the correction(s) on the appropriate tabs, or leave them for the certifier to edit. It is useful to enter <b>Comments</b> on <b>Tab 12</b> about why the record is being amended, although it is best to discuss and make sure the certifier is aware of the upcoming record. Click <b>Finish</b> .
7b	If you are working with an offline certifier, click on the <b>tab</b> that contains the field(s) that need to be amended, and make the correction within the field(s). Then, <b>Finish</b> .
8	Click <b>Continue</b> on the <b>Modify Record-Confirm</b> screen (and Ignore & Retry, if you receive the duplicate warning screen). The <b>VIPS Warning</b> page will list <b>Physician Certifying Info - date signed, Certify, Must be Released for Registration, Informant date is required</b> as missing. That is OK. <b>Save (as Pending)</b> on the <b>VIPS Warning</b> page to validate the information on the record.
9	Retrieve the record through the menu path <b>Death→Modify→Continue Mod</b> to return to <b>Tab 12</b> , and check the <b>Ready to Certify</b> checkbox. <b>Finish</b> , and repeat the validation steps above.
10	If offline certifier: Send or print the attestation form through the menu path <b>Death→Attest</b> . (The online certifier will automatically receive the record in the <b>Certify Amended MI</b> queue to edit and certify.)
11a	If online certifier: If possible, ask for notification when the record is complete; or, periodically check the record through <b>Death→Modify→Continue Mod</b> , review <b>Records Details, Tab 12, Record History</b> to see if the record was certified.

## EDRS Medical Amendments for City and Town Clerks

### Accessing & Using EDRS

<b>11b</b>	If <u>offline certifier</u> : If possible, ask for notification when the attestation is complete; or, periodically check the record through <b>Death→Modify→Continue Mod</b> , review <b>Records Details – Available Documents</b> to see if the attestation form is attached.
<b>11c</b>	If <u>offline certifier</u> : When the fax attestation is received and attached, view the document in <b>Records Details – Available Documents</b> . Check to see whether the attestation form was signed or if there are corrections to be made. Click <b>Continue</b> . <ul style="list-style-type: none"> <li>If there are corrections to be made, return to step 7b.</li> </ul>
<b>12</b>	Review evidence, and make changes as necessary. Click through this screen as before (step 6).
<b>13</b>	If <u>offline certifier</u> , go to <b>Tab 9</b> and enter the date the certifier signed the attestation form. (If the date is disabled, check that Ready to Certify is checked on Tab 12). Click on the Tab 12, <b>Records Actions</b> tab. Click on the <b>Certify</b> button.
<b>14</b>	If a deponent signature is needed: <b>Finish, Save as Pending</b> ; then print the <b>Verification Signature Form and FAX cover sheet (Death→Print)</b> if there is a deponent that will sign, then fax into VIP at <b>1-617-887-8739</b> . This is your last chance to print a Verification Form. Then return to record ( <b>Death→Modify→Continue Mod</b> ).
<b>15</b>	On Tab 12, enter the <b>Verification form signature date</b> (or click the checkbox if <b>No verification form</b> ). [Tab], then click the <b>Release</b> button. <b>Finish</b> . Click <b>Continue</b> on the <b>Modify Record-Confirm</b> screen (and Ignore, if you receive the duplicate warning screen).
<b>16</b>	Select the record to register from the <b>Death: Register Amendments</b> queue or use the menu path <b>Death→Register</b> to search for the record you wish to register.
<b>17</b>	Review <b>Records Details</b> information tabs and check that your evidence was attached correctly. Click <b>Continue</b> .
<b>18</b>	Navigate to <b>Tab 11: Registration Info</b> by clicking on the tab label or selecting the <b>Next</b> button. Select <b>Ready to register? = Yes</b> . Select the current <b>Clerk's Name</b> , enter <b>Amendment Date</b> . Volume, Page, and Deposition number are optional.
<b>19</b>	If you registered the record, on the <b>Successful Transaction Page</b> , make sure <b>Print Archival Copy</b> is selected. Click on the <b>Print</b> button, then on the <b>Generate Document</b> button to print the PDF from Adobe Acrobat.

### Tips & Tricks

**Save!** – EDRS will time out after 15 minutes. While your portion of the death record should take less than five minutes to enter, if you expect to be interrupted or if you are just learning the system, click “Finish,” then “Save as Pending” frequently. You may then click “Return to Record” without risk of losing any information. EDRS does not save information automatically.

**No abbreviations** -- The system will prompt you if you use recognized abbreviations; you should spell out full medical terminology into each field. For example, on Tab 7\*\*Certifier Cause of Death, spell out “COPD” as “Chronic Obstructive Pulmonary Disease.”



**Tab & Mouse** -- Use the Tab key on your computer keyboard to advance through each field in EDRS. You may also use your mouse to navigate Tabs or to temporarily skip sections. Do not use Backspace or Enter, except within fields as necessary.

# EDRS Medical Amendments for City and Town Clerks

**Alerts** – Take advantage of system validation messages and warnings. Use the spell check icon on the Certifier Cause of Death Tab. EDRS helps users get information in accurately and completely from the start.

**Color Coding** – White fields on each screen in EDRS will accept information; the yellow fields are disabled based on selections made in the system. A blue field indicates which field you are on now.

**Shortcuts** – EDRS accepts military time. Alt-T enters today's date. Colons are not necessary in Time fields and slashes are not necessary in date fields. Enter the first few letters of a selection on a drop-down to narrow the list quickly. "Next" will move you from Tab to Tab, but you can click on the Tab labels as well.

## General EDRS Amendments Guidelines

- **Amend Administrative** is to be used for amending personal items about the decedent, usually those found on tabs 1-5.
- **Amend Medical** is only to be used when medical information needs to be corrected (tabs 6-9). Do not use Amend Medical for administrative amendments, unless you also have a personal item to correct. Amend Medical will require attestation (by fax or electronically) by the certifier.
- **Adjustments** are to be used to correct local registered numbers only, and can only be used prior to registration by RVRs. After RVRs registers a record or an amendment, adjustments must be made by RVRs staff.
- Use the EDRS only to amend records that were registered in EDRS. Unlike the VIP births module, the VIP death module does not have functionality to enter older deaths. For older deaths, use a paper process, although you may use the new fillable-PDF death certificate form rather than an Affidavit and Correction form.
- The EDRS does not have an electronic review process, as in the VIP births module. If you need assistance beyond this guide, email [vip@state.ma.us](mailto:vip@state.ma.us) or contact the RVRs help line (617-740-2674).
- Fax all evidence to the VIP EDRS fax number to attach a PDF image to the electronic record. Note that the death fax number is different than the birth fax number. When complete, you will still mail the original evidence to RVRs as usual.

## Gather Evidence

Before starting an amendment in EDRS, you should make sure that you have the necessary evidence. Although it is possible to abandon an unfinished amendment (call RVRs if you need help with this), it is better to wait until you have all the evidence before beginning the electronic amendment.

For medical amendments, typically a notarized statement from the certifier is obtained. However, with EDRS you may have a little more flexibility with online certifiers, because they will be certifying the death online through the secure Virtual Gateway portal. If an offline certifier is faxing the attestation form from their facility or practice, this may also be evidence of an authorized medical amendment. Discuss options with the certifier and/or with the Registry.

# EDRS Medical Amendments for City and Town Clerks

## Retrieve Record

### Retrieve the Record to be Amended

If you are searching for a record to amend, register, or to print a form, the search screen will always look similar. Enter at least a few fields to narrow down the search. This will help EDRS find the record easily and improve system performance for all users.

The menu path to retrieve an Administrative Amendment is: **Death→Modify→Amend Medical**.

**Death Record Search Criteria**

**Clerk Search Type**  
☒ Town of occurrence ☐ Town of residence

**Record Identifiers**  
State file number   
Medical record number   
ME case year   
ME case number   
City/town registered number   
Bar code number

**Decedent's Name**  
First   
Middle   
Last   
☐ Search as AKA  
☐ Soundex on last name

**Decedent's Sex**  
Sex

**Date of Death**  
Date of death (mm/dd/yyyy)   
From   
To

**Date of Birth**  
Date of birth

**Occurrence of Death**  
Country of death   
State   
Town

**Funeral Agent**  
Town

**Residence**  
Country   
State/province   
Cities/towns   
City/town

**Special Criteria**  
☐ Search all versions ☐ No

**Search** **Cancel**

**Records List ( 1 Records found )**

Last Name	First Name	Date of Death	County of Death	Date of Birth	Sex	Funeral Home	PI Status	Reg Status	Version	Details
ROUNDTABLE	HAROLD	08/22/2014	BERKSHIRE	08/22/1944	M	CHAPMAN, COLE & GLEASON FUNERAL ...	Complete	Certified	Registered... 1	<a href="#">Details</a>

**Cancel**

Enter at least a few fields to narrow the search. This will improve system performance.

Soundex will help find last names that sound alike but are spelled differently. If you are not sure if the decedent's last name is Smith or Smythe, check the **Soundex** checkbox.

Note that version number increases with each adjustment and amendment. An original record is version 0; therefore, we can tell that this example record has been already amended once.

Click on Details to bring up the Records Details screen, where you can verify that the record that you about to retrieve is the correct one.

Select the record from the **Records List**, by clicking on the **Details** hyperlink. Review the information on the **Records Details** tabs to make sure you have the correct record. Click on **Tab 9** to verify whether the certifier is online or offline. Then, click **Continue** at the bottom of the screen.

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### Basis, Reason, Evidence

Enter a **Basis** and **Reason** for the amendment. The reason provides more detail about what is being amended. If the correction is by court order, enter docket# and court in this field.

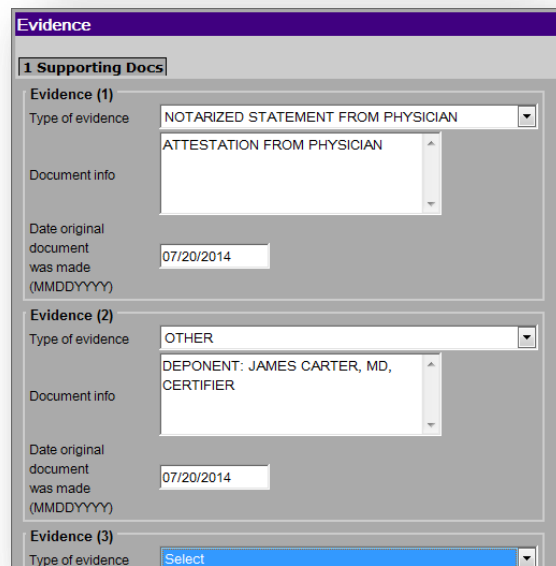
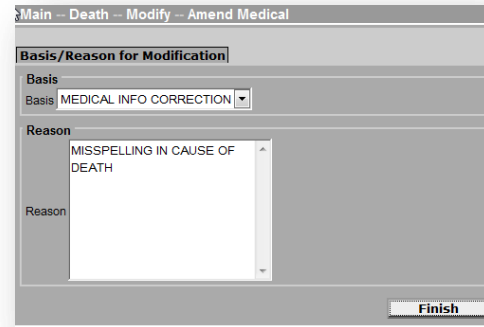
Then, click **Finish**.

The **Evidence** screen allows entry of several pieces of evidence. **Note** that only the first six entries will print on the death certificate, so you may want to lump all evidence exceeding six into the sixth field.

**Deponent** – EDRS does not have a field for deponent information. Therefore, you will enter the deponent information into the last evidence entry. At minimum, enter the name of the deponent and their relationship to the decedent into the **Document info** field. You may enter more, as appropriate.

The evidence fields will print on the reverse of the death certificate.

Click **Finish** when done.



### Editing fields

Who edits the fields that need correction depends on whether the record was medically certified by an online certifier, offline certifier or by a medical examiner.

**Medical Examiner Records** – While it is possible for the Clerk to initiate a medical amendment and edit fields on a medical examiner record, **the Office of the Chief Medical Examiner prefers that you allow the medical examiner's office to both prepare the amendment and perform all edits.** While a non-M.E. physician may not initiate an amendment, the OCME may do so. Therefore, for all M.E. medical amendments, the Clerk will be responsible only for registering the completed amendment and issuing certified copies.

**Offline Certifier Records** – If the record being amended was for an offline certifier (certified through an Attestation form), the Clerk will make all corrections to the amendment. The certifier will need to attest to the accuracy of the medical amendments through fax attestation.



# EDRS Medical Amendments for City and Town Clerks

**Online Certifier Records** – The online certifier may not initiate an amendment in EDRS, but once the Clerk has started the amendment there are two methods for making the necessary corrections: 1) If the Clerk has the information necessary for the correction, the Clerk may edit the fields and the certifier will simply review and certify online; or 2) The certifier may edit the fields directly and certify online. Either way is acceptable, so use whichever method suits the situation at hand.

**Note:** if the correction to be made is to the Certifier’s own information (e.g., license number), please contact the Registry. It may be necessary to change the VIP certifier database, if it has not been already corrected.

**Note:** If the certifier will make his or her own corrections, be sure that they are aware that they will be doing so. Entering a comment on Tab 12 to explain what corrections are expected to be made is helpful.

The following sections contain more detail about selected fields on the medical information tabs:

## Tab 6. Place/Date/Autopsy

Tab 6 contains information about the place of death, whether the medical examiner was notified, and whether there was an autopsy.

Certain selections in EDRS will cause other fields to become active. For example, if the decedent died in an emergency room, if you correct the place of death to “Hospital – ER/Outpatient” as place of death, the hospital drop-down list will become enabled for selection. EDRS provides lists of hospitals, hospice care facilities, nursing homes, assisted living or rest homes, eliminating the need to type the name and address (the address fields will become disabled).

Commonwealth of Massachusetts  
Registry of Vital Records and Statistics  
Form R-360-01012014  
**DEATH CERTIFICATE MEDICAL CERTIFIER WORKSHEET**  
Please complete the information pertaining to the decedent as well as the cause of death information as this document will be used to create the legal death certificate. **PLEASE PRINT NEATLY TO HELP WITH DATA ENTRY.**

**6 \*\*Place/Date/Autopsy\*\*** | **\*\*Certifier Cause of Death\*\*** | **8 \*\*Manner/Detail/Injury\*\*** | **9 \*\*Certification Info\*\*** | **12 Record Actions**

**Case Information**  
Decedent first name: JOHN  
Decedent middle name: EDWARD  
Decedent last name: JOYCE  
Generational ID: [ ]  
No middle name: [ ]  
Decedent sex: MALE  
Decedent date of birth (mm/dd/yyyy): 01/01/1960  
Check to release: [ ]

**Medical Record Info (if known)**  
Medical record number: [ ]  
Medical examiner case year: [ ]  
Medical examiner case number: [ ]

**Place of Death**  
Place of death: DECEDENT'S RESIDENCE  
Specify other: [ ]

**Autopsy Info**  
Was medical examiner contacted?: No  
Was an autopsy performed?: No  
Were autopsy findings available?: Select

**Actual Date of Death**  
Date of death (mm/dd/yyyy): 02/02/2014

**Place of Death Address**  
Hospitals: Select  
Hospices: Select  
Nursing homes: Select  
Assisted living/rest homes: Select  
Check if location is not in list: [ ]  
Address same as residence (Decedent Legal Info page): [ ]  
Facility name: [ ]  
Address: 9  
Number: [ ]

**Decedent's Residence** [ ] Hospice Facility [ ] Other [ ]

**Country:** UNITED STATES  
**State:** MASSACHUSETTS  
**Zip code list:** Select  
**Cities/towns:** Select

**Shortcut:** Type the first few letters to quickly select an item from any drop-down list. e.g., “ANN” would quickly narrow the list to “Anna Jaques Hospital.”

**If you check Address same as residence, the decedent's address will auto-populate from the information that had been entered on tab 2.**



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## Selected Field Notes:

**Decedent's Name, DOB and DOD, Sex** Note that the decedent's Name, Date of Birth, Date of Death, and Sex are printed from Tab 1. If the correction is to any of these fields, check that Tab 1 is also accurate, as these will be the names that print on the death certificate. Tab 1 and Tab 6 may differ for name, date of birth, and sex. Certifiers may not always have the correct legal information for their patients.

**Check to Release** This field is always disabled and is for medical examiner use only.

**Medical Record Info** Medical record number, medical examiner case year and case number are optional. If they were provided, you may enter this information.

**Place of Death** **If the place of death is being corrected to a city or town other than your own; contact the Registry.** The Registry will need to do this amendment, because as soon as the record is saved with the new community information, you will no longer have access to the record.

If amending, select a **Place of Death** option to enter the type of location where the death took place. Then, choose the specific facility from the drop-down list.

Note that "Decedent's residence" is to be used only for his/her own residence that is not a nursing home, hospice facility, assisted living or rest home. Home hospice may be entered as "Decedent's residence." Another person's residence should be marked "Other."

- **Not on the list?** If the facility where the death took place is not listed in EDRS, you can use the option "Check if location is not in list" to enter in a new location.
- **Residence?** For a death occurring at the decedent's own residence, the address fields open for editing. If the address information in Tab 2 is correct, then you may check the "same as residence" checkbox to automatically populate residence address. If the address information in Tab 2 is not correct, you must correct Tab 2 first before checking "same as residence." If occurring at a different residence, do not enter description in Facility Name – leave facility name blank).
- **Nursing Home/Assisted Living?** If a decedent was living at a nursing home, assisted living or rest home, do not choose "decedent's residence," but choose the appropriate facility type instead. Look for facilities in other facility types, if not found on the pick list. What you may think to be a nursing home may be licensed as assisted living.
- **Hospice?** If the decedent was receiving home hospice care in his/her own home, choose "decedent's residence." This category should only be used for hospice facilities.

**Autopsy Info** Answer **Was medical examiner contacted?** yes or no as it appears on the certifier worksheet. If the medical examiner was not contacted, but should have been, it is your responsibility to refer the case to the medical examiner. Note that the system sends an error message when the place of death is not a medical facility; if this is not a death that requires medical examiner notification, simply click "OK." (This edit will be refined in a later EDRS update).

**Was an autopsy performed?** - For records where you are entering

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## Cause of Death

information for an offline certifier, the appropriate response will usually be "Yes- Private" for any non-M.E. autopsy or "No." **Were autopsy findings available?** should be answered "Yes" if the certifier used the autopsy results to determine cause of death.

### Actual Date of Death

Date of death will default to the information entered on Tab 1. If this date of death is incorrect, Tab 1 should also be corrected.

### Place of Death Address

Choosing a facility from a drop-down list will automatically populate the address. Checking **Same as decedent's address** will automatically populate the address that was previously entered into Tab 2. If residence address is wrong, correct on tab 2 first. If you need to enter a new address, note that the address component fields are separated for geocoding: e.g., "9 Main Street South" is entered into four different fields.

## Tab 7. Certifier Cause of Death

The EDRS will prompt for abbreviations, rare causes, mechanistic causes and other potentially improper entries but will not prevent them in this release. Do try to spell out

**Abbreviations**  
Do not use abbreviations to report cause of death. We think that the full term for (e.g., AAA) is (e.g., abdominal aortic aneurysm)? Indicate which term is correct if multiple meanings are possible, or specify what you meant by the abbreviation if we have not suggested the correct full term.  
Underlying cause C  
COPD = CHRONIC OBSTRUCTIVE PULMONARY DISEASE

1 Decedent Info | 2 Decedent Legal Info | 3 Decedent History | 4 Informant | 5 Funeral Home/Disposal Info | 6 \*\*Place/Date/Autopsy\*\* | 7 \*\*Certifier Cause of Death\*\* | 8 \*\*Manner/Detail/Injury\*\* | 9 \*\*Certification Info\*\* | 12 Actions

**Cause of Death PART I.**  
Enter the diseases, injuries, or complications that directly caused the death. Do not use only the mode of dying such as cardiac or respiratory arrest, shock or heart failure. Enter only one cause on each line (a through d).

☐ Cause of death pending

a. IMMEDIATE CAUSE (Final disease or condition resulting in death)

a. MYOCARDIAL INFARCTION 3 MINUTES

Due to (or as a consequence of) Sequentially list conditions, if any

**UNDERLYING CAUSES**

HYPERTENSION

Due to (or as a consequence of)

c. HYPOTHYROIDISM

Approximate interval between onset and death 10+ YEARS

Approximate interval between onset and death YEARS

Approximate interval between onset and death YEARS

**PART II.**  
PART II. Other significant conditions contributing to death but not resulting in the underlying cause given in Part I.

**Other Significant Conditions**

Other significant conditions contributing to death DIABETES MELLITUS II; ATRIAL FIBRILLATION; OBESITY

Previous Next Finish Cancel

EDRS will prompt you to spell out abbreviations, elaborate on cancer sites, and help you to avoid writing improper mechanistic causes.

List one condition at a time, starting with **Immediate Cause** and sequentially list intermediate causes with the **Underlying Cause** last.

Take advantage of the built-in spell checker.

Intervals are always approximate; however, a certifier *may* enter units without exact intervals when an estimate is not possible.

Enter other contributing factors in a continuous line, separated by semicolons (";").

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abbreviations when prompted. If certifiers have questions about proper completion of cause of death, note that the Massachusetts Medical Society is hosting the Registry's free online Cause of Death tutorial (<http://www.massmed.org/cme/causeofdeath>).

### Selected Field Notes:

<b>Cause of Death</b>	List one cause per line, as provided by the certifier. Line (a) should list the immediate (final) condition directly causing death. Other lines list diseases or complications that gave rise to the immediate cause. If there are more conditions than lines, you may list more than one cause on lines (b)-(d) by writing "due to" between conditions.
<b>Approximate Intervals</b>	Enter an approximate interval for each condition listed in the cause of death sequence, as provided by the certifier. You may enter in many different ways depending on the information available to you. E.g., "8 minutes," ">10 years." A certifier <i>may</i> enter units without exact intervals when an estimate is not possible. E.g. Choose "Years" in the drop-down list of units, but leave the number of units blank.
<b>Other significant conditions</b>	List other diseases and conditions that may have contributed to death, as provided by the certifier, in a continuous line with each condition separated by a semicolon (";"). If none, leave blank.

## Tab 8. Manner/Detail/Injury

Non-medical examiner certifiers, and Clerks entering on behalf of an offline certifier, may complete just three questions on this tab: **Manner of Death**, **Pregnancy Status**, and **Tobacco** exposure. Medical examiner items must be entered by the medical examiner.

### Selected Field Notes:

<b>Manner</b>	"Natural" manner of death is the only option, and thus should never be amended by the Clerk. If the deponent seeks to indicate a manner other than natural, the case must be referred to the medical examiner.
<b>Pregnancy Status</b>	This is a new question to comply with the Centers for Disease Control and Prevention (CDC) national standard. The certifier will indicate whether a female, between 5 and 75, was pregnant at death or any time in the last year. Specific checkbox categories break down the pregnancy intervals to "at death," "within 42 days," and "43 days to one year."
<b>Did tobacco contribute to death?</b>	Also a new CDC question, this collects information about whether use or exposure to tobacco contributed, or may have contributed, to death. Possible answers are "Yes," "No," "Probably," and "Unknown."

Death -- First name: OSLO Last name: SVENSON Date of death (mm/dd/yyyy): 05/29/2014

1 Decedent Info | 2 Decedent Legal Info | 3 Decedent History | 4 Informant | 5 Funeral Home/Disposition Info | 6 \*\*Place/Date/Autopsy\*\* | 7 \*\*Certifier Cause of Death\*\* | 8 \*\*Manner/Detail/Injury\*\*

9 \*\*Certification Info\*\* | 12 Record Actions

**Manner of Death**

Manner of death: Natural

Specify manner of death: Natural

**Additional Death Details**

Pregnancy status at time of death: Select

Did tobacco contribute to death? Unknown

**Injury Details**

Date of injury (mm/dd/yyyy):

Time of injury:

Time indicator: Select

Injury at work? Select

Describe how injury occurred:

Specify place of injury (residence, farm, factory, etc.):

If transportation injury: Select

Specify other:

Street designator: Select

Street suffix: Select

Apt./unit number:

Country: Select

State/province: Select

City: Select

Zip code: Select

Previous Next Finish Cancel

Manner of Death and Injury items should not be amended by a Clerk. If the manner is other than natural, it must be amended by the M.E.

For a male decedent, the pregnancy question is disabled (yellow).

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## Certification Info

### Tab 9. Certification Info

For changes to the certifier information, contact RVRS to be certain that the pick lists have already been updated, especially before making changes to information about an online certifier.

#### Certifier Name, Title, Fax Number, Address –

- If you are changing the certifier, select the certifier from Tab 12 first.
  - If an offline certifier is not on the list (or if the information is incorrect on the list), mark the checkbox **Certifier not in list** on **tab 12**, which will enable the name and address fields for data entry. **Note:** If the updated information should be a permanent change to the pick list, also mark the checkbox **Update certifier info and flag for database change** on **tab 9 (Certification Info)**.

If you enter a new certifier (rare) or edit an offline certifier's information, and this should be a permanent change to the pick list, mark the checkbox **Update certifier info and flag for database change**.

If the certifier changes, and the designation is "Certifier in Attendance at Time of Death" then you may need to obtain the information for this item as well, or select "No primary care physician provided."

If entering fax number, enter in the format 1-NNN-NNN-NNNN. Be sure to include the "1-"

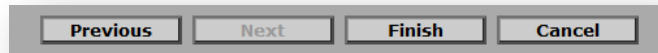
The screenshot displays the 'Certification Info' tab for a death record. At the top, it shows 'Death -- First name: SALLY Last name: BROWN Date of death (mm/dd/yyyy): 04/01/2014'. Below this are tabs for '1 Decedent Info', '2 Decedent Legal Info', '2A Veteran Status', '3 Decedent History', '4 Informant', '5 Funeral Home/Disposition', '9 \*\*Certification Info\*\*', and '12 Record Actions'. The '9 \*\*Certification Info\*\*' tab is active, showing a 'Certifier Info' section with a 'Certifier designation' dropdown menu. A callout points to this menu, listing options: 'Select', 'CERTIFIER IN ATTENDANCE AT TIME OF DEATH', 'MEDICAL EXAMINER', 'PHYSICIAN IN CHARGE OF PATIENT'S CARE', 'NURSE PRACTITIONER IN ATTENDANCE AT THE TIME OF PATIENT'S DEATH', and 'NURSE PRACTITIONER IN CHARGE OF PATIENT'S CARE'. There are checkboxes for 'Certifier not in list' and 'Update Certifier Info and flag for database change'. Below this is a 'Physician in Charge of Patient's Care' section with a 'Physicians' dropdown menu. A callout points to this menu, listing options: 'Select', 'ADAMS WILL', 'ALIFANO JO', 'CARTER JOH', 'DANIS DANIE', 'KRAMER GA', 'SHARMA AN', and 'VAN NOSTRI'. There are checkboxes for 'Physician not in list' and 'No primary care physician provided'. Below this is a 'Nurse Practitioner-Physician Association' section with a 'Physicians' dropdown menu. A callout points to this menu, listing options: 'Select', 'CARTER, JOHN C - 456789F', 'CARTER, JOHN', and 'CONSULTING'. Below this is a 'Physician Certifying Info' section with fields for 'Hour of death' (01:00), 'Date signed', 'Date verified', and a 'Military' dropdown menu. A callout points to this menu, listing options: 'Select', 'AM', 'Midnight', 'Military', 'Noon', and 'Unknown'. There is also a 'Phone number' field (1-617-740-2600) and a 'Fax number' field (1-617-740-2711). A callout points to the 'Fax number' field, stating: 'If entering fax number, enter in the format 1-NNN-NNN-NNNN. Be sure to include the "1-"'.

**Finish and Save.** After completing Tab 9, **Finish and Save (as Pending)**. You must finish and save prior to marking "ready to certify," printing/sending an attestation form, entering date signed, and certifying on the Records Actions tab. Both steps (Finish and Save as Pending) are necessary before

## EDRS Medical Amendments for City and Town Clerks

you may mark the record ready to certify. (The VIP system needs to validate all screens before it determines that it is ready to certify.)

1. Click **Finish** at the bottom of the tab you are working on.
2. You will then review the **VIPS**



**Warning page.** Prior to

printing/faxing an attestation form, or certifying the record for an offline certifier, only three fields in the Medical Info section will and should still be “incomplete;” **Physician Certifying Info - date signed, Medical Info - Ready to certify, and Certify.** If there are other fields listed in the medical portion, you may click on the hyperlink to return to the appropriate tab to complete.

3. Click on the **Save (as Pending)** button. Next, you will be on the **Successful Transaction** page where you can click on Main Menu or click directly on the **Continue Mod** menu option.

### Selected Field Notes:

<b>Certifier Designation</b>	A provider that pronounced death or was in attendance at the time of death, but was not part of the decedent’s own health care team, should select “Certifier in Attendance at Time of Death” (Physicians) or “Nurse Practitioner in Attendance at the Time of Death.” Otherwise, the certifier should choose either Physician (or Nurse Practitioner) in Charge of Patient’s Care.
<b>Physician in Charge of Patient’s Care</b>	This set of fields are enabled only when the certifier is “Certifier [or Nurse Practitioner] in attendance at time of death.” The certifier should provide you with the decedent’s primary practitioner. If not on the pick list, mark the checkbox <b>Physician not in list</b> . You may enter the physician’s name and title (or Nurse Practitioner, if applicable). If the decedent had no primary practitioner preceding death, or is unknown, then mark the checkbox <b>No primary care physician provided</b> .
<b>Nurse Practitioner - Associated Physician</b>	For nurse practitioners that are certifying death - their Associated Physician should be selected from the pick list when applicable, and the Type of association should be selected as either “Consulting” or “Supervisory.” The physician may or may not be the same as the Physician in Charge of Patient’s Care.
<b>Hour of Death</b>	<b>Hour of death</b> may be entered as AM or PM, or as military time. Colons are not needed (e.g., 1412). If the hour of death is from 1300-2400, or 0000, then the time designation is completed as military automatically and will be converted to AM/PM for printing on the death certificate. When entering 1200, you may select “Noon” or “Midnight.” Note that “midnight” (12:00AM, 2400, 0000) is considered to be the start of a new day.
<b>Date Signed</b>	<b>Date signed</b> is to be completed only after receiving the signed fax attestation (for an offline certifier) and checking that the record is ready to certify (See Records Actions section). All medical information tabs must be complete, and the record saved, before this field becomes enabled. Dates should be entered as numeric. Dates will be converted to formal format when the record is registered and printed by the City/Town Clerk. Enter as MMDDYYYY or MM/DD/YYYY.
<b>Date Verified</b>	This field is disabled and is for use by RVRS only (for certificates that have been entered from paper during the grace period).

# EDRS Medical Amendments for City and Town Clerks

Duplicate Record Check, Ready to Certify

Main -- Death -- Modify -- Amend Administrative

### VIPS Warning

Please verify this is not a duplicate record.

Criteria by which record was matched: Module Click a link to see existing record's details

Death Duplicate Check (by name) (Record #1): Death (Details)

**IGNORE AND CONTINUE ENTRY** **ABORT ENTRY OF RECORD**

EDRS will then confirm the fields that were modified on the **Record Modify-Confirm screen**. In most cases, you will **Continue**; but, you do have the

Main -- Death -- Modify -- Amend Administrative

### Record Modify - Confirm

Please confirm that the following changes are correct

MODULE\_ID: 2  
RECORD\_ID: 1492  
BASELINE\_RECORD\_ID: 1490  
Basis: 27  
Basis-literal: DATA ENTRY ERROR  
Reason: DECEDENT'S CITY OF BIRTH WAS MISPELLED.  
Today's Date: 08/24/2014  
[Edit Additional Information](#)

Field (DB Name)	Original Value	Changed Value	Remove Change
Deposition number (OCCUR_DEPOSITION_NUM)	898		<a href="#">Remove</a>
City/town (BPLACE_CITY)	LONDON	HAMBURG	<a href="#">Remove</a>
Amendment date (DATE_OF_AMENDMENT)	08/22/2014		<a href="#">Remove</a>
Amendment date (OCCUR_AMENDMENT_DATE)	08/22/2014		<a href="#">Remove</a>
Country (BPLACE_CNT)	UNITED KINGDOM	GERMANY	<a href="#">Remove</a>
City/town clerk/registrar list (OCCUR_REGIS_NAME)	234		<a href="#">Remove</a>
Informant date (VERIFY_FORM_DATE)	08/22/2014		<a href="#">Remove</a>

Some system columns will be changed. [Show system columns](#)

**Make Another Change** **Continue**  
**Cancel Full Transaction**

## Duplicate record check

Occasionally, you will see a message from EDRS to verify that the record you are working on is not a duplicate. It happens most frequently when a record has been amended and/or adjusted more than once. Simply **Ignore and Continue Entry**, then click **Finish** again.

Main -- Death -- Modify -- Amend Administrative

### VIPS Warning

The record you are trying to save is UNFINISHED. All of the following fields are required for a FINISHED record.

RELEASE RECORD FOR REGISTRATION: The information on the Board of Health/Burial agent tab must be complete

[Must be released for registration](#)  
**Field Description:** Released for registration flag (Y/N)

PERSONAL AND DISPOSITION INFORMATION: The following information must be entered to complete the person

[Verification Form Info](#)  
**Field Group Description:** Informant date is required. If there is no form, select the No verification form checkbox.

**Save (as Pending)**

opportunity to make other changes or cancel the amendment at this point.

At this point, you will see the Successful Transaction page, which indicates that the record was successfully saved.

## Continue Mod: Tab 12. Records Actions - Ready to Certify, Certify

To retrieve the amendment in progress, navigate through the menu options

**Death→Modify→Continue Mod**. You will notice on the Records List that your record is “Pending

Amendment” and has a higher version number. Click on **Details**.

**Records List ( 1 Records found )**

Main -- Death -- Modify

Adjustment | Amend Medical | Amend Administrative | Abandon Mod | Continue Mod

PI Status	MI Status	Reg Status	Version Details
Complete	Certified	Pending am...	2 <a href="#">Details</a>

**Cancel**

Note that in version 4.2x, many evidence documents are labeled Fax Attestation. This will be corrected in a later release.

### Available Documents

#	File Name	File Ext	Date Created	View
1	Fax Attestation	pdf	11/19/2012	<a href="#">View</a>
2	Fax Attestation	pdf	11/20/2012	<a href="#">View</a>
	Fax Attestation	pdf	11/21/2012	<a href="#">View</a>



## EDRS Medical Amendments for City and Town Clerks

Click **Continue** on Records Details.

Review the **Evidence** listed and make any necessary changes; then click **Finish**.

### Ready to Certify

If you are entering information on behalf of a certifier, you will mark **Ready to Certify** prior to printing or faxing the Attestation Form. If you are entering on behalf of an online certifier, you do not need to mark **Ready to Certify**; but, if you have entered the medical information marking **Ready to Certify** will save the certifier a step, and they will simply need to review the record, enter a **date signed**, and click the **Certify** button. (Reminder: this field is disabled until the record has been validated by clicking **Finish** and **Save (as Pending)**. While this may seem to be an extra step, EDRS needs to validate all fields prior to enabling a final Attestation form or the **Certify** button.)

*To review:* to enable the **Ready to Certify** checkbox, if you are entering all information on behalf of the certifier (except date signed and the Certify button):

1. Complete tabs 6 through 9, add any helpful comments to Tab 12; then **Finish**;
2. On the **VIPS Warning Page**, verify that only the following fields are still listed in the Medical Information section: **Physician Certifying Info - date signed**, **Medical Info - Ready to certify**, and **Certify**. If there are other medical information fields to complete, you may click on the hyperlink to return to the appropriate tab in the record. Then, **Save (as Pending)** to fully validate the record;
3. **Return to Main** on the **Successful Transaction** page.
4. Click the menu options **Death → Modify → Continue Mod**. Search for your pending amendment.
5. Click **Ready to Certify** on the **Records Actions** tab (Tab 12), then **Finish**, and **Save (as Pending)** again.

For online certifiers, the record will appear in a queue Certify Amended MI. The certifier will review the information (or edit information), enter a date signed, and Certify. If you are not completing the information on their behalf, it is recommended that you add a helpful comment to Tab 12 if you believe that clarification of what he or she is expected to edit is necessary.

For offline certifiers, you may now print or fax the **Attestation form** from the **Death → Attest** menu path.

- **Send Attestation** will fax the Attestation form to the certifier at the number listed on Tab 9.
- **Print Attestation** will allow you to print the Attestation form if you or a funeral director, for example, want to hand-deliver or fax outside of the system to the certifier.

Check when **ready to certify** ☒ Check if you **decline** ☐  
Certify  Un-Certify

**Save (as Pending)**

**Main -- Death -- Attest**  
Send Attestation | Print Attestation

# EDRS Medical Amendments for City and Town Clerks

## Certify, Verification Form

### Certify

Once you have received a signed and dated Attestation Form from an offline certifier, you will then certify the record on his/her behalf. If the certifier faxed the form into the VIP EDRS system, you will find the attachment on the **Records Details** screen. If the paper form was returned to you in some other manner, you should fax the Attestation Form into the VIP EDRS system first.

For an online certifier, the certification will take place online, and the record will indicate Certified MI on the history on the Records Actions tab. The Certify button will be disabled. Do not click Uncertify, unless you really mean to send this record back to the certifier for additional corrections.

Retrieve the record through the **Death→Modify→Continue Mod** menu path; find the form at the bottom of the **Records Details** screen, under **Available Documents**. To ensure that the Attestation form was completed and attached successfully, view the form to verify that it was signed and dated, and that the form matches the decedent. Click **Continue**. (If the certifier did not sign and date, but instead made corrections, make the necessary corrections and follow the Ready to Certify procedure again.)

1. Click on **Tab 9 (Certification Info)** and enter the **Date signed**. If the date field is disabled, go to Tab 12 and click Ready to Certify.
2. Click **Next** or directly on **Tab 12 (Records Actions)**. Click on the **Certify** button, which should now be enabled.
3. If you need a verification form: Finish and Save (as Pending). Note that the Save button will always say "as Pending" even when all items are complete.

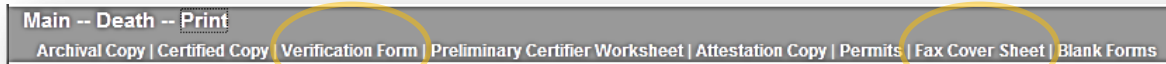
It is advisable to print a verification form such that the deponent can review and verify the information that you changed on a record. You will also want to print a Fax Cover Sheet to attach electronic images of additional evidence.

The screenshot shows a file list with columns: #, File Name, File Ext, Date Created, and View. The first entry is '1 Fax Attestation pdf 07/01/2014'. Below the file list is a 'Death Certificate Attestation' form from the Commonwealth of Massachusetts Registry of Vital Records and Statistics. The form includes fields for Name (JONATHAN DEAN SMITHWELL), Date of Birth (APRIL 01, 2014), and a checkbox for 'FAX completed'. A green callout box points to the form with the text: 'Check!! This form indicates corrections need to be made and a new Attestation form obtained prior to certification.'

The screenshot shows the 'Certification Info' tab in the EDRS system. The 'Date signed' field is highlighted with a yellow circle. Below the tab is a 'Medical Info' section with dropdown menus for 'Select physician', 'Select facility physician', 'Select nurse practitioner', and 'Select medical examiner'. There are checkboxes for 'Check if physician/medical examiner is not in list', 'Check when ready to certify', and 'Check if you decline to certify'. The 'Certify' button is highlighted with a yellow circle. At the bottom, the 'Date signed' field is again highlighted with a yellow circle, showing the date '07/30/2014'.

# EDRS Medical Amendments for City and Town Clerks

## Verification Form



Print an informant verification form through the menu path: **Death→Print→Verification Form**. This form is useful for Clerk review and especially for review by the deponent, as it contains all information that will be printed on the amended death certificate. By asking the informant for a signature, they are more likely to read it carefully, thereby avoiding further amendments. This form is bar-coded and specific to this version of the record. Note that for amendments, the Verification Form can be printed only when a record is in a Pending Amendment or Released for Registration state. Once registered, it is no longer possible to print a verification form.

For medical amendments, it is not absolutely necessary to obtain a verification form, as the medical certification is usually sufficient evidence.

## Fax Cover Sheet

All evidence that is not generated from VIP with a record-specific bar code will need a cover sheet. The VIP cover sheet generates a unique bar code for each version of a record. Access the Fax Cover Sheet through the menu path: **Death→Print→Fax Cover Sheet**. Select evidence from the pick list fields and add any additional comments. The comments field is required, so if there are no comments to be added, enter three dashes. Then, **Continue**.

A screenshot of the 'Main -- Death -- Print -- Fax Cover Sheet' window. The window has a title bar with the same text. Below the title bar is a 'Report Parameters' section. Under 'Parameters', there are five evidence fields: Evidence 1 (CERTIFIED COPY OF BIRTH RECORD), Evidence 2 (PASSPORT), Evidence 3 (Select), Evidence 4 (Select), and Evidence 5 (Select). Below these fields is a large blue text area for 'Comments'. At the bottom right are 'Continue' and 'Cancel' buttons.

After printing from the generated PDF, place non-bar-coded documents behind the cover sheet and fax into the VIP system. All documents sent with a fax cover sheet will be imaged into one PDF file; individual pieces of evidence do not need to be faxed separately, but it is advisable to break them up if there are more than 10 pages.

## Faxing Evidence

Fax documents to **1-617-887-8739**, which is an automated imaging system that attaches a PDF to the electronic record. (This “fax” never arrives at an office fax machine, and the image can only be viewed by authorized EDRS users). It generally takes 5-15 minutes for the attachment to appear.

- Forms with bar codes do not need cover sheets.
- A fax cover sheet must be printed for any non-bar-coded documents, such as copies of social security cards or birth certificates for evidence.
- It is recommended that you fax all evidence into the system prior to registration, so that you will be able to verify that the documents were attached correctly.

# EDRS Medical Amendments for City and Town Clerks

## Register

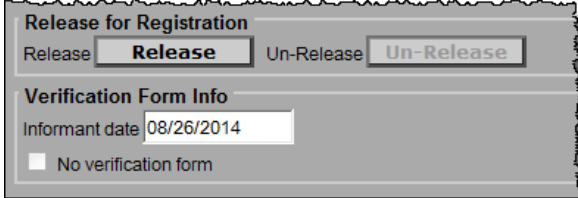
### Continue Mod: Verification Form Date, Release for Registration

When you have entered the necessary field correction(s), saved the record to allow for EDRS validation, and printed/faxed the necessary forms and evidence; you will be ready to complete the amendment and release it for registration.

If you Finished, and Saved as Pending in the previous step, return to the record again, through the menu options **Death→Modify→Continue Mod**.

To complete the amendment in progress, click on Tab 12 (**Records Actions**). If there was an **Informant Verification** form signed by the deponent, enter that date at the bottom left-hand corner of the screen (Informant date). If there is no verification form, then click on the **No verification form** checkbox.

Use the **[Tab]** key to move off of the Informant date field, and the **Release** button will now be enabled. If you are sure that you are ready to release this record for registration, click on the **Release** button. Then click **Finish**.



You will again encounter the **Record Modify-Confirm** screen and occasionally the duplicate record check as described earlier. Click through these screens, as before, to arrive at the **Successful Transaction** page.

The amended record should now appear in the **Death: Register-Amendment** queue.

### Register Amendment

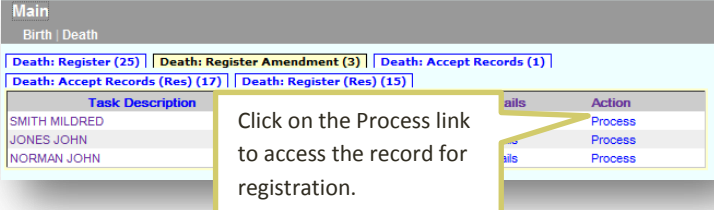
The completed and released amendment should appear in your **Death: Register Amendment** queue.

### Review the Record

After clicking on the Process link, the **Record Details** will be displayed. By default, you will be on **Tab 1**, but you may review any tab. Check that the evidence is attached in the **Available Documents** and if not, fax the evidence into the VIP system as described on page 10.

The attached documents will be in PDF format for you to view. Click on the button on the right to view the PDF.

Press the **Continue** button at the bottom of the Records Details page to continue to the Registration tabs.

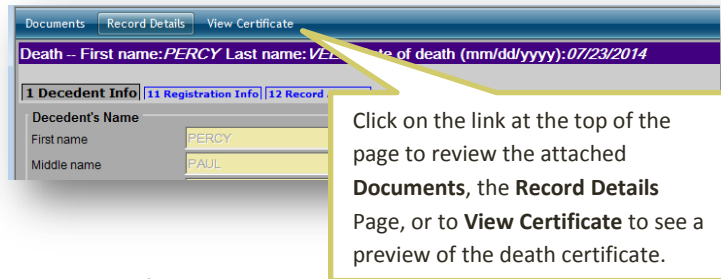


Main	
Birth   Death	
Death: Register (25)   Death: Register Amendment (3)   Death: Accept Records (1)	
Death: Accept Records (Res) (17)   Death: Register (Res) (15)	
Task Description	Action
SMITH MILDRED	Process
JONES JOHN	Process
NORMAN JOHN	Process

# EDRS Medical Amendments for City and Town Clerks

## Registration Tabs

The registration tabs are limited to tabs 1 (Decedent Info), 11 (Registration Info) and 12 (Record Actions). The blue bar at the top of the screen also allows you to review the attached documents, Records Details tabs, and to preview the amended death certificate.



Proceed to tab 11, if you are ready to register the record; or to tab 12 add a comment. Amendments may not be returned to a funeral home.

If you notice a mistake at this point, you will still need to register the record. A new amendment must be initiated to make further corrections.

## Registration Info tab

Select **"Yes"** in **Ready to register record**. Selecting **"Yes"** will enable the **City/Town of Occurrence** section and fields to become active. Select the **current City or Town Clerk**. Leave **Registration number** and **Date of record** with original information. **[Tab]** through the fields, and at minimum enter the **Amendment date**. **Volume, Page** and **Deposition number** are optional.

Once you have entered in all the information, click the **Finish** button. This will result in a **Successful Transaction** page, where you will have the option to print an archival copy of your record as you have processed it through registration.

When you return to your work queues, you will notice that the record is no longer listed in your Register Amendment queue. The record is now available to the Clerk of Residence (if applicable) and the Registry.

## Print an Archival Copy

Once you pressed **Finish**, you will have the option to print an Archival Copy of the record that you have registered.

# EDRS Medical Amendments for City and Town Clerks

Archival Copy, Resident Copy

**Successful Transaction**  
Your transaction has been saved successfully.

**Record Details**

Decedent's first name: PETER  
Decedent's last name: COTTONTAIL

Print Archival Copy

**Generate Document**

**Print Confirmation**  
Your actions have triggered the following documents to be printed. Please select all documents you wish to print.

☒ Print Fax Cover Sheet:  
☐ Skip this print option:

☒ Print Archival Copy:  
☐ Skip this print option:

1 / 1

Print

Generate Document

When printing from the **Successful Transaction** page, EDRS will display a **Generate Document** button. Clicking on **Generate Document** will load a PDF document that you will print from the Adobe Acrobat print function.

Most users will find the print function within Adobe Acrobat on a navigation bar at the top of the page or by hovering the cursor near the bottom of the page.

## Residence Copy Registration

Amendments that have been registered by the Clerk of Occurrence will appear in the Register queue for the Clerk of Residence (if the decedent died in a city or town that was not his/her residence).

The process for registering the record as the Clerk of Residence is almost the same, except that the fields that will be open for editing are **City/Town of Residence Registration Info**.

It is worthwhile to note that occasionally amendments may be done in rapid succession or there

**Record Details**

1 Decedent Info | 1A Alias/AKA | 2 Decedent Legal Info | 3 Informant | 4 Informant | 5 Funeral Home/Disposition Info | 5A Pronouncement of Death | 6 Board of Health/Burial Agent | 7 \*\*Certifier Cause of Death\*\* | 8 \*\*Manner/Detail/Injury\*\* | 9 \*\*Manner/Detail/Injury\*\* | 10 Board of Health/Burial Agent | 11 Registration Info

**General Registration Information**

Date of record: 07/15/2014  
Clerk/registrar of record: ANN DUNNE  
Registration number of record: 1234  
Version number: 3  
Amendment date: 07/22/2014  
Access status: OPEN  
Update pending flag: N  
Numeric date of registration: 20140715

**City/Town of Occurrence Registration Info**

City/town clerk/registrar list: 713  
Clerk/registrar: ANN DUNNE  
Registration number: 1234  
Date of record: 07/15/2014  
Volume:  
Page:  
Deposition number: 09809  
Amendment date: 07/22/2014  
Date archival copy printed:  
Occurrence archived flag: Y

**Record Changes**

**Modification #1**  
Details: DECEDENT'S PLACE OF BIRTH MISPELLED.  
Date: 07/15/2014  
User: ashfieldclerk

Field Name: Release to RVRS flag  
Original Value: Y  
Changed Value: N

Field Name: Registered flag  
Original Value: 1  
Changed Value: 0

**Record Changes**

**Modification #1**  
Details: DECEDENT'S PLACE OF BIRTH MISPELLED.  
Date: 07/15/2014  
User: ashfieldclerk

Field Name: Release to RVRS flag  
Original Value: Y  
Changed Value: N

Field Name: Registered flag  
Original Value: 1  
Changed Value: 0

**Record Changes**

**Modification #1**  
Details: DECEDENT'S PLACE OF BIRTH MISPELLED.  
Date: 07/15/2014  
User: ashfieldclerk

Field Name: Release to RVRS flag  
Original Value: Y  
Changed Value: N

Field Name: Registered flag  
Original Value: 1  
Changed Value: 0



# EDRS Medical Amendments for City and Town Clerks

Certified Copies

may be an amendment and then an adjustment for registration information before you register the record. If this is the case, you may find more than one of the same record in the queue. Check the **Records Details** tab 11, **Registration Info**, to see the Version number and Amendment date to determine the order in which you will register.

The **Records Details** also contains a new tab for amended records that shows the history of changes, which is useful to determine the purpose of the amendment or adjustment.

On the **Registration Info** tab, select that the record is **Ready for registration**. If your local registration info is missing because an amendment or adjustment was made prior to residence community registration of the original record, enter that as well. **Volume, Page and Deposition** number are optional. It is possible that there are no fields to enter for a residence registration, but you will always mark the checkbox **Check to acknowledge notification of this amendment**. **Finish**, and print an Archival Copy as described earlier.

## Print Certified Copies

To print, use the menu path **Death → Print → Certified Copies**. Specify search criteria to find the record. Select the record by clicking on the **Details** link. On the **Record Details Page** scroll to the bottom of the page and click **Continue**.

Click on the **Signature** box to print the attestation and signature at the bottom of the Certified Copy. If you do not want this printed, leave the checkbox blank. EDRS will load a PDF document that you will print from the Adobe Acrobat print function (as described in the Archival Copy section).

## Send to Registry – Mark Envelope “VIP Amendments”

- Any original evidence, including signed verification forms.
- If there is no evidence due to a medical certification made by an online certifier, medical examiner, or by fax attestation, print and send in a copy of the Attestation Copy form or Fax cover sheet and mark “Amended.”

A hard copy of the death certificate should not be sent, in order to prevent loss. The Registry will print an archival copy when registered at the Registry.

The screenshots illustrate the workflow for printing certified copies. The first image shows the navigation menu where 'Certified Copy' is selected under the 'Print' option. The second image shows the search criteria form, which includes fields for search type, identifiers, decedent information, and a search button. The third image shows the search results table, where the 'Details' link for the found record is highlighted. Below the table, the 'Report Parameters' form is shown, featuring a 'Signature' checkbox that, when checked, triggers the printing of the attestation and signature.