Maryland Electronic Death Registration

Funeral Director Training Guide

Completing a Certificate Started by Medical Certifier

December 2014

Version 1.0

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Getting Started with EDRS

MD-EDRS functions similarly to typical online web applications. To use MD-EDRS, you will need:

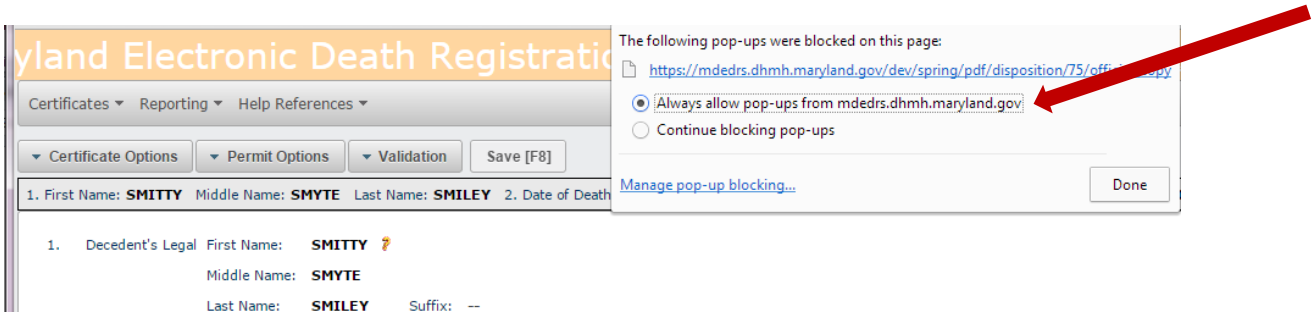
- Internet connectivity
- A web browser
- Adobe reader (which may be downloaded at no charge from http://www.adobe.com)
- A laser printer
- A scanner (certain users only).

You will also need to configure your web browser to enable:

- Pop-ups; and
- JavaScript©

The MD-EDRS allows some users to scan and attach documents to the electronic record. Depending on your scanner, you may be able to select the PDF format from the scanner or by selecting "Save As" → "PDF" as the format type. Please refer to your manufacturer's instructions for additional information.

Configuring your website to allow for pop-ups will depend on the web browser that you are using. If you are not able to see or print certificates after following the instructions, you should check whether your web-browser is allowing pop-ups.

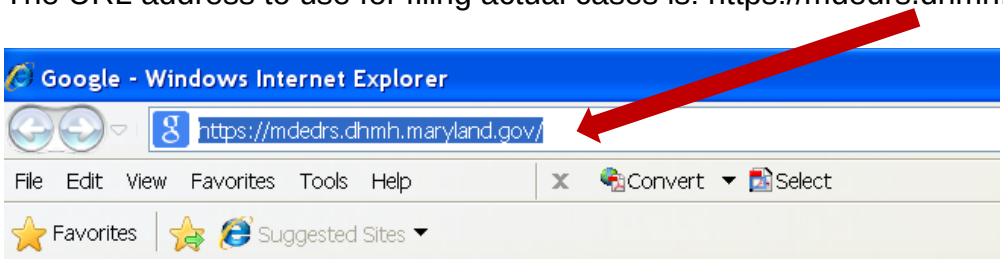


For information on enabling JavaScript© please go to http://www.activatejavascript.org for step-by-step instructions.

Logging onto MD-EDRS

1. To get started with the EDRS system, you will need to open your web browser and key in the URL address. FOR TRAINING PURPOSES, please go to the following URL address: https://mdedrs.dhmh.maryland.gov/train. **Please DO NOT ENTER ANY REAL CASES in this location.**

The URL address to use for filing actual cases is: https://mdedrs.dhmh.maryland.gov



2. Enter the username and password which has been assigned to you by the MD-EDRS system administrator. Passwords are case-sensitive, so it is important to remember whether the letters are uppercase or lowercase. Next, click "Login."

NOTE: First time users will be prompted to change the password that was assigned. **PLEASE MAKE A NOTE OF YOUR USERNAME AND PASSWORD AND STORE THE INFORMATION IN A SECURE LOCATION.

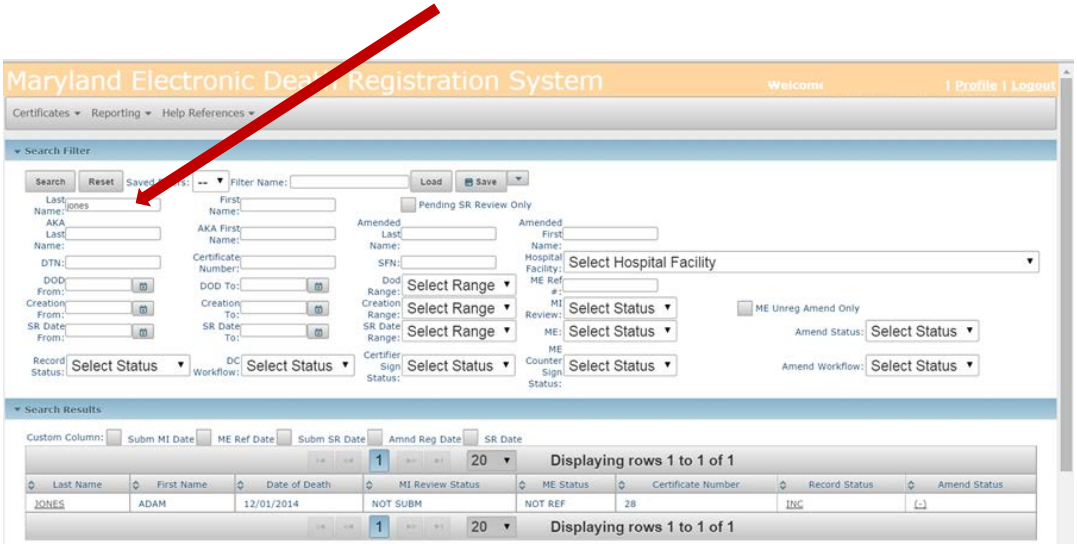
Once logged in, the screen below will appear:

Completing a Certificate Started by the Medical Certifier

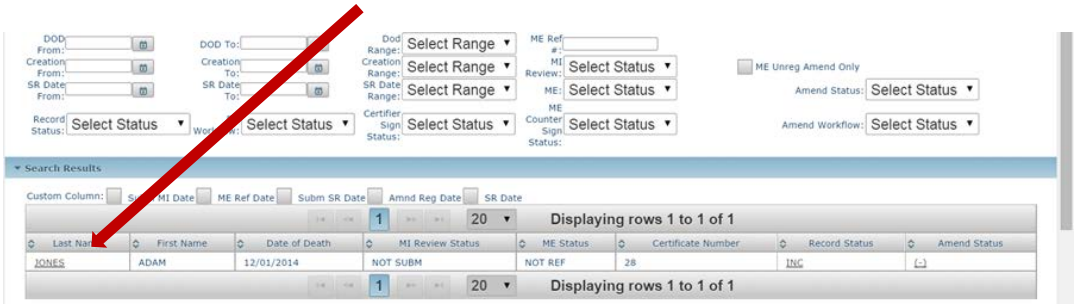
1. Once logged in, you will see the screen below:

Searching for the Record

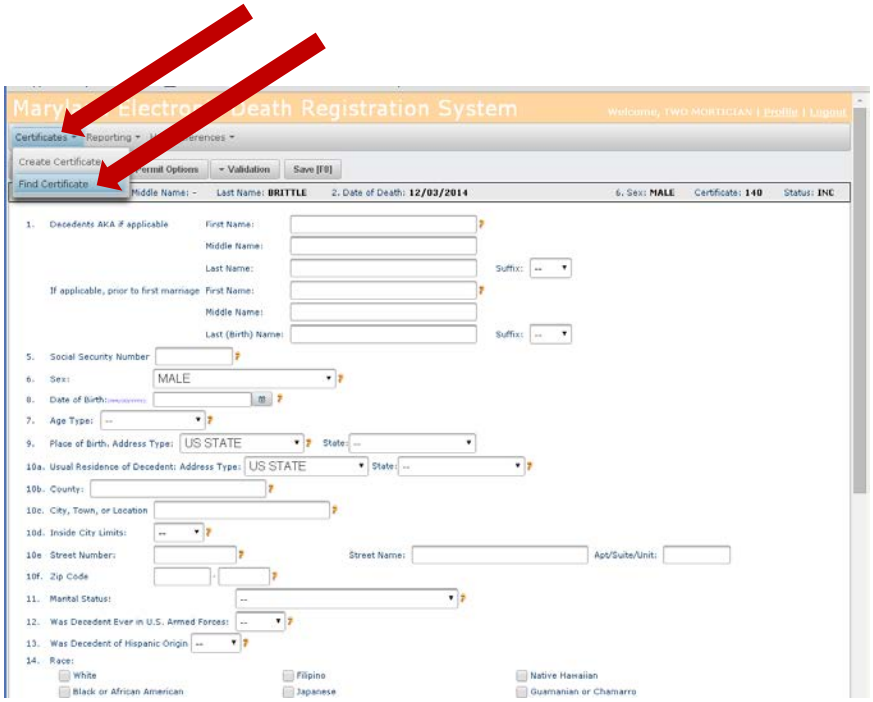
2. If the Medical Certifier has started the death record, search for the NAME of the decedent as shown on the screen below. Once your funeral home has been granted access by the Medical Certifier, the death record will appear.



2. Click on the decedent's name to open the record.

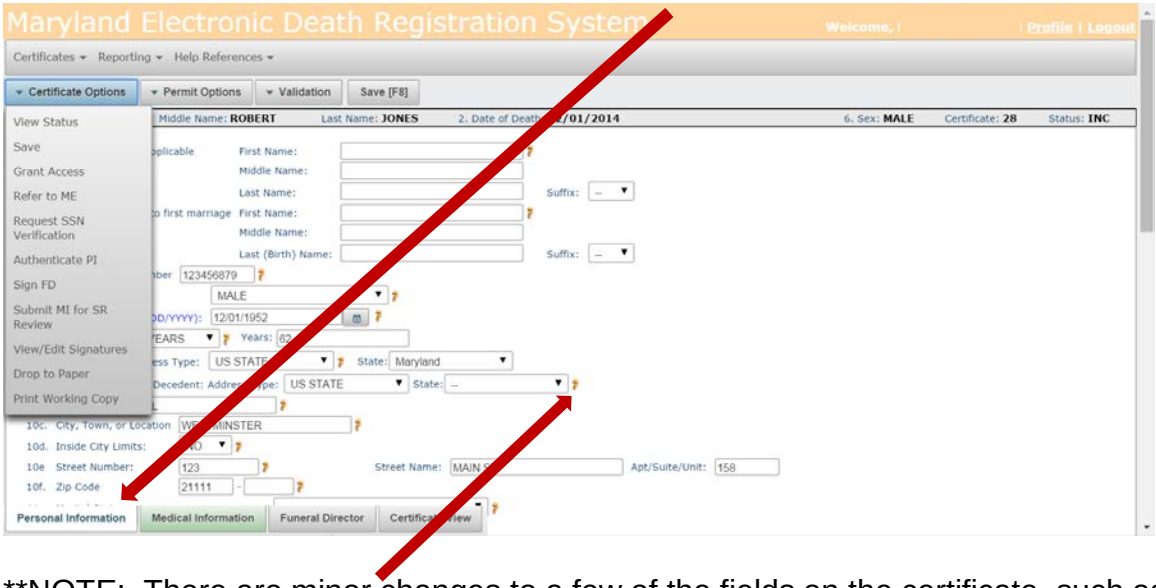


If you selected the wrong record, click on Certificates and then on "Find Certificate" to return to the search screen.



Entering the Personal Information

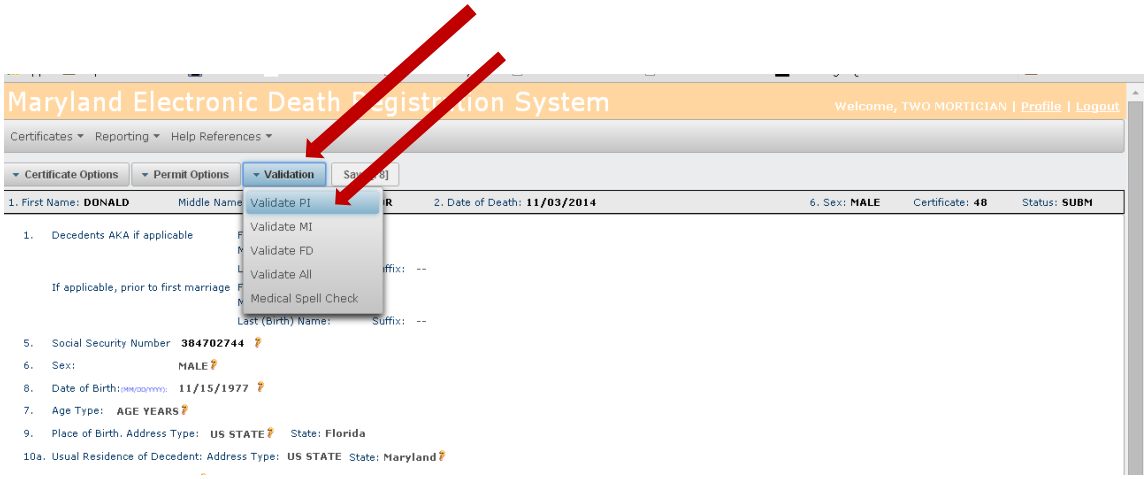
3. The Personal Information screen below will appear and you can enter the information in the fields. This is the same information that you currently fill out on the existing paper copy of the Death Certificate. Make sure to save the information frequently by clicking the Save [F8] tab at the top of the page.



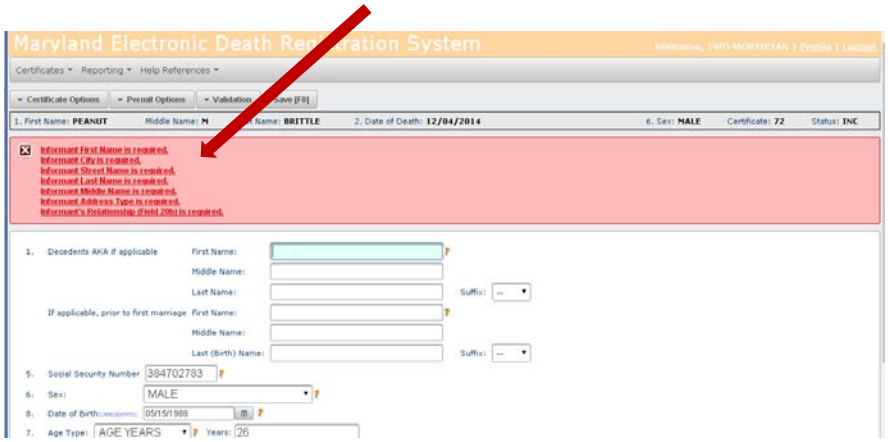
**NOTE: There are minor changes to a few of the fields on the certificate, such as race and education. Click the ? next to the field and you will be given additional information on how to complete the item.

Validating the Personal Information

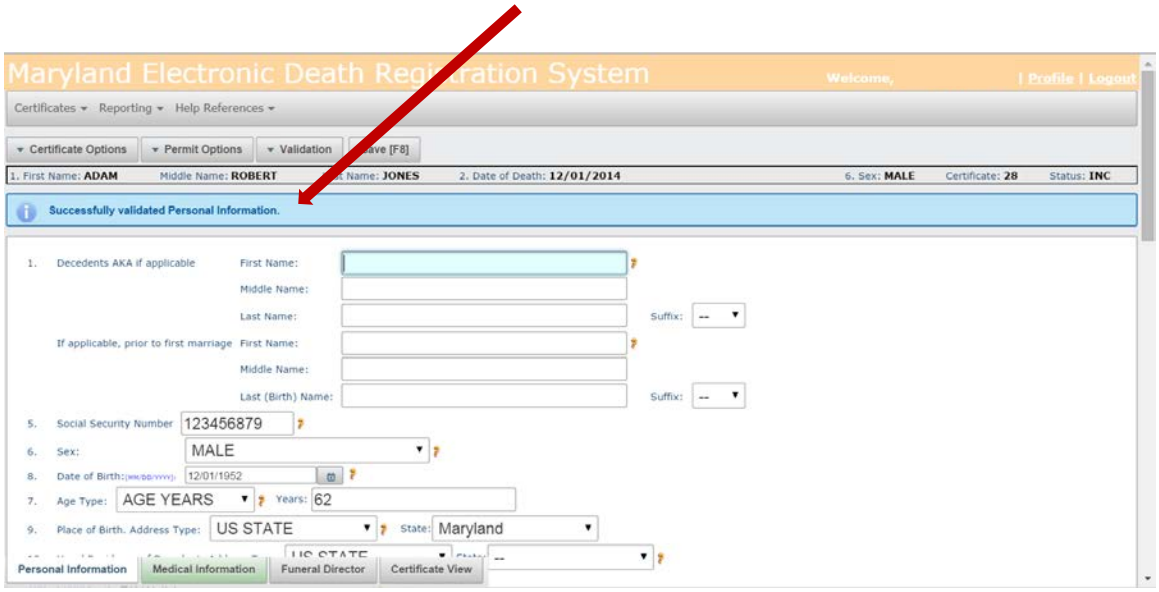
4. Next, click on the Validation tab and then on “Validate PI” to check for any errors (it may take a moment for the information to be validated).



If any errors are found, they will be listed on the screen in red and should be corrected.

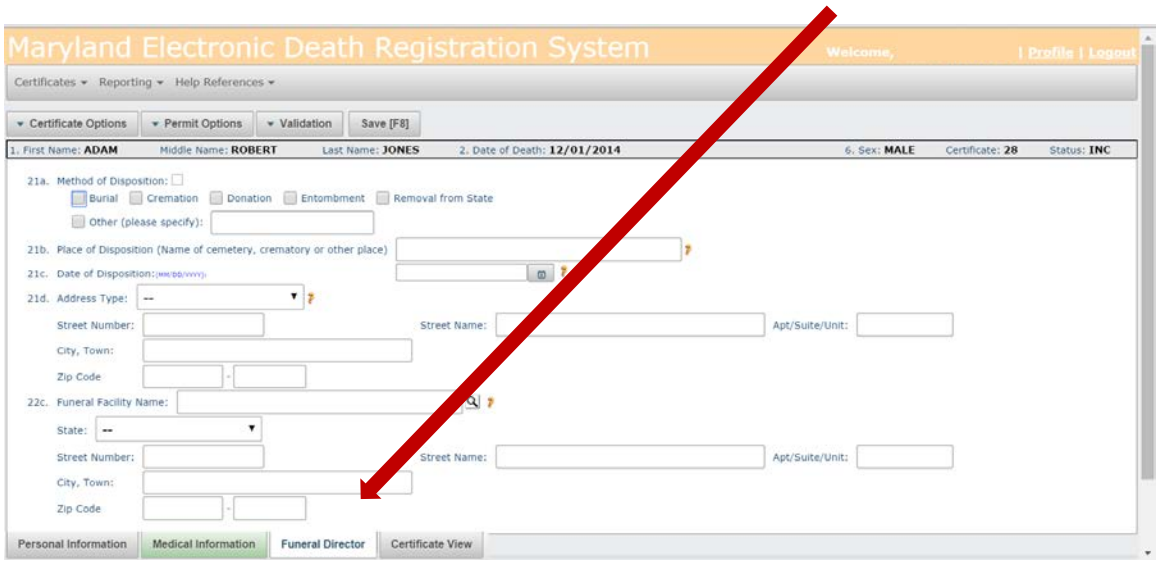


Once the corrections are made, select “Validate PI” again in order to be sure that all errors have been corrected. The message “Successfully Validated Personal Information” will appear if there are no errors.



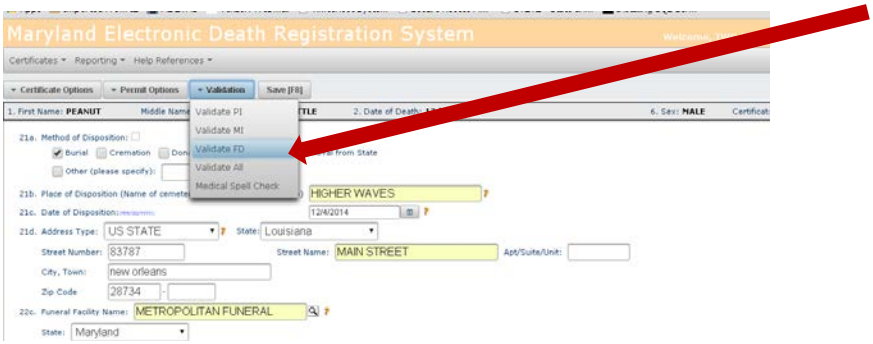
Entering the Funeral Director Information

5. Go to the Funeral Director tab near the bottom of the page and enter the required information.

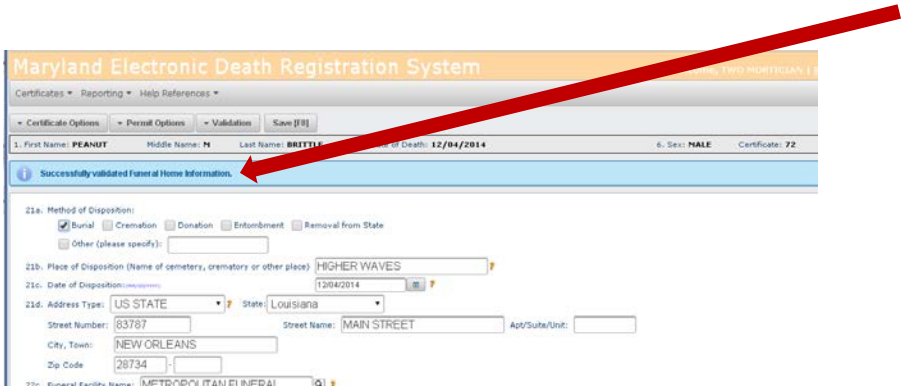


Validating the Funeral Director Information

When all information on this tab has been entered, click on the Validation tab near the top of the page and then on “Validate FD” to check for any errors (you may have to wait a moment for the information to be validated).

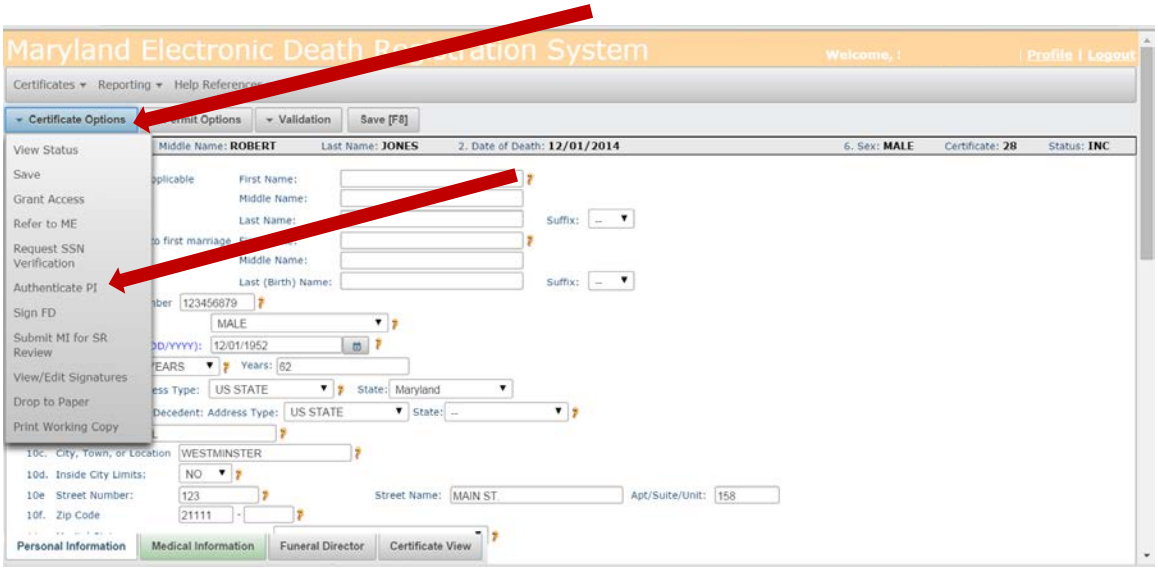


Any errors found will be listed on the screen and should be corrected. The “Validate FD” button should be clicked again to be sure there are no additional errors. The message “Successfully Validated Funeral Director Information” will appear once the information has been validated. Remember to click on the Save[F8] tab in order to save the record.

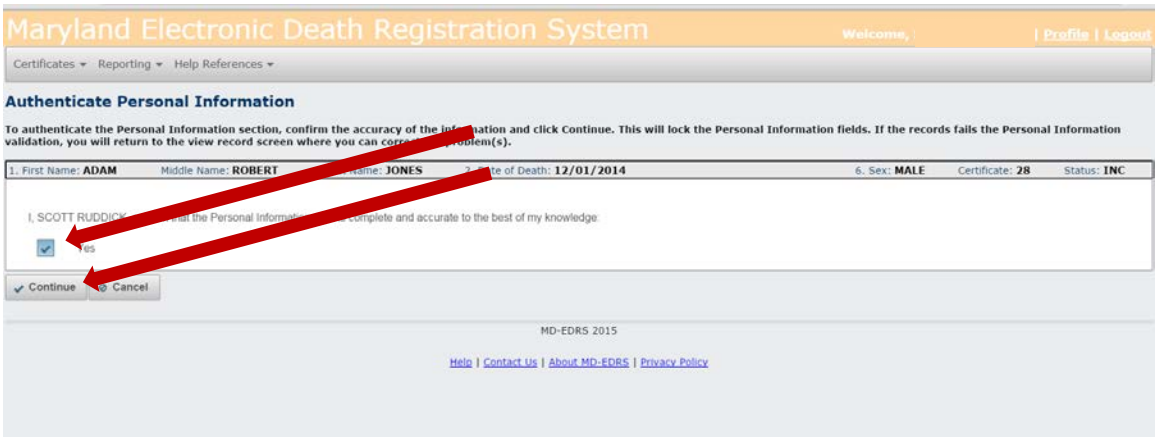


Authenticating the Personal Information

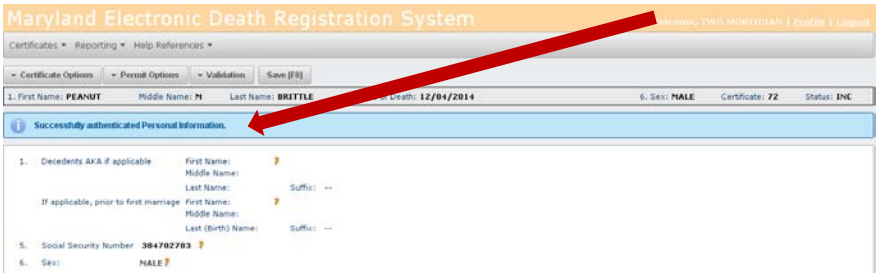
6. You are now ready to authenticate the Personal Information. Click on the Certificate Options tab and then “Authenticate PI”.



The following screen will appear. Check the box “Yes” and then “Continue”.

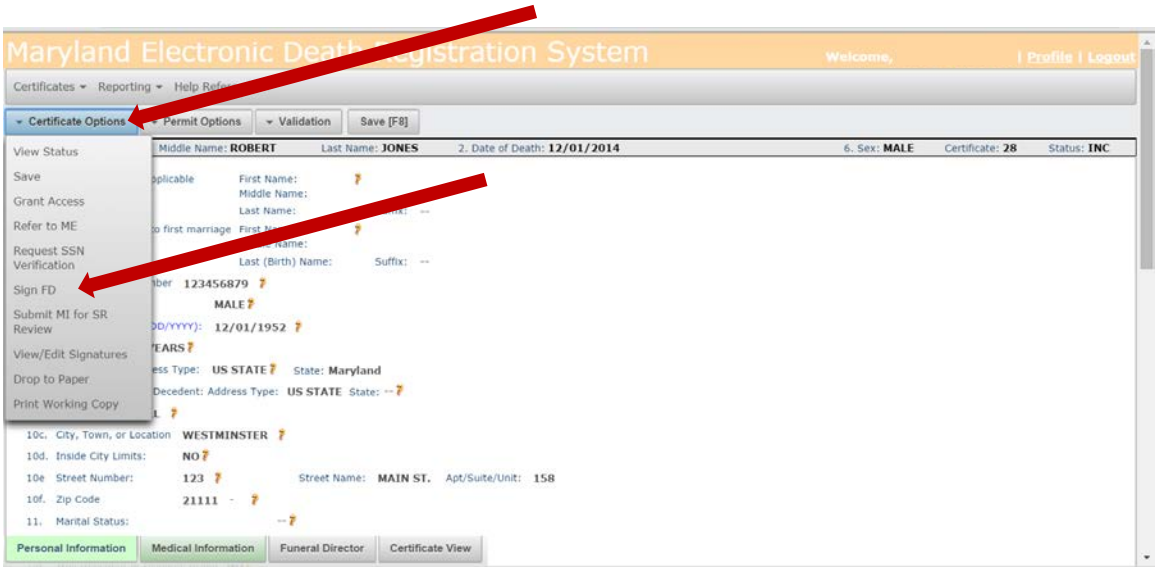


You will receive a message that the Personal Information has been successfully authenticated.



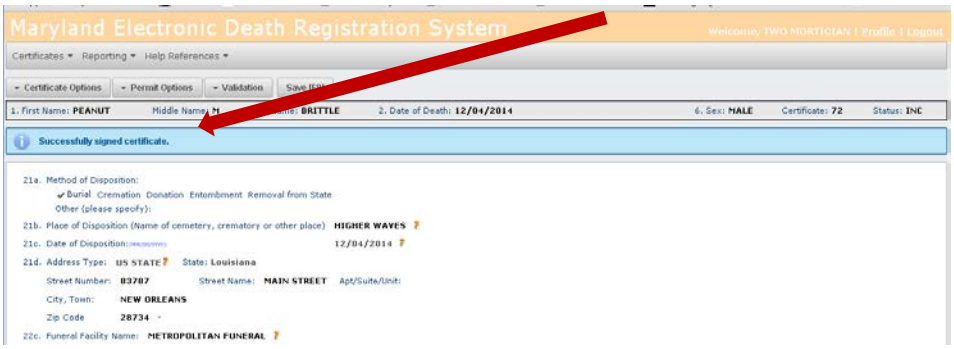
Signing the Certificate

7. The next step is to sign the record as the Funeral Director. Click on Certificate Options and then “Sign FD.”



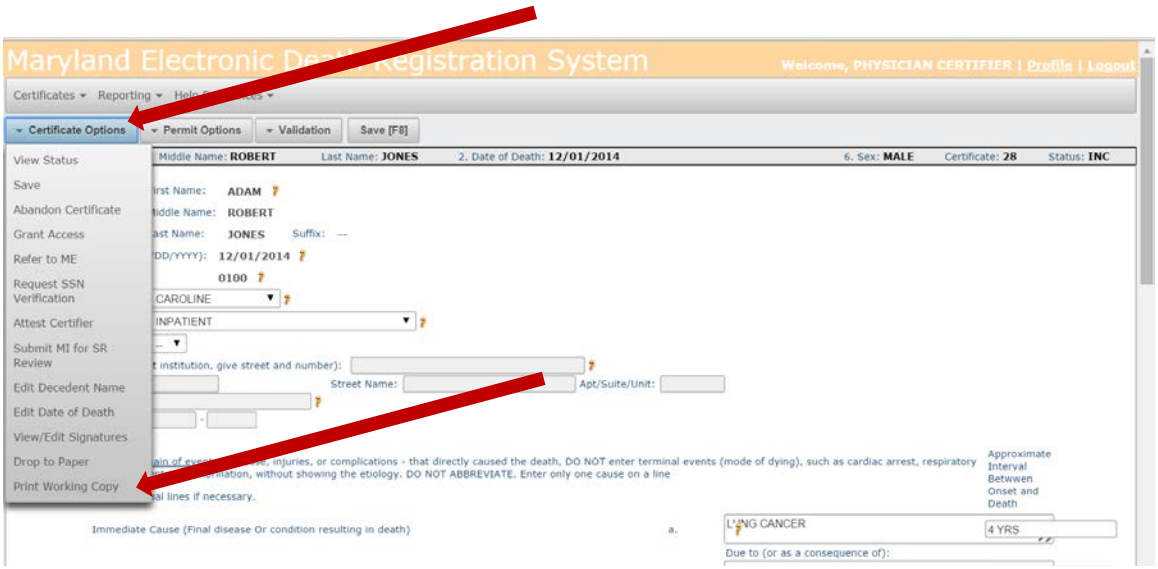
The following screen will appear. Check the box “Yes” and “Continue”.

You will receive a message that the Certificate was successfully signed.



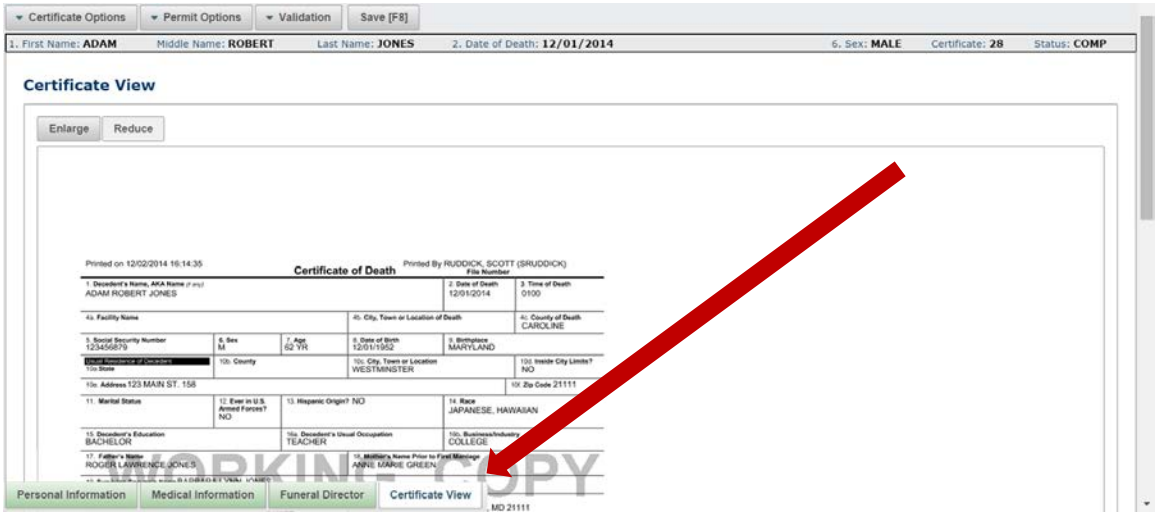
Printing a Working Copy of the Certificate

8. Print out a final working copy of the death certificate by clicking on Certificate Options and then “Print Working Copy.”



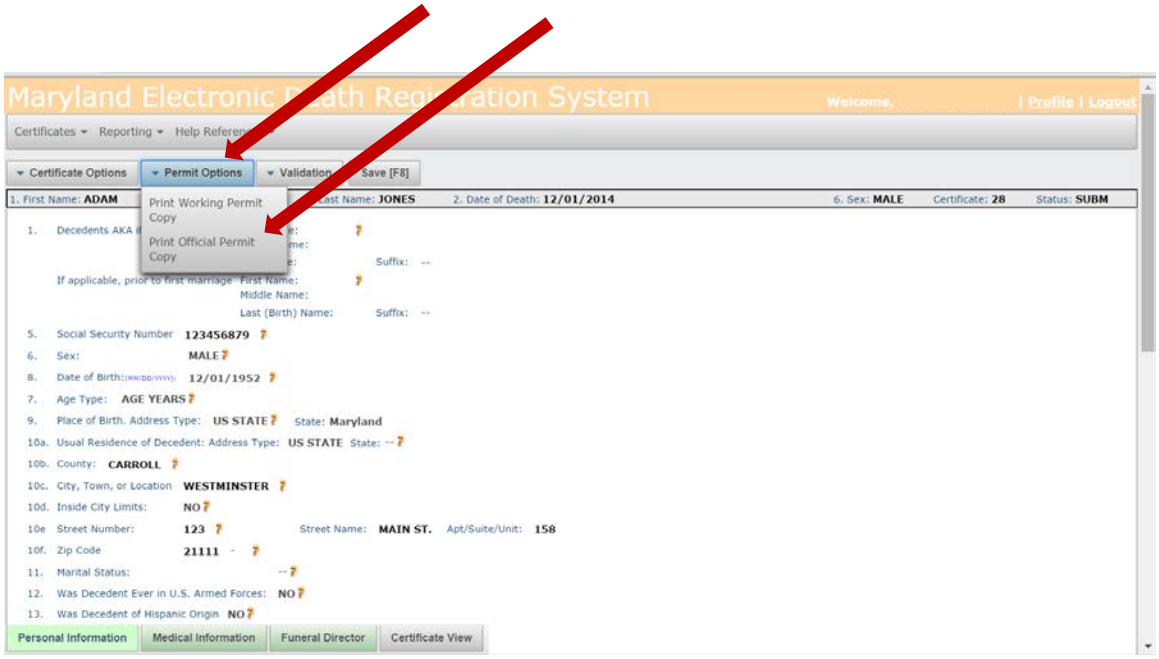
**NOTE: Printing on legal sized paper (8 ½ x 14) will make the certificate easier to view, although letter sized paper (8 ½ x 11) may also be used. Remember to enable popups on your web browser in order to view and print the death certificate.

A copy of the information that has been entered may be viewed at any time by clicking “Certificate View” near the bottom of the screen.



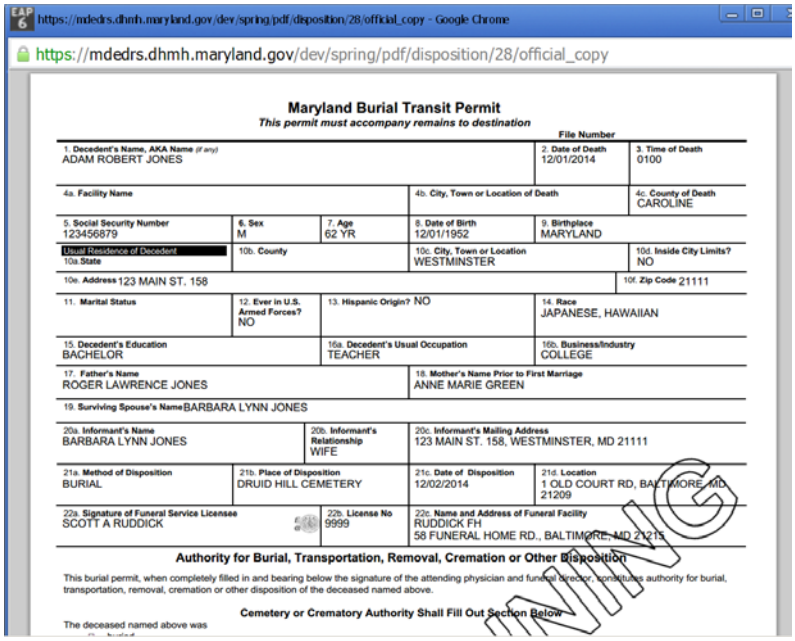
Printing the Burial Transit Permit

9. The Burial Transit Permit can be printed once the death certificate is complete. Click on the Permit Options tab and then on “Print Official Permit Copy.”



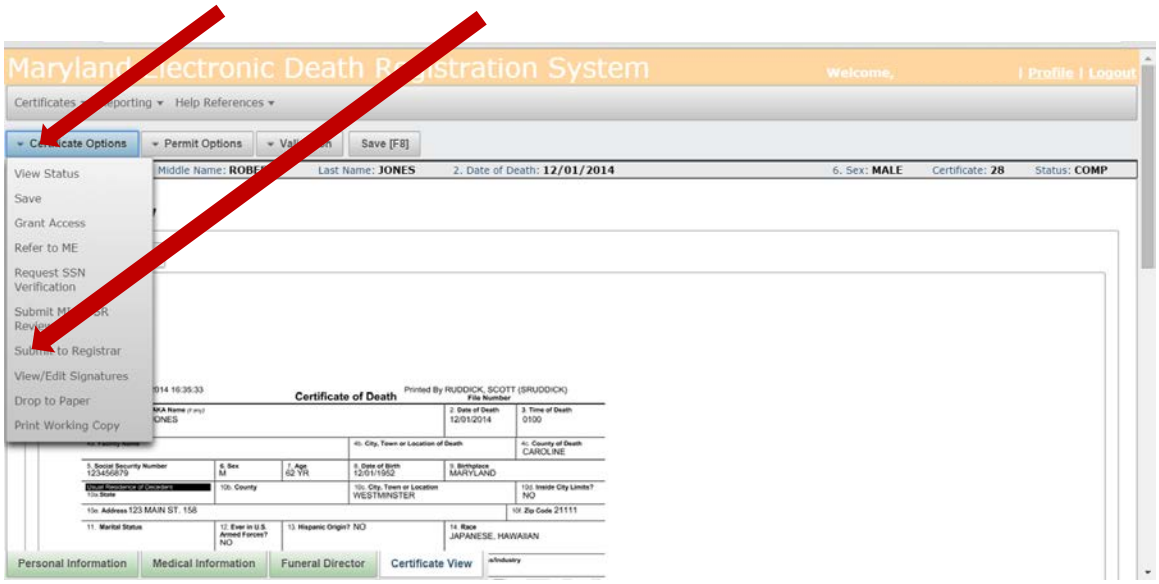
**NOTE: A “Working Permit Copy” of the Burial Transit Permit can be printed while you are preparing the death certificate.

The document shown below will be printed:

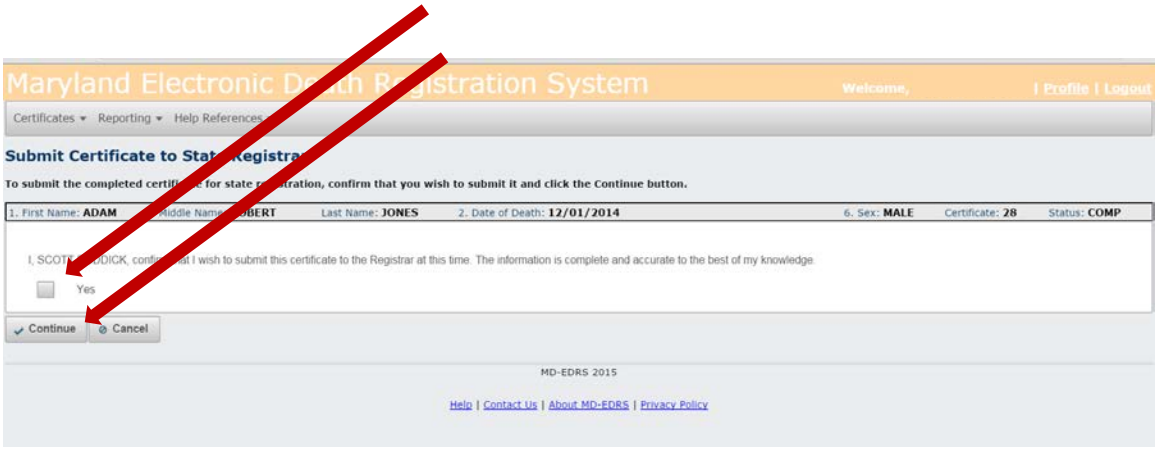


Submitting the Record to the Division of Vital Records

10. In order to file the death certificate with the Division of Vital Records, click on the Certificate Options tab and "Submit to Registrar."



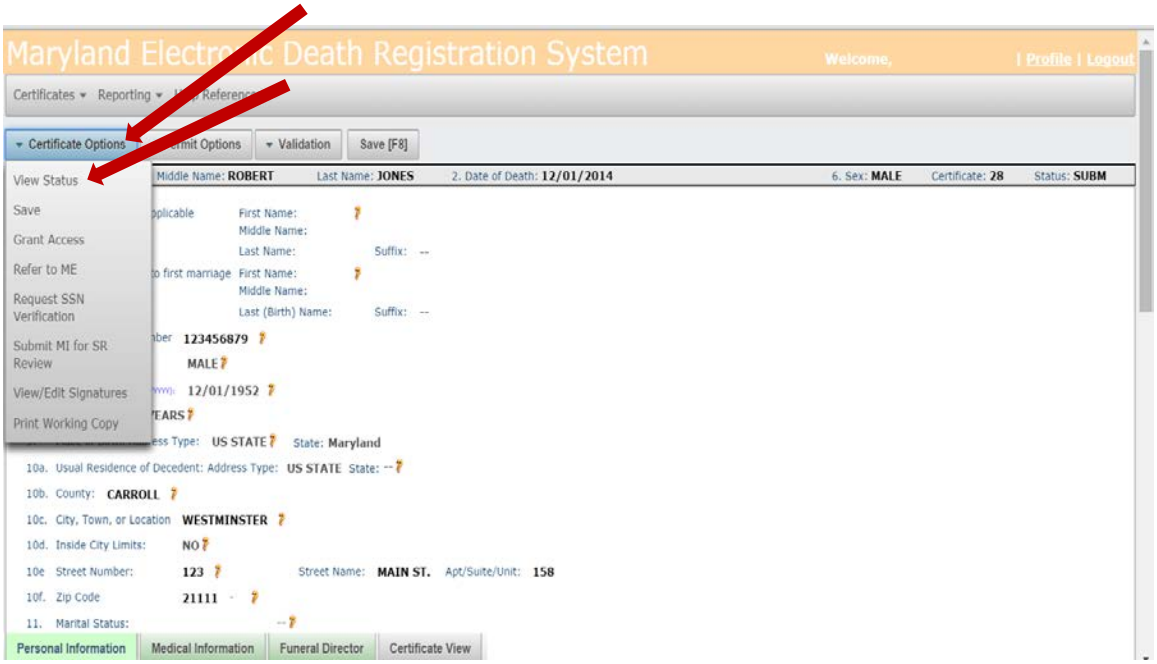
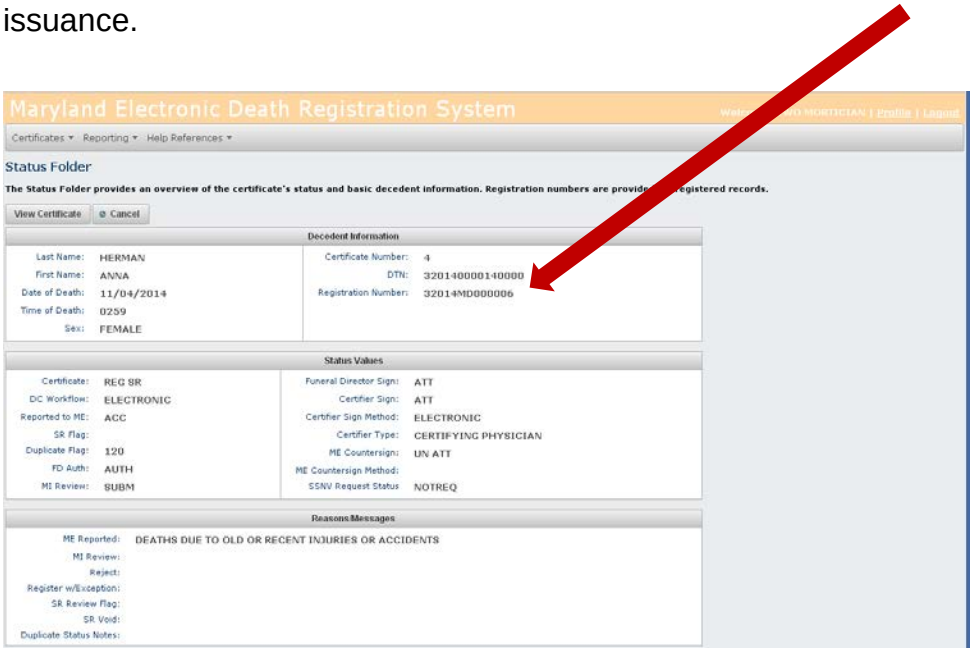
When the following screen appears, check the box "Yes" and "Continue."



You will receive a message that the Certificate has been successfully submitted for registration. The Division of Vital Records (DVR) will review the information on the Certificate and notify you if any changes are needed.

Checking on the Status of the Record

As soon as the record has been reviewed by DVR staff and determined to be complete, the death will be registered and certified copies of certificates will be available for issuance. This will occur no later than one business day following the filing of a Certificate. You may check to see whether a certificate has been registered by clicking on the Certificate Options tab and "View Status."



Check the information on the right side of the page to see if a Certificate Number has been assigned, which indicates that the death has been registered and the Certificate is available for issuance.