Electronic Death Registration System (EDRS)

Updates – Enhancements and Frequently Asked Questions

What is EDRS?

An automated, secure, web-based software application designed to process vital records from point of initial entry through registration and assignment of the state file number. The system launched on April 21, 2014.

Will there be any cost for EDRS?

- There are no system user fees associated with EDRS. System users will NOT be charged for EDRS user licenses/subscriptions, training, annual maintenance, or help desk support.

Will County Recorders Offices accept the paper death certificate after EDRS is in use?

- No. When EDRS is in production, the paper Iowa death certificate will no longer be used; all death events will be registered using EDRS. If the local vital records office receives a paper death certificate after EDRS is in production with a date pronounced on or after implementation of EDRS, the local recorder's office will contact the funeral home and instruct them to complete the record in EDRS.

Will EDRS training be available for funeral homes, physicians/staff and medical examiners?

- Yes, funeral directors, funeral home staff, medical examiners and physicians and their staff may register for the online web-based training or request a printed version of the User Manual. Online training can be accessed at myLearningPointe.com https://www.mylearningpointe.com/ives/FAQs_fh.asp

How do I find a record that is not in my work queue?

- If you completed a record and now you need to review it - From the top of the screen select >>**Search** >>**Death**, when the new window opens you populate the pertinent information (decedents name and date of death etc.) Click **Search** from the bottom. All records with that name that have been assigned to you will display.

Why am I getting an error when I "Skip or Override" a field?

- All required fields must have a value entered. If you skip or override a field it causes an error, if not corrected it will go to the state vitals office for review. If the value entered is what you want to use and it meets the criteria, in order to move forward and eliminate the error, Select *"Queried and Verified"* Selecting this option allows the data to be saved.

When do I "Save" the record ?

- It is a good practice to "Save" or "Save Without Edits" before you move to the signature tab. This ensures your record gets saved and email notifications are sent at the right time.

How do I remove a selection for a Cremation Permit ?

- You must clear out the ME name. Tab to the field and Click the "**Delete Key"** *this will clear the value from the field*. Remember, this is an "optional" feature; some Medical Examiners (ME) don't use the electronic permits. Always check with your county ME to ensure they are using the EDRS for cremation permits. This should be added to your FAQ.

Where do I find the "Save Without Edits" function?

- From the top of the screen select >>**File** >>**Save Without Edits**>>

Can I reassign a death record to a different certifier or does the funeral director or staff do it?

- Yes, certifiers and staff can reassign the death record to a different certifier. You will need to go to the Certifier tab, in the Certifier section make sure the "Certifier Type" is correct (i.e. Advanced Practitioner, Certifying Physician, Medical Examiner, Physician Assistant). Then go to the "Assign to Medical Certifier" and type in the name of the Certifier. Save

Can I make a correction to a death record *before* it gets filed with the state?

- Yes. From the top of the screen select >>**Search** >>**Death**>> and type in the decedent's first and last name. Open the record, go to the **Signature** tab, change the "Y" to "N" in the Certifier field then change the "Y" to "N" in the and the Medical Information Complete field (***Must be in this order***). This will open all the fields for you to go back and make the changes.

Can I make a correction to a death record *after* it has been filed with the state?

- Yes. The process is the same as it was with the paper record. You will need to send or fax signed documentation(s) indicating the changes/corrections in the death record to the state.

When I have signed and completed the cause of death I get the following

> To: josh.jungling@idph.iowa.gov signed medical
>
> OK

pop up message, What should I do?

- You can either click "OK" or press enter on your keyboard.

What is the Help Desk number?

- The Help Desk is available during normal business hours, Monday through Friday 8:00 a.m. until 5:00 p.m.; the number is 866-309-0831 or you can send an email to ivesadmin@idph.iowa.gov