

To: All EDRS Funeral Directors

From: NYS Department of Health Bureau of Vital Records, EDRS Unit

Date: January 18, 2019

RE: EDRS Phase 2 — Accelerated Implementation in Remaining Regions

EDRS Phase 2 — Accelerated Implementation in Remaining Regions

At the request of key stakeholders for the New York State (NYS) Electronic Death Registration System (EDRS), NYS is accelerating the Phase 2 roll-out to the remaining three regions of the state. Under the new schedule, roll-out to regions 5, 6, and 7 will be completed April 18, 2019.

By that date all Medical Examiners, Coroners, Coroner-designated physicians, and Local Registration Offices will have begun to process death certificates electronically in EDRS.

Accelerated Schedule

Region	Initial Outreach / Submit User Account Requests	Account Activation / Training	Go-Live
Region 5 — Capital District (Counties: Albany, Columbia, Delaware, Fulton, Greene, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington)	1/2/2019 – 1/18/2019	1/22/2019 – 2/6/2019	2/7/2019
Region 6 — Lower Hudson Valley (Counties: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester)	2/22/2019 – 2/22/2019	2/25/2019 – 3/13/2019	3/14/2019
Region 7 — Northern NY (Counties: Clinton, Essex, Franklin, Hamilton, Herkimer, Jefferson, Lewis, St. Lawrence)	2/25/2019 – 3/29/2019	4/1/2019 – 4/17/2019	4/18/2019

Onboarding of Medical Certifiers in EDRS

The roll-out schedule above includes Medical Certifiers identified by non-medically licensed Coroners, who will refer electronic death certificates for certification. Private practice physicians are not required to complete death certificates. Some physicians do it as a benefit to their patient and may be in the best position to make an educated guess about the likely cause of death, even if the patient had not been seen recently. It is expected to take several months beyond April 2019 to identify the additional private practice medical certifiers who will need to be set up in EDRS. NYS is continuing outreach to medical certifiers asking them to self-identify if they prepare death certificates and need their medical practice set up in EDRS.

NYS Registrar Intervention and Support

To support the accelerated roll-out, NYS has developed additional EDRS functionality to support Local Registrar Offices that may need additional onboarding time. The following conditions are required for the NYS Registrar to register the case electronically in lieu of the Local Registrar:

- The Local Registrar Office is not yet set up in HCS and EDRS; and
- The Local Registrar cannot be reached for NYS to provide accelerated set-up and training; and
- The death certificate is medical certified, signed by a funeral director, and needs to be registered electronically in a region that is already live with the EDRS. **The NYS Registrar will not register death certificates prior to the region's go-live date.**

Under this very specific scenario the NYS Register will electronically register the certificate and the Funeral Director will be able to print the burial permit from inside the case. NYS will send a printed vault copy of the death certificate to the Local Registrar for them to record and file. Certificates will then be available with the Local Registrar for certified copy requests

This process does not alter the off-hours procedure for registering cases. For off-hours registrations, please refer to [EDRS Procedure: Registering EDRS Cases Electronically Outside of Normal Business Hours](#). This procedure is available on both the **Funeral Directors** page and the **Registrars** page of the **EDRS website**: www.health.ny.gov/vital_records/edrs/.

How NYS is Accelerating the Roll-Out Schedule

The onboarding process for EDRS typically takes about 10 weeks per region. The accelerated roll-out schedule shortens each region's onboarding time to 5 weeks.

The greatest dependency in onboarding is the length of time it takes for new user accounts to be requested and set up in the NYS Health Commerce System, which serves as the security gateway to EDRS. To accelerate Phase 2 roll-out, NYS has made temporary changes to the account set-up process to allow some essential tasks to be done concurrently.

NYS has also suspended all regularly scheduled training for Funeral Directors and funeral firm staff to allow more resources to be allocated to onboarding and training of new MEs, Coroners, and Registrars. Training for funeral firms will resume in April 2019. In the meantime, new Funeral Directors and staff needing training in EDRS should view the pre-recorded training, video tutorials, and documentation available on the **EDRS website**: www.health.ny.gov/vital_records/edrs/.