How to Fill Out an Electronic Death Certificate

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Candace Johnson, MHSA/MBA

Senior Performance Improvement Consultant

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Step 1: Log into EDRS

- Go to https://milogintp.michigan.gov/ and log in
- Click on the "Electronic Death Registry System" link pictured below

- Agree to the Terms & Conditions
- Complete the Multifactor Authentication
- Accept the Privacy Agreement

Step 2: Add a New Record

Step 3: Search for Potential Matches

Search for Potential Matches

The first thing the system will do is check that the record is not already in EDRS. On the Search Potential Matches screen, enter the known information - fields marked with an asterisk (*) are required.

Search Potential Matches

Last Name *	Decedent	First Name *	Daniel	SSN	
Date Of Birth *	03/23/1926	Date Of Death *	01/15/2014	Gender *	Male
State Of Death *	Michigan	County Of Death *	Ingham		

Search Potential Matches | Clear | Cancel

Click Here

Click the **Search Potential Matches** link in the image above.

Did you know?

If a new record is created, the information entered here will automatically fill in on the death record, so it is important to use proper case, correct spelling, and ensure the dates are correct. Please be aware that for the **Date of Birth** and **Date of Death** fields the format is MM/DD/YYYY and the "/" symbol will populate for you so you only need to key-in the numbers.

The Social Security Number (SSN) can be entered here, but it is not required.

Search Results

Search Results

If the search was successful, the results will be displayed. Records that are accompanied by a black silhouette (👤) icon are currently owned by an EDRS user at your facility. If this icon does not appear, the case is open and you can establish ownership of the record.

**Search Results
No Potential Matches**

**Search Results
Unowned Match**

**Search Results
Match Under Ownership**

Step 4: Create a New Case

Creating a New Case

In the event that their were no potential matches found a screen will appear stating that **--There are no Potential Matches for the selected search criteria--**, in this case you would click the **Create New Case** button to begin entering death record information.

				First	Previous	Page 1 of 1	Next Last
Last Name	**First Name**		**Date Of Death**	**Date Of Birth**	**Summary**	**Record Status**	
		-- There are no Potential Matches for the selected search criteria --					
		Create New Case	**Modify Search**	**Close**			

Click Here

Blank Death Certificate Form

Medical Examiner and Medical Certifier Case Options

You will be taken directly into the electronic death certificate and the record will be in Edit mode, ready for you to input information for the decedent.

When a Medical Examiner creates a new case they have different options at the top of the death certificate that they can choose from.

Decedent Information (Fields 1- 4 and 7)

The medical section of the Certificate of Death is divided into four sections: **Decedent**, **Certification**, **Cause of Death**, and **Medical Examiner**. When creating a new record, the fields used during the search will pre-populate in the corresponding fields in the **Decedent** section.

Henry Ford HEALTH SYSTEM

Certification Information (Fields 27 - 32)

Fields **27a - 32** are where you will start entering information in the **Certification** section. In this portion of the death certificate you will be asked to enter in specific information regarding your credentials and information related to the decedent's death.

Certification Information (Fields 33 - 35)

Use field **33** to enter the **Name of the Attending Physician, If Other Than Certifier** if applicable.

You will be unable to enter information into field **34a (Name of the Certifying Physician) and 34b (Address of the Certifying Physician.)** Your name will populate in the Certifying Physician field upon certification and the address has pre-populated for you based on the information provided in your security agreement.

You will not be able to enter any information into fields **35a** and **35b**. When this death record is accepted by the county or city clerk, the system will auto-fill these fields with Local Registrar's name and filing date.

Did you know?

If you are Medical Staff filling out information for a Medical Examiner or Medical Certifier, you will be able and required to enter in the Certifying Physicians name in field **34a**. This information will not pre-populate.

Cause of Death - Part I (Field 36)

Next, you will need to complete the **Cause of Death** section. This section is divided into two parts.

Part I consists of fields **36a - 36d**. If the cause of death is still pending at the time the information is being entered into EDRS, select the checkbox in section **36**. **Note:** Only a Medical Examiner can file a pending death, not a Medical Certifier.

Fields **36a - 36d** are used for entering the immediate cause of death (**36a**) as well as the underlying causes (**36b**, **36c**, **36d**).

Additionally, the fields to the right of the text boxes are used to enter the **Approximate Interval Between Onset and Death**. This can be in minutes, hours, days, months, and years.

Did you know?

EDRS does not currently have a spell check in the application. Please be sure to review your spelling and information for accuracy before certfication.

Cause Of Death

36. PART I Enter the chain of events - diseases, injuries, or complications - that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. Enter only one cause on a line. [?]

36

Approximate Interval Between Onset and Death

If diabetes was an immediate, underlying or contributing cause of death be sure to record diabetes in either Part I or Part II of the cause of death section, as appropriate.

☐ Pending cause of death

a. Due To(or as a consequence of)

36a

IMMEDIATE CAUSE (Final disease or condition resulting in death)

b. Due To(or as a consequence of)

36b

Sequentially list conditions, **IF ANY**, leading to the cause listed on line a. Enter the **UNDERLYING CAUSE** (disease or injury that initiated the events resulting in death) **LAST**

c. Due To(or as a consequence of)

36c

d. Due To(or as a consequence of)

36d

Cause of Death - Part II (Fields 37 - 40)

In the text box below **Part II** of the **Cause of Death** section, enter **OTHER SIGNIFICANT CONDITIONS** if applicable.

In field **37**, select the appropriate option to the **Did Tobacco Use Contribute To Death?** question.

If the decedent is a female between the ages of 5 and 75, field **38** will become available. This field is used to determine if the decedent was pregnant at the time of death, prior to the death, or not at all.

Use the field **39** drop-down list to select the option that best describes the **Manner of Death** for the decedent. If 'No' was selected in field **29** (**Medical Examiner Contacted?**), then field **39** will auto-fill with 'Natural' as the Manner of Death.

In field **40a**, select the appropriate option to the **Was an Autopsy Performed?** question.

Use the field **40b** drop-down list to select the appropriate option to the **Were Autopsy Findings Available Prior To Completion Of Cause Of Death?** question.

If 'No' was selected for field **40a**, field **40b** will auto-fill to the 'Not Applicable' option.

Just FYI: For Medical Examiner Only

Medical Examiner (Field 41a-41g)

The last piece of the Medical Section is the **Medical Examiner** section. This portion of the death certificate is for the Medical Examiner to detail the information about the injuries that the decedent sustained which resulted in their death.

Step 6: Save the Death Record

Saving the Death Record

After all the sections are completed to your satisfaction, you can click the **Save** button to save the record to the EDRS application. You will also notice that the **Import** button is now available. This option was created to allow users to import medical information for a decedent from your local electronic database directly into the EDRS so that you would not have to key-in information twice. However, this option is <u>NOT</u> currently functioning and should not be used.

Click Here

| Import | Save | Cancel |

Did you know?

The EDRS gives you 30 minutes of inactivity before it automatically exits the application and if your work is not saved you could lose all your data. Therefore, please save your work whenever you leave your desk, answer a phone call, etc. to ensure that all your work is saved in the system.

Save Pop-Up Message

Save pop-up message

After you click the **Save** button a pop-up message will appear asking you if you are sure you want to save the record. Click the **OK** button to continue.

Save Message

Complete!

- The death certificate is now ready to be certified (signed) by your physician!
- Notify your physician that the death certificate is ready to be signed

Step 7: Log out

Click "Exit Application" at the top of your screen, then log out of MILogin.