



# How to Fill Out an Electronic Death Certificate

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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

The screenshot shows the Michigan.gov MILogin for Third Party page. The page header includes the Michigan.gov logo and links for HELP and CONTACT US. The main heading is "MILogin for Third Party". Below this is a navigation bar with links for HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The user's name, Candace Johnson, is displayed, along with a password expiration notice: "Your password will expire in 347 days". Below this, there is a section for "Access your applications by clicking on the application links below". A list of applications is shown, with the "Electronic Death Registry System" link highlighted in a red box. A yellow arrow points to this link with the text "CLICK HERE".

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

# Step 2: Add a New Record



| CASE MANAGEMENT   | ADMINISTRATION                            | WORK QUEUES                    |
|---|---|--------------------------------|
| <p><a href="#">Search</a></p> <p><a href="#">Add New Record</a></p> <p><a href="#">Blank Forms</a></p> <p><a href="#">Reports</a></p> | <p><a href="#">Work Queue Manager</a></p> | <p>No Work Queues Assigned</p> |

Click Here

# 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        |
| Date Of Birth *   | 03/23/1926 | Date Of Death * 01/15/2014 |
| State Of Death *  | Michigan   | County Of Death * Ingham   |
|   |            | Gender * Male              |
|   |            | SSN                        |
| <a href="#">Search Potential Matches</a> <a href="#">Clear</a> <a href="#">Cancel</a> |            |                            |

Click Here



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



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



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## Search Results

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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 there 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.

A screenshot of a web application interface. At the top right, there are navigation links: "First", "Previous", "Page 1 of 1", "Next", and "Last". Below these is a table with columns: "Last Name", "First Name", "Date Of Death", "Date Of Birth", "Summary", and "Record Status". The table is empty. A light blue banner across the middle of the table area contains the text "-- There are no Potential Matches for the selected search criteria --". At the bottom of the interface, there are three buttons: "Create New Case", "Modify Search", and "Close". A red callout box with the text "Click Here" and a red arrow points to the "Create New Case" button.

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.

The screenshot shows a web-based form titled "Add Certificate of Death" for the State of Michigan Department of Health and Human Services. The form includes fields for "LF" and "CF", a "DOC Number" field, and a "State File Number" field. There are radio buttons for "Death" (selected) and "Presumptive Death". The "Decedent" section contains fields for "1a. Decedent's Name" (First, Middle, Last, Suffix), "2. Date of Birth", "3. Sex", and "4. Date of Death". Below this is "1b. Decedent's Name Entered at Medical Facility" and "7. Location of Death (Place Pronounced Dead)" with sub-fields for "7a. Country", "7b. State/Province", "7c. County", "7d. City, Village, or Township", "7e. Hospital or Facility Name", and "Or Other Institution - Name".



# Step 5a: Enter Decedent Information (Fields 1-4, 7)



## 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.

The screenshot shows a web form titled "Decedent" with the following fields and callouts:

- 1a**: Points to the "1a. Decedent's Name" section header.
- 1b**: Points to the "1b. Decedent's Name Entered at Medical Facility" section header.
- 2**: Points to the "2. Date of Birth" field, which contains "03/23/1926".
- 3**: Points to the "3. Sex" dropdown menu, which is set to "Male".
- 4**: Points to the "4. Date of Death" field, which contains "01/15/2014".
- 7**: Points to the "7. Location of Death (Place Pronounced Dead)" section header.
- 7a**: Points to the "7a. Country" dropdown menu, which is set to "United States".
- 7b**: Points to the "7b. State/Province" dropdown menu, which is set to "Michigan".
- 7c**: Points to the "7c. County" dropdown menu, which is set to "Ingham".
- 7d**: Points to the "7d. City, Village, or Township" dropdown menu.
- 7e**: Points to the "7e. Hospital or Facility Name" dropdown menu.

The form contains the following data:

| Field  | Value         |
|--|---------------|
| 1a. Decedent's Name - First *                            | Daniel        |
| 1a. Decedent's Name - Middle                             |               |
| 1a. Decedent's Name - Last *                             | Decdent       |
| 1a. Decedent's Name - Suffix                             |               |
| 2. Date of Birth   | 03/23/1926    |
| 3. Sex   | Male          |
| 4. Date of Death   | 01/15/2014    |
| 1b. Decedent's Name Entered at Medical Facility - First  | Daniel        |
| 1b. Decedent's Name Entered at Medical Facility - Middle |               |
| 1b. Decedent's Name Entered at Medical Facility - Last   | Decdent       |
| 1b. Decedent's Name Entered at Medical Facility - Suffix |               |
| 7a. Country  | United States |
| 7b. State/Province                                       | Michigan      |
| 7c. County   | Ingham        |
| 7d. City, Village, or Township                           |               |
| 7e. Hospital or Facility Name                            |               |

# Step 5b: Enter Decedent Information (Fields 27-32)



## 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.

The screenshot shows the 'Certification' section of a death certificate form. It contains the following fields and callouts:

- 27a**: Medical Certifier (dropdown menu)
- 27b**: Date Signed (MM/DD/YYYY) (text input)
- 27c**: License Number (text input)
- 28a**: Actual Or Presumed Time of Death (dropdown menu)
- 28b**: Pronounced Dead On (MM/DD/YYYY) (text input with calendar icon)
- 28c**: Time Pronounced Dead (dropdown menu)
- 29**: Medical Examiner Contacted? (dropdown menu)
- 30**: Place of Death (dropdown menu)
- 31**: If Hospital (dropdown menu)
- 32**: Medical Examiner's Case Number (If Applicable) (text input)

Additional text in the form includes: 'Certifying Physician - To the best of my knowledge, death occurred due to the cause(s) and manner stated.' and 'Medical Examiner - On the basis of examination, and/or investigation, in my opinion, death occurred at the time, date, and place, and due to the cause(s) and manner stated.'

# Step 5c: Enter Decedent Information (Fields 33-34)



## 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.

The screenshot shows a form with the following sections:

- 33. Name of the Attending Physician, If Other Than Certifier**: Fields for First, Middle, Last, and Suffix.
- 34a. Name of the Certifying Physician**: Fields for First, Middle, Last, Suffix, and Title.
- 34b. Address of the Certifying Physician**:
  - i. State/Province: Michigan
  - ii. County: Ingham
  - iii. City, Village, or Township: Lansing
  - iv. Medical Facility or Other Institution: Validation Region - Medical Examiner
- 35a. Local Registrar's Name**: Fields for First, Middle, Last, and Suffix.
- 35b. Local Registration date**: Field for date (MMDDYYYY).



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.

# Step 5d: Enter Decedent Information (Field 36)



## 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.



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

| Cause Of Death   |   | Approximate Interval Between Onset and Death |
|--|---|--|
| <b>36. PART I</b> Enter the <u>chain of events</u> - 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. ? | <input type="checkbox"/> Pending cause of 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.  | a. Due To(or as a consequence of)<br><b>36a</b> |  |
| IMMEDIATE CAUSE (Final disease or condition resulting in death)  | b. Due To(or as a consequence of)<br><b>36b</b> |  |
| Sequentially list conditions, <b>IF ANY</b> , leading to the cause listed on line a. Enter the <b>UNDERLYING CAUSE</b> (disease or injury that initiated the events resulting in death) <b>LAST</b>  | c. Due To(or as a consequence of)<br><b>36c</b> |  |
|  | d. Due To(or as a consequence of)<br><b>36d</b> |  |

# Step 5e: Enter Decedent Information (Fields 37-40)



## 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.

The screenshot shows a digital form for 'Cause of Death - Part II'. A green box labeled 'Part II' is positioned above the form. The form contains several fields:

- Field 37: 'Did Tobacco Use Contribute To Death?' with a dropdown menu.
- Field 38: 'If Female (Age 10-65)' with a dropdown menu.
- Field 39: 'Manner of Death' with a dropdown menu.
- Field 40a: 'Was an Autopsy Performed?' with a dropdown menu.
- Field 40b: 'Were Autopsy Findings Available Prior To Completion Of Cause Of Death?' with a dropdown menu.

Green callout boxes with numbers 37, 38, 39, 40a, and 40b point to their respective fields. A green line also points from the 'Part II' box to the text box for field 37.

# 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.

The screenshot shows a web-based form titled "Medical Examiner". The form is divided into several sections, each with a callout label in a red box:

- 41a**: Date Of Injury. A date picker field with a calendar icon and the format (MM/DD/YYYY).
- 41b**: Time of Injury. A time selection field.
- 41c**: Describe How Injury Occurred. A large text area with a scroll bar.
- 41d**: Injury at Work. A dropdown menu.
- 41e**: Place of Injury. A text field with the instruction "At home, farm, street, construction site, wooded area, etc. (Specify)".
- 41f**: If Transportation Injury. A text field with the instruction "Driver/operator, Passenger, Pedestrian, etc. (Specify)".
- 41g**: Location. A section containing:
  - Street No. and Place Name (text fields)
  - Apt No. and City, Village, or Township (text fields)
  - State/Province (dropdown menu) and Zip Code (text field with a hyphen)

At the bottom of the form are three buttons: "Import", "Save", and "Cancel".

# 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 NOT currently functioning and should not be used.



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.

A screenshot of a medical form with a confirmation dialog box overlaid. The dialog box, titled "Message from webpage", contains a question mark icon and the text: "Are you sure you wish to save the record? Press OK to continue, or Cancel to abort the operation." Below the text are "OK" and "Cancel" buttons. A red arrow points from a red box labeled "Click Here" to the "OK" button. The background form includes fields for "Diabetes", "39. Manner of Death" (with a dropdown menu showing "Natural"), and "Medical Examiner".

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)

**PART II OTHER SIGNIFICANT CO**  
**contributing to death but not resultin**  
**cause given in Part I**

Diabetes

39. Manner of Death ?  
Natural

NO

Not A

Available Prior To ? ?

Medical Examiner

# Save Message



## Save Message

After you have clicked the **Save** button your record will be stored into the EDRS.

You will then be taken to the top of the record in Read Only Mode and a message will appear at the top of the page stating that the **Death case successfully updated**, which indicates that the record is now saved.

The screenshot shows the Electronic Death Registration System interface. At the top, there is a header with the Michigan state logo and the text "Electronic Death Registration System" and "Department of Health and Human Services". Below this, a navigation bar shows "User: (Medical Certifier)", "Home > Death Case > View", and "Location: Validation Region - Hospital" with links for "Home", "Help", and "Exit Application". A red arrow points to a "Save" button in the navigation bar. Below the navigation bar, a message box with a yellow warning icon contains the text "Message: Death case successfully saved." Below the message box, there is a horizontal menu with tabs for "Certificate Of Death", "Activity History", "Comments", "Messages", "Images", "Corrections", and "Run Error Checks". The "Certificate Of Death" tab is selected. Below the menu, there is a section for the "STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES CERTIFICATE OF DEATH" with fields for "LF", "CF", "DOC Number", and "State File Number". Below this, there is a "Decedent" section with a table of fields:

|  |  |                               |                                      |
|--|--|-------------------------------|--------------------------------------|
| 1. Decedent's Name -- (First Middle Last)<br>Barry Decedent  | 2. Date Of Birth<br>January 01, 1973               | 3. Sex<br>Male                | 4. Date Of Death<br>October 27, 2019 |
| 1b. Decedent's Name Entered at Medical Facility<br>Barry Decedent  |  |                               |                                      |
| 5. Name At Birth or Other Name Used For Personal Business<br>(Include AKA's if any) - (First Middle Last)  | 6a. Age - Last Birthday<br>(Years)                 | 6b. Under 1 Year              | 6c. Under 1 Day                      |
| 7a. Location Of Death (Enter place officially pronounced dead in 7a, 7b, 7c)<br>(if not in either, give street number and street and Zip code)<br>Hospital Or Other Institution - Name<br>Sparrow Health Systems St. Lawrence Campus | 7b. City, Village, Or Township Of Death<br>Lansing | 7c. County Of Death<br>Ingham |                                      |

# 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.

Electronic Death Registration System  
Department of Health and Human Services

User: Candace Johnson (Medical Facility Staff) Location: Henry Ford Hospital

Home | Help | **Exit Application**

Michigan.gov HELP CONTACT US

MILogin for Third Party

HOME REQUEST ACCESS UPDATE PROFILE SECURITY OPTIONS CHANGE PASSWORD **LOGOUT**

Home Page of Candace Johnson

Your password will expire in 347 days

Access your applications by clicking on the application links below

MDHHS Michigan Department of Health & Human Services (MDHHS)

Electronic Death Registry System