



# How to Certify 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 2a: Search for a Death Record



## EDRS Application Layout

The EDRS Home page is divided into two sections: the Top Section and the Body. Each provides you with ways to interact within the EDRS application.

**Electronic Death Registration System**  
Department of Health and Human Services

User: Medical Center      Location: Validation Region - Hospital  
Home      Switch Location      Help      Exit Application

You have **62 new** messages.

CASE MANAGEMENT	ADMINISTRATION	WORK QUEUES
<a href="#">Search</a> <a href="#">Add New record</a> <a href="#">Blank Forms</a> <a href="#">Reports</a>	<a href="#">Work Queue Manager</a>	<a href="#">Declined Filing (0)</a> <a href="#">Test Queue (0)</a>

© 2019 State Of Michigan | Version: 1.27.0 | Build: 2 | Last Updated On: 09/19/2019 | Database: Staging

Top Section

Body

CLICK HERE

# Step 2b: Enter decedent last and first name



- Type in last name and first name; SSN not required

Home > Search Home Help Exit Application

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**Search Filter**

Last Name	<input type="text" value="S%"/>	First Name	<input type="text" value="J%"/>	SSN	<input type="text"/>
Date Of Birth	<input type="text"/>	Date Of Death	<input type="text"/>	State File Number	<input type="text"/>
Date Of Death From	<input type="text"/>	Date Of Death To	<input type="text"/>	Local File Number	<input type="text"/>
County Of Death	-Select-		Sort By	-Select-	
Funeral Home	Validation Region - Funeral Home				

# Step 3a: Locate the Record in the List



- Locate the decedent you're searching for in the list. It will look something like the picture below.

Home > Search Results Home Help Exit Application

**Search Results**

First Previous Page 1 of 2 Next Last

Last Name	First Name	Date Of Death	Date Of Birth	Summary	Record Status
<a href="#">Decedent</a>	Alberto	02/15/2014	03/15/1910	<a href="#">View</a>	In Progress
<a href="#">Decedent</a>	Arthur	02/16/2014	03/15/1900	<a href="#">View</a>	In Progress
<a href="#">Decedent</a>	Bobby	01/21/2014	03/24/1915	<a href="#">View</a>	In Progress
<a href="#">Decedent</a>	Brittney	02/27/2014	02/19/1904	<a href="#">View</a>	In Progress
<a href="#">Decedent</a>	Charlie	01/23/2014	02/02/1920	<a href="#">View</a>	Active
<a href="#">Decedent</a>	Daniel	01/15/2014	03/23/1926	<a href="#">View</a>	Active
<a href="#">Decedent</a>	Daniel	01/15/2014	03/22/1926	<a href="#">View</a>	Active
<a href="#">Decedent</a>	Daniel	02/12/2014	03/13/1930	<a href="#">View</a>	Active
<a href="#">Decedent</a>	Daniel	01/28/2014	01/02/1902	<a href="#">View</a>	In Progress
<a href="#">Decedent</a>	Daniel	01/28/2014	12/12/1965	<a href="#">View</a>	In Progress

[Modify Search](#) [Close](#)

# Step 3b: View Record Details



- Click on last name of the decedent you're looking for

Home > Search Results Home Help Exit Application

**Search Results**

Last Name	First Name	Date Of Death	Date Of Birth	Summary	Record Status
<u>Decedent</u>	Bill	02/15/2014	03/16/1920	<a href="#">View</a>	In Progress

[First](#) [Previous](#) Page 1 of 1 [Next](#) [Last](#)

[Modify Search](#) [Close](#)

# Step 4: Review Death Certificate



Home -> Death Case -> View

Home Help Exit Application

**Certificate Of Death** Activity History Comments Message Images Info Corrections Run Error Checks

STATE OF MICHIGAN  
DEPARTMENT OF COMMUNITY HEALTH  
CERTIFICATE OF DEATH

LF  
CF 1

DOC Number  
State File Number 000001

**Decedent**

1. Decedent's Name -- (First Middle Last) Bill Decedent		2. Date Of Birth November 11, 1930	3. Sex Male	4. Date Of Death November 16, 2009 Estimated
5. Name At Birth or Other Name Used For Personal Business (Include AKA's if any) - (First Middle Last)		6a. Age - Last Birthday (Years) 79	6b. Under 1 Year	6c. Under 1 Day
7a. Location Of Death (Enter place officially pronounced dead in 7a, 7b, 7c) (if not in either, give street number and street and Zip code) Hospital Or Other Institution - Name		7b. City, Village, Or Township Of Death Lansing		7c. County Of Death Ingham
8a. Current Residence - State Michigan	8b. County Ingham	8c. Locality (City, Village, Or Township) Lansing		8d. Street Number And Street (Include Apt.No if applicable) 502 East Walker Street
8e. Zip Code 48911	9. Birth Place (City and State or Country) Lansing, Michigan		10. Social Security Number 321-65-4987 SSN verification status H	11. Decedents Education ( Highest degree or level of school completed at the time of death. ) Master's degree (e.g., MA, MS)

- If no changes need to be made, proceed to step 5 on [slide 10](#).

# Editing Information



- If you need to make any changes, click the edit button at the bottom of the death certificate
- Selecting the Edit button displays the Death Case Edit screen displayed below.
- Once the corrections or changes are made, *you must click on the **SAVE** button* to ensure that the changes are saved.

Home > Death Case > Edit Home Help Exit Application

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**Edit Certificate of Death**



**STATE OF MICHIGAN**  
DEPARTMENT OF COMMUNITY HEALTH  
**CERTIFICATE OF DEATH**

LF   
CF

DOC Number   
State File Number

---

**Decedent**

<b>1a. Decedent's Name</b> ? First * Middle Last * Suffix <input type="text" value="Bill"/> <input type="text"/> <input type="text" value="Decedent"/> <input type="text"/>	<b>2. Date of Birth</b> ? (MM/DD/YYYY) <input type="text" value="09/24/1956"/> <input type="text"/>	<b>3. Sex</b> * ? <input type="text" value="Male"/> <input type="text"/>	<b>4. Date of Death</b> * ? (MM/DD/YYYY) <input type="text" value="03/05/2010"/> <input type="text"/> -Select- <input type="text"/>
<b>1b. Decedent's Name Entered at Medical Facility</b> ? First Middle Last Suffix <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
<b>5. Name at Birth or Other Name used for Personal Business</b> ? (Include 'AKA' if any; and maximum of six names) <input type="text"/> First Middle Last Suffix <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>6. Age</b> ? <b>6a. Last Birthday (Years)</b> <input type="text" value="53"/>	<b>6b. Under 1 Year</b> Months Days -Select- <input type="text"/> -Select- <input type="text"/>	<b>6c. Under 1 Day</b> Hours Minutes Seconds -Select- <input type="text"/> -Select- <input type="text"/> -Select- <input type="text"/>

# Step 5: Run Error Checks



## Run Error Checks Tab

To validate the death record, click the **Run Error Checks** tab. The system will run a check of the death record and look for anything that is not in compliance. There are two types of issues that can occur when the system runs an error check:

- **Error** - an error must be corrected. Examples of errors that might occur are missing required data or using an incorrect format for a date.
- **Warning** - a warning may be ignored. Examples of warnings that might occur are a missing middle name for the decedent (if the decedent does not have a middle name, you can choose to ignore the warning).

The screenshot displays a web application interface for a death record. At the top, the user is identified as 'John Test (Medical Certifier)' and the location is 'Validation Region - Hospital'. The breadcrumb trail is 'Home > Death Case > View'. A navigation menu includes 'Certificate Of Death', 'Activity History', 'Comments', 'Messages', 'Images', 'Info', 'RFI', 'Corrections', and 'Run Error Checks'. A red callout box with the text 'Click Here' points to the 'Run Error Checks' tab. Below the navigation, the header reads 'STATE OF MICHIGAN DEPARTMENT OF COMMUNITY HEALTH CERTIFICATE OF DEATH'. To the left of the header is the Michigan state seal. To the right, there are labels for 'DOC Number' and 'State File Number'. At the bottom, there is a 'Decedent' field.

# Step 6: Validate Death Case



## Validate Death Case

To validate the **Medical Section** of the death record, click the check boxes for **Certification, Cause of Death, and Medical Examiner.**

You then need to click the **Validate** button.

This will run the validation check and display any errors and / or warnings.



If there is a black **X** next to any section under the Medical Section column that indicates that section has not been validated.

<input type="checkbox"/> Select	Section	Validation Status	Last Validated On
Personal Section			
<input type="checkbox"/>	Decedent	X	06/04/2014 12:04 PM
<input type="checkbox"/>	Parents	X	06/04/2014 12:04 PM
<input type="checkbox"/>	Informant	X	06/04/2014 12:04 PM
<input type="checkbox"/>	Disposition	X	06/04/2014 12:04 PM
Medical Section			
<input checked="" type="checkbox"/>	Certification	X	06/04/2014 12:04 PM
<input checked="" type="checkbox"/>	Cause Of Death	X	06/04/2014 12:04 PM
<input checked="" type="checkbox"/>	Medical Examiner	X	06/04/2014 12:04 PM

**Click Here**

# Validate Death Case Screen



## Validation Error

In this example, there are several Errors and Warnings.

To correct the Error, click the **Actual Time of Death** link. This will take you to the death record so you can enter the missing information.

To correct the Warning, click a link and this will take you to the death record so you can enter the missing information. If you would like to ignore the warnings, click the **Ignore Warning(s)** button. However, before we continue we **MUST** correct the outstanding Error.

**Error(s)**

Section	Error Value	Field Name	Description
Certificate		<a href="#">Actual Time Of Death</a>	Field is blank
Certificate		<a href="#">Actual Time Of Death Classifier</a>	Field is blank
Certificate		<a href="#">Time Pronounced Dead</a>	Field is blank
Certificate		<a href="#">Time Pronounced Dead Classifier</a>	Field is blank

**Warning(s)**

Section	Warning Value	Field Name	Description
Certificate		<a href="#">Medical Examiner Case Number</a>	Field is blank
Certificate		<a href="#">Attending Physician First Name</a>	Field is blank
Certificate		<a href="#">Attending Physician Middle Name</a>	Field is blank
Certificate		<a href="#">Attending Physician Last Name</a>	Field is blank

[Ignore Warning\(s\)](#)

**Click Here**

# Correct a Validation Error



## Correct the Validation Error

Clicking the **Error** link takes you to the Edit Certificate of Death screen. The column on the right lists errors and warnings that need correcting. The Edit Certificate of Death screen on the left shows the same errors and warnings that need correcting in fields outlined in red and highlighted in yellow.

In this example, the **Actual Time of Death** field is yellow and outlined in red. Here you will enter the missing information (the actual time of death). Once all missing information has been entered, scroll to the bottom of the page and click the **Save** button. A pop-up message will appear, click the **OK** button to confirm saving the record. You must perform another Error Check every time you edit the death record in order to certify the case.

**Edit Certificate of Death**

**Decedent**

1a. Decedent's Name  
First: Jack Middle: Decedent Last: Decedent Suffix: Decedent  
2. Date of Birth (MM/DD/YYYY): 01/01/1926  
3. Sex: Male  
4. Date of Death (MM/DD/YYYY): 12/03/2014

1b. Decedent's Name Entered at Medical Facility  
First: Jack Middle: Decedent Last: Decedent Suffix: Decedent

7. Location of Death (Place Pronounced Dead)

7a. Country: United States  
7b. State/Province: Michigan  
7c. County: Ingham  
7d. City, Village, or Township: Lansing  
7e. Hospital or Facility Name: Sparrow Specialty Hospital

**Certification**

27a. Medical Certifier: Certifying Physician  
Certifying Physician - To the best of my knowledge, death occurred due to the cause(s) and manner stated.  
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.

27b. Date Signed (MM/DD/YYYY):  
27c. License Number:

28a. Actual Or Presumed Time of Death: [Yellow field, outlined in red]  
28b. Pronounced Dead On (MM/DD/YYYY): 12/03/2014  
28c. Time Pronounced Dead:  
29. Medical Examiner Contacted?: No

**Errors**

8 problems found

Error Type	Field: Description
Error	Actual Time Of Death: Field Is blank
Error	Actual Time Of Death Classifier: Field is blank
Error	Time Pronounced Dead: Field is blank
Error	Time Pronounced Dead Classifier: Field is blank
Warning	Medical Examiner Case Number: Field is blank
Warning	Attending Physician First Name: Field is blank
Warning	Attending Physician Middle Name: Field is blank
Warning	Attending Physician Last Name: Field is blank

Save Cancel

From the Error column, you can use the arrow buttons at the top of the screen to advance through the list. If an error and warning are in the same field the arrows will not advance and you will need to use your mouse to select the next item.

You can also navigate through the Error column by clicking on a specific error or warning in the provided list. The system will move the cursor on the certificate to the appropriate corresponding field.

# Step 7: Repeat Record Validation



## Repeat the Record Validation

You will always need to **Run Error Checks** if any data has been changed to the death certificate.

To re-validate the record, you will need to do the following:

1. Click the appropriate checkboxes.
2. Click the **Validate** button.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Certificate Of Death, Activity History, Comments, Messages, Images, Info, RFI, Corrections, and Run Error Checks. The 'Run Error Checks' tab is active. Below the navigation bar is a section titled 'Validation Status'. It contains a table with the following columns: Select, Section, Validation Status, and Last Validated On. The table is divided into two sections: 'Personal Section' and 'Medical Section'. The 'Medical Section' rows are highlighted with a green border. A red arrow points from a red box labeled 'Click Here' to the 'Validate' button at the bottom of the table.

<input type="checkbox"/> Select	Section	Validation Status	Last Validated On
Personal Section			
<input type="checkbox"/>	Decedent	X	06/04/2014 12:04 PM
<input type="checkbox"/>	Parents	X	06/04/2014 12:04 PM
<input type="checkbox"/>	Informant	X	06/04/2014 12:04 PM
<input type="checkbox"/>	Disposition	X	06/04/2014 12:04 PM
Medical Section			
<input checked="" type="checkbox"/>	Certification	X	06/04/2014 12:04 PM
<input checked="" type="checkbox"/>	Cause Of Death	X	06/04/2014 12:04 PM
<input checked="" type="checkbox"/>	Medical Examiner	X	06/04/2014 12:04 PM

Click Here

# Step 8: Certify Death Record with Exceptions



## Certifying with Exceptions

Certifying a case that still has one or more warnings is known as **Certifying with Exceptions**. In the image below, the **Medical Examiner Case Number** field is blank. If there is no Medical Examiner Case Number associated with this case you would need to click the **Ignore Warning(s)** button to continue and certify the case.

To ignore the warning, click the **Ignore Warning(s)** button at the bottom of the screen.

**Error(s)**

Section	Error Value	Field Name	Description
-- No Errors Found --			

**Warning(s)**

Section	Warning Value	Field Name	Description
Certificate		Medical Examiner Case Number	Field is blank

**Click Here**

**Ignore Warning(s)**

**NOTE:** MOST death records are certified/signed “with Exceptions”

# Certifying with Exceptions Screen



## Certifying with Exceptions 2

If Warnings are ignored, you will see a message indicating **Validation results - Warnings Ignored** at the top of the **Validation Status** screen.

To continue certifying the case with exceptions you can click the **Certificate of Death** tab or the **Close** button.

 **Message:**  
• Validation results - Warnings Ignored

**Certificate Of Death** | **Activity History** | **Comments** | **Messages** | **Images** | **Info** | **RFI** | **Corrections** | **Run Error Checks**

**Validation Status**

<input type="checkbox"/> Select	Section	Validation Status	Last Validated On
<b>Personal Section</b>			
<input type="checkbox"/>	Decedent	X	06/04/2014 12:56 PM
<input type="checkbox"/>	Parents	X	06/04/2014 12:56 PM
<input type="checkbox"/>	Informant	X	06/04/2014 12:56 PM
<input type="checkbox"/>	Disposition	X	06/04/2014 12:56 PM
<b>Medical Section</b>			
<input checked="" type="checkbox"/>	Certification	✓	06/04/2014 03:38 PM
<input checked="" type="checkbox"/>	Cause Of Death	✓	06/04/2014 03:38 PM
<input checked="" type="checkbox"/>	Medical Examiner	✓	06/04/2014 03:38 PM

**Validate** | **Close**

Click Here

# Complete Certification with Exceptions



## Certifying with Exceptions 4

The **Warning(s)** tab displays showing the Warning(s) and displaying a **Message**. If you are sure you want to certify the case and there are no errors, click the **Continue** button.



Click the **Continue** button in the image on the right.

Home > Death Case > Certification | Home | Help | Exit Application

Certificate Of Death | **Warning(s)**

Warning(s)

Section	Field Name	Description
Certificate	Medical Examiner Case Number	Field is blank
Certificate	Attending Physician First Name	Field is blank
Certificate	Attending Physician Middle Name	Field is blank
Certificate	Attending Physician Last Name	Field is blank

Cancel

Message

Are you sure you wish to certify the medical section (Certification, Cause of Death and Medical Examiner) with exceptions?  
If yes, click Continue to proceed, else click Cancel to abort certification.

Continue Cancel

Click Here

# Step 9: Complete Certification



## Certifying with Exceptions 3

Clicking the **Close** button on the Validation Status screen takes you back to the Certificate Of Death screen. You will need to scroll to the bottom of the page. Notice that the **Certify Case With Exceptions** button is available. This button will display when the **Ignore Warning(s)** button is selected on the Validation Status screen.

To continue certifying the record, you will need to do the following:

1. Click the **Certify Case With Exceptions** button.

**Medical Examiner**

41a. Date Of Injury	41b. Time Of Injury	41c. Describe How Injury Occurred	
41d. Injury at Work (Yes or No)	41e. Place Of Injury - at home, farm, street, construction site, wooded area, etc. (Specify)	41f. If Transportation Injury - Driver/operator, Passenger, Pedestrian, etc. (Specify)	41g. Location - (Street or RFD No., City, Village or Twp, State, Zip Code)

**Click Here**

Edit **Certify Case With Exceptions** Decline Certification Print Drop To Paper Close

# Certification Message



## Certification Message

A message will appear at the top of the record indicating that the **Death Case Successfully certified with exceptions**.

When the death record is completed by both the Funeral Director and the Medical Certifier or Examiner, it is automatically sent to the appropriate County Registrar or, in some cases, the City Registrar.

The screenshot displays a software interface for a death record. At the top, a message box with a yellow warning icon and a red border contains the text: "Message: • Death Case successfully certified with exceptions". Below this is a horizontal navigation bar with tabs: "Certificate Of Death", "Activity History", "Comments", "Messages", "Images", "Info", "RFI", "Corrections", and "Run Error Checks". The "Messages" tab is highlighted. Below the navigation bar, the interface shows the Michigan state seal, the text "STATE OF MICHIGAN DEPARTMENT OF COMMUNITY HEALTH CERTIFICATE OF DEATH", and fields for "DOC Number" and "State File Number". A green arrow points from the "Run Error Checks" tab area towards the message box.

- If certifying without exceptions, proceed to slide 21.

## Step 10: FINISH!

- The local Registrar now has the completed death certificate!



- ***Please notify your support staff/HIM that the death certificate is now complete***