Create a Death Record:

1. Login to IPHIS-EDRS application as Funeral Director (FD)

2. Start a new Death Record by clicking
File<New<Death

New!

3. The system displays **Decedent** screen with focus on **Paper or Electronic Filing?**:
Select 'ELECTRONIC' for Coroner case.

🛑 PLEASE NOTE: If a certifying Coroner/Physician needs to be changed and the record is being changed from **Electronic** to **Paper-Phy** or vice a versa, FD must contact the ODH/VS Help Desk to void the electronic record and then create a new record with the proper Paper or Electronic selection.

4. FD should validate decedent's legal name, date of birth and social security number prior to starting a record in EDRS and complete all necessary tabs.

5. In the **Certifier** tab, FD selects **Certifier Type** as **Coroner** and selects the appropriate name from under **Name** field. The system auto-populates the data in the rest of the fields on the screen.

🛑 PLEASE NOTE: If information in the **Disposition** or **Certifier** tabs does not populate with correct information in EDRS, notify the ODH/VS Help Desk for assistance.

6. Once FD has completed entering death record, on Completed tab, FD enters **Y** in the field of **Personal Info Complete (Y/N/R)?** and enters date in the **Complete Date** field.

7. At this point the death record is available to the Coroner to enter cause of death and e-certify.
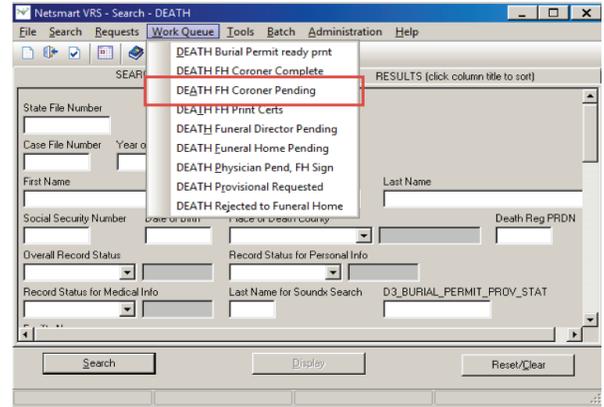
New!

8. FD can print the death certificate once the coroner has e-certified the document by accessing the **DEATH FH Print Certs** option under the **Work Queue** tab. Certificate can be printed as many times as needed.

*Remember to print a disposition permit before filing the death record.

Check the Status of the Death Record

1. FD can check the status of the record by accessing it through the **DEATH FH Coroner Pending** queue until the Coroner completes the record.

2. After the Coroner **e-certifies** the death record, the record will be available under the **Work Quene** tab under the option **DEATH FH Print Certs**.

3. FD can also check the status of a record by searching the same through the **Search** menu.

4. A notification/message will **NOT** be sent to FD when the certification has been completed; notifications were not added to this enhancement.

Corrections

FD can correct a field on the death record prior to submitting the document for filing (even AFTER printing the death certificate). Some demographic fields (Name, Date of birth, Gender, and Social Security Number) may not be available to correct as these fields may be locked as part of the SSN verification process. To correct a record, FD should go to the **Completed** tab and enter **N** in the field of **Personal Info Completed?** and then continue to the proper tab to correct the field. Once FD is finished, FD must enter a Y into the Personal Info Completed? question and reprint the certificate. FD can do this as many times as needed prior to filing the record.

If mistakes are found AFTER the certificate has been FILED at the local registration office, FD must complete an affidavit for the family.
NO REJECTIONS can be made to a death record after it is filed; mistakes must be corrected with an affidavit or medical supplement.

Support Information

Additional assistance regarding EDRS can be found on the Support Site or by contacting the Vital Statistics Help Desk at 614-466-2531, Option #3 or email vs.helpdesk@odh.ohio.gov

Ohio
Department of Health