The EDRS is a web-based data collection system. All users of the system access it through the following website/URL: https://edrs.msdh.ms.gov

The EDRS is a web-based system and requires the ability to connect with the Internet. EDRS accessible devices are desktop, laptop, Chromebook, or tablet. EDRS will also work on a smart phone but this device is not supported at this time.
Introduction – General Overview

The EDRS is designed to provide a web-based electronic option for filing death certificates with the MS Vital Records Office. For those reporting entities/organizations that choose to participate, the EDRS will take the place of passing around the paper death certificate. Notifications are made through the integrated internal messaging component of the system – via Email. Examples of common email messages are included at the end of this manual.

Also, Funeral Home Users can opt to utilize an online ordering system from Vital Chek to order certified copies. Note the “Order Death Certificates” menu item on the left-hand navigation pane.

The death certificate is composed of two primary parts: (1) Demographic certification information; & (2) Medical Certification information. The demographic certification is generally done by a licensed Funeral Home/Funeral Director. The medical certification is generally done by a licensed Medical Examiner/Physician. In order to file the death certificate electronically, BOTH parts must be active participants in the EDRS.

Once the required information is captured in the EDRS and electronically signed by all parties, the registered death certificate is transmitted [electronically] to the Mississippi Vital Records Office for certification.

Facilities participating in the death registration process include Hospitals, Hospices, Funeral Homes, & Coroners Offices. County Coroners complete the medical certification in the vast majority of cases. Less commonly Physicians on staff at Hospitals or Hospices complete the death certificate.

There are 9 roles currently defined in the EDRS.

1. Facility System Administrator (FSA)
2. Hospital Clerk
3. Hospice Clerk
4. Certifying Physician
5. Funeral Home Clerk
6. Funeral Director
7. Coroner
8. Deputy Coroner
9. State Medical Examiner

Each of these roles is assigned a designated functionality, and each person functioning in one of these roles accesses the EDRS under an organizational/institutional unit. The remainder of this guide contains broad data entry type EDRS instruction broken down by role. To save space and time, we have collapsed some of the similarly functioning roles above into one instructional section.

First up, the FSA role...
Facility System Administrator

The FSA role functions as the User Manager for an organization/facility. In all participating Hospitals, Hospices, & Funeral Homes, the FSA is charged with user account management. When a facility decides to participate in the EDRS, the first user/role created for that facility is the FSA. The information necessary for the creation of the FSA is given to the MS Vital Records Office, the FSA account is created, and an email is sent to the new FSA user with initial login credentials. The new FSA user navigates to the website and logs in for the first time. Note the navigational menu in the left pane. The FSA is the only user/role with the ‘Manage Facility’ section. A brief description of each of the ‘Manage Facility’ options is displayed in the center of the screen.

See zoomed views from this point on...
The FSA can now proceed to set up users in his/her facility. See views of each in the screenshots below...

**View/Edit Facility Users**: This menu selection displays a list of all users assigned to the organization/facility. When the FSA clicks on a username in the list, a User Summary displays (see 2nd screenshot below).
User Summary: The User Menu now appears on the upper right portion of the screen.
Create a New User: This menu selection displays a data entry screen containing the fields required to create a new user. The Create User button at the bottom of the screen completes the task. Please make a note to remember the descriptive information at the FSAs home screen – instructions for the FSA as to which type/role of user is created here.
Add an Existing User: This menu selection displays fields that will allow the FSA to search existing users for the individual user they wish to add. Again, please remember the descriptive information at the FSA home screen explaining the user types/roles added here. Both Certifying Physicians and Funeral Directors must be licensed in order to participate in the EDRS. Files containing currently active licensed physicians and funeral directors are automatically imported into the EDRS on a regular basis. Therefore, these potential users already “exist” in the system. The search is word-based. A full last name is required. If the FSA cannot find the user via this search feature, they must contact EDRS Support to confirm license status. After an investigation & determination is made by EDRS Support, the appropriate action will be taken.

Steps:
1. Enter the Last Name – or both Last Name & First Name.
2. Select the Role desired (Funeral Director or Certifying Physician most of the time).
3. Click the <Search> button.
4. Scroll down to view the list of records found (if any).
5. When you see the name you are looking for, click on it to select it. A User Summary screen will appear.
6. Use the information displayed to verify that this is in fact the right person.
7. The User Menu is on the upper right portion of the screen. Click it and select the Add User option.
8. On this screen, enter the email address (REQUIRED) of the user you are adding. Double check spelling!
9. Scroll to the bottom left and click on the Add User button.
10. A message should appear at the top of the screen indicating the user has been successfully added.
Hospital/Hospice Clerk

After LOGIN, the HOME page (Shown Below) for the Mississippi Vital Records Electronic Death Registration System (EDRS) appears. Five (5) selections are available with an explanation of each. The “HOME” and “LOGOUT” selections are self-explanatory.

The “My Account” selection allows you to change your password or update the details regarding your account.

To change your password, select Change Password. On the Account Administration screen input your current password once and your new password twice. Click the Set Password button.
To update your profile, select Update Profile. On the Edit Profile screen you can only update your address and contact information. Click on the Update Profile button to save. Please contact the EDRS Support Staff if you need to update your name and username details.
The “Contact Us /Help” selection provides general information for working hours, contact email addresses and telephone numbers.

After selecting “EDRS” the following screen appears. The “List Cases” selection provides a list of all cases your facility has access to. The “New Case” selection is explained on the following screens.
When selecting “New Case”, this information will determine whether the case can be done electronically.

This screen is an example of a case that can’t be filed electronically and what then must be done. This facility is not part of EDRS system.
When assigning a case, you must NOT assign both a Certifying Physician and a Coroner. If you do, this screen will appear.
If your case can be filed electronically, the following screen will appear.

Enter the requested information regarding your case. Hit the Continue button.
The EDRS system will search the system for possible duplicate records. Emails will be sent to the assigned parties (Funeral Home and Certifying Physician or Coroner).
The following screen is an example of the “List Cases” option on the menu:

You may need to pull up an existing case at times. For example, if the Funeral Home or Medical Certifier to which you’ve assigned a case should REJECT or RELINQUISH it for some reason, you will need to visit the List Cases screen above in order to locate the case for re-assignment. You will receive email notifications of Rejections/Relinquishments if they occur. After locating the case you wish to work on in this list at the bottom, click on the Case Number to display the Case Summary (see next page).
From here you would locate the CASE MENU on the upper right and select EDIT CASE, which opens the case for editing so that you can re-assign it.
**Certifying Physician**

Once the facility systems administrator has entered you as an authorized user of the EDR system at your facility you will receive an email with your user name and a temporary password. Go to the EDR website and login with your user name and temporary password. See screen below.

Once in you will see the screen below. Select My Account.
Under My Account you will see Change Password and Update Profile. See screen below.

Select Change Password. The following screen appears. Set a new password you can more easily remember.
Select EDRS. You will see the screen below and an option to list cases.
Click on List Cases. This will bring up the list of cases assigned to you.

The list at the bottom of the screen will be the cases that have been assigned to you to complete the cause of death information. Look for cases where Case Status is Assigned or In Progress as these are cases that need to be completed.
Click on Case Menu and choose Edit Case.
Now enter all information for the Case Details and Cause of Death Sections. Shaded areas are required fields. When finished click the Save button on the bottom left. Click the Sign Case button on the bottom right ONLY AFTER CAREFUL REVIEW. You can still make changes before signing. When satisfied click on the Sign Case button.
If the cause is pending autopsy you can come back later and select Amend Case from the Case Menu.

After selecting Amend Case, the Edit Details screen will be displayed. You will be able to amend the cause section only **ONCE**. After that the Amend Option will no longer be available and the record will be locked. A Chancery Court Order would then be required to make any more changes to the Cause Of Death section.
Funeral Home Clerk/Funeral Director

The funeral home clerk or director should log in with the correct username and password on the main LOGIN screen.

This is the Home screen:

- Welcome to the Mississippi Vital Records Electronic Death Registration System.
- Select:
  - "Home" to return to this page.
  - "Logout" to exit the EDRS system.
  - "EDRS" to access the EDRS system.
  - "My Account" to access your account details.
  - "Contact Us/Help" if you need any assistance with this system.
On the navigational menu on the left side of the screen, select EDRS -> List Cases.
On the Case List screen choose the case you wish to work on. If the list is long, spanning multiple pages, you can use the Search option by entering any details you know (Case Number, Surname, First Name, Medical Facility etc.) and clicking Search. You can reorder your list of cases by clicking on a column heading - Case Number, First Name, Surname, Date of Death, County of Death, or Case Status.
After finding your case, click on the Case Number:
The Case Summary will now be displayed. Go to the Case Menu at the upper right and choose Accept Case.
Check above the Case Summary and you should see in green “Case Accepted. To access this case please select an option from the Case Menu.” At this point, select Edit Case.

Please note as well on the Case Summary page the section titled, **OVS Verification**. Of interest here to all Funeral Homes is the fact that SSA has approved online verification as a substitute for completing the SSA-721 Form. A copy of the SSA Letter is at the end of the manual.
The **Case Details** Screen will be displayed. It is laid out as one long screen. The tab key advances from field to field. You will know you’ve reached the bottom when you see the Save (bottom left) & Sign (bottom right) buttons. The fields that are colored gray are mandatory. They cannot be left blank. The long screen is first shown below as one whole – then it is broken into 4 segments below that to illustrate more detail.
### Case Admin
- **Case Number:** 2019/00110
- **Hospital/Hospice:**
- **Coroner:** LAUDERDALE COUNTY CORONERS OFFICE

### Details of Deceased
- **First Name:** MOURNING
- **Middle Name(s):**
- **Last Name:** BIRD
- **Other Last Name:**
- **Generational Id:**
- **Gender:** FEMALE
- **Time of Death:**
- **Date of Death:** 03/07/2019
- **Date of Death Qualifier:** ACTUAL

### Deceased Race
- **White:** ☐
- **Black or African American:** ☐
- **Filipino:** ☐
- **Japanese:** ☑
- **Korean:** ☐
- **Vietnamese:** ☐
- **Native Hawaiian:** ☐
- **Asian Indian:** ☐
- **Guamanian or Chamorro:** ☐
- **American Indian or Alaska Native:** ☐
- **Specify:**

### Deceased
- **Age:** 36
- **Age Units:** YEARS
- **Date of Birth:** 99/99/9999 (mm/dd/yyyy)
- **Birth Place:** MS - MISSISSIPPI

### Education
- **Some College, No Degree**

### Marital Status
- **Divorced**

### Surviving Spouse
- 

### Ever in U.S. Armed Forces
- 

### Hispanic Origin
- **Not Spanish/Hispanic/Latino**

### Specify Origin
- 

### Social Security Number
- 

### Usual Occupation
- **Unemployed**

### Kind of Business
- **Unemployed**
## Deceased Residence

<table>
<thead>
<tr>
<th>State</th>
<th>MS - MISSISSIPPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>LAUDERDALE</td>
</tr>
<tr>
<td>City or Town</td>
<td>MERIDIAN</td>
</tr>
<tr>
<td>Zip Code</td>
<td>999999</td>
</tr>
<tr>
<td>Street and Number</td>
<td>123 4TH STREET</td>
</tr>
<tr>
<td>Inside City Limits</td>
<td>YES</td>
</tr>
<tr>
<td>Country, if not U.S.</td>
<td></td>
</tr>
</tbody>
</table>

## Deceased Parents

<table>
<thead>
<tr>
<th>Father First Name</th>
<th>UNKNOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father Middle Name</td>
<td></td>
</tr>
<tr>
<td>Father Last Name</td>
<td></td>
</tr>
<tr>
<td>Mother First Name</td>
<td>MARY</td>
</tr>
<tr>
<td>Mother Middle Name</td>
<td>MILLS</td>
</tr>
<tr>
<td>Mother Maiden Name</td>
<td></td>
</tr>
</tbody>
</table>

## Informant

<table>
<thead>
<tr>
<th>Informant Name</th>
<th>MARY WILLIAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to Decedant</td>
<td>MOTHER</td>
</tr>
</tbody>
</table>

## Mailing Address

| 6666 7TH AVENUE MERIDIAN MS 99999 |

## Disposition

<table>
<thead>
<tr>
<th>Disposition of Body</th>
<th>BURIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cemetery/Crematory Name</td>
<td></td>
</tr>
<tr>
<td>Location (City and State)</td>
<td></td>
</tr>
</tbody>
</table>

## Funeral Home if Body Transferred

<table>
<thead>
<tr>
<th>Funeral Home</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
</tbody>
</table>

## Case Notes

Case notes are visible to Vital Records staff.

| Funeral Director Notes |        |

---

Save  Clear Form
After you have completed keying all the Case Details, please review before saving. If proofing is easier for you with a printed copy, there is a clickable option to “View/Print Draft Certificate” on the upper right portion of the screen. After clicking on the Save button, provided all information is acceptable, you will see the following green message across the top of the screen:

**This case has passed all validation checks.**

If not, i.e..., if there is a problem with any information keyed, you will see a red message instead:

**Case Saved. Please scroll down and correct any validation errors.**

There will also be red letter text as you scroll down the screen adjacent to the fields in question, such as the following example:

```
<table>
<thead>
<tr>
<th>Education:</th>
<th>Education is a mandatory field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marital Status:</td>
<td>Marital Status is a mandatory field.</td>
</tr>
<tr>
<td>Surviving Spouse:</td>
<td></td>
</tr>
<tr>
<td>Ever in U.S. Armed Forces:</td>
<td>Ever in U.S. Armed Forces is a mandatory field.</td>
</tr>
<tr>
<td>Hispanic Origin:</td>
<td>Hispanic Origin is a mandatory field.</td>
</tr>
</tbody>
</table>
```

**More on OVS Verification**

When the Social Security number is keyed and you click the Save button the individual’s first and last name, date of birth, gender and SSN number are verified online with SSA’s Master File of Social Security Numbers. You are allowed 5 online verification attempts. Make sure to check the OVS Verification section on the Case Summary page for a successful pass before the director signs the case.

If the verification passes, you will not have to send a separate SSA-721 to SSA to report the individual’s death. The social security number field on the Case Details page will be locked out but you can still change other demographic details before the director signs the case.

If the verification fails, please double check with the informant that the information you have is correct before submitting another attempt.
Some reasons for a non-successful match:

1. The individual’s first name may differ from what’s listed on the Individual’s Master File.
2. The individual’s last name given at birth or last name upon marriage or divorce, or judicial change of name may differ from what’s listed as the last name on the Master File.
3. The gender in the Verification Request differs from the Master File for the same person.
4. The date of birth was keyed incorrectly and does not match what’s listed with the person’s Master File.

To submit another OVS verification request – If you make any changes on the Case Details page make sure to click the Save button. Return to the Case Summary page and click the Submit OVS Request button. You will soon receive another pass or fail result in the OVS Status Code box.

To see a list of your verification history for the Case, select SSN Verification History under Case Menu.
The case must be Signed to be Completed. The Funeral Home Clerk cannot Sign cases - the Funeral Home Director must log in for Signing. The Funeral Home Director can click the Sign Case button on the bottom right at the end of the page to electronically “Sign” the case. After clicking the Sign button, a Confirm Sign Case popup window appears forcing a 2nd button push.

Logout
To logout please select Logout from the left hand navigational menu. You will see the popup message...

If you choose OK you will be logged out. This popup also appears at other times when the user makes a selection from the navigational menu. If you want to be sure you are not exiting without saving the latest changes, you may press Cancel, return to the screen you were on, and hit the Save button.
My Account
To change your password, select Change Password under My Account. On the Account Administration screen input your current password once and your new password twice. Click the Set Password button.
To update/correct your profile, select Update Profile under My Account. On the Edit Profile screen you can only update your address and contact information. Click on the Update Profile button to save. Please contact the EDRS Help Desk if you need to update/correct your name and username details.
Contact Us/Help

To contact the EDRS Hel Desk please select Contact Us/Help (the last choice under Home). Please send an email to EDRSHelp@msdh.ms.gov or call 601-206-8275 for further assistance.
Print Order Form
After the case is signed by the Funeral Home Director, the Case Menu includes a Print Order Form option. This form can be printed, completed, and mailed to MS Vital Records in order to obtain Certified Copies of the Death Certificate.
Simply fill out the number of copies and total $, then mail form and payment to MS Vital Records.
If desired, the user may also order online by clicking on “Order Death Certificates” in the left pane navigation menu.
Coroner/Deputy Coroner

The Coroner’s Office should receive notification emails of case assignments by other facilities (Hospital, Hospice, Funeral Home). Coroners also have permission/responsibility to start new cases, including assignment to the proper Funeral Home and the State Medical Examiner. Coroners are the only EDRS role able to complete a case from start to finish – this would only happen rarely, in the situation where there is no other organization/facility involvement (Hospital, Hospice, Funeral Home).

Please use the descriptive guide below to walk through some of the primary EDRS functions you will be carrying out.

Coroners will receive login credentials via email from the MS Vital Records office. After receiving those credentials, log into the EDRS system and view the HOME screen below. The top bar will include your Username, Organization, & Role.

On the left side of the screen, note the navigational menu. The Welcome message located on the center of the screen has a brief one line description of each of the navigational menu options.
Before you proceed, it is a good idea to select My Account and change your password to something you can easily remember. Also, EDRS passwords do not automatically “expire” after a certain amount of time. You may change your password as frequently or infrequently as you desire.

![Account Administration](image)

Your password must be at least eight characters in length and include at least one letter, one digit, and one symbol or punctuation character.

Current Password: 
New Password: 
Confirm New Password: 
SET PASSWORD

Return to the navigational menu on the left and click on EDRS. You will see the following screen. Again, note the brief description in the center of the screen of the two navigational menu options available.

![Navigational Menu](image)

Select:
- “New Case” to initiate a new case.
- “List Cases” to view all cases that you currently have access to.
Coroners are able to initiate a New Case under most conditions. Select New Case under EDRS. Please note the instructional text in the center of the screen. Key in the requested information and press the Continue button.

Click Continue to Create the Case. A notification email will be sent to the assigned funeral home telling them a new case has been assigned to them.
If the funeral home is not an EDRS participant, a red letter warning appears PLUS a “Case Assignment Failed” message pops up alerting you that this case must be filed on paper (see below).

Note the “No Funeral Home Involved” checkbox above. This checkbox would be checked in the rare situation where the Coroner completes the entire case (both demographic & medical) due to no other organizational involvement. See the following pages for screen illustrations of the rare but possible “Coroner Only” case.
The New Case section looks exactly the same as it would if there were other participants. Note at the top under Case Admin the Funeral Home assignment field is blank. Hovering the mouse over the question mark (?) following certain fields reveals context-sensitive help. These bits of field-level information offer very good tips/assistance, especially in the early stages of using the EDRS. Please pay attention also to any formatting style information following certain fields. Date of Death below has (mm/dd/yyyy) for example. You must type the / (forward slashes). This particular date field includes the pop-out Calendar as well – allowing the use of the mouse to select a date instead of typing it in - if desired. When all information on this screen has been entered, press the Continue button to proceed to Case Details.

The Coroner will be entering everything in this case – both medical AND demographics typically keyed by the Funeral Home. Again, this will all be displayed as one long scrollable screen – doubly long in this case. See the screen broken up into segments in the following images...
The EDRS system checks for a duplicate case during the New Case process. If the last name, date of death, and the first three letters of the first name match a case already listed in the system you should see the popup message below. Click the OK button and then choose List Cases under EDRS on the left.
## Case Details

### Case Admin

- **Case Number:** 2019/000146
- **Hospital/Hospice:**
- **Coroner:** FRANKLIN COUNTY CORONERS OFFICE

### Details of Deceased

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>UNNAMED</td>
</tr>
<tr>
<td>Middle Name(s)</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>UNIDENTIFIED</td>
</tr>
<tr>
<td>Other Last Name</td>
<td></td>
</tr>
<tr>
<td>Generational Id</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>UNKNOWN</td>
</tr>
<tr>
<td>Age Group, if Female</td>
<td></td>
</tr>
<tr>
<td>Time of Death</td>
<td></td>
</tr>
<tr>
<td>Date of Death</td>
<td>03/10/2019</td>
</tr>
<tr>
<td>Date of Death Qualifier</td>
<td>ACTUAL</td>
</tr>
</tbody>
</table>

### Deceased Race

- White
- Black or African American
- Chinese
- Japanese
- Korean
- Vietnamese
- Filipino
- Native Hawaiian
- Asian Indian
- Guamanian or Chamorro
- American Indian or Alaska Native: Specify
- Other Asian: Specify
- Other Pacific Islander: Specify
- Other: Specify

---

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Manual Revised 3/25/19
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deceased Parents</td>
<td></td>
</tr>
<tr>
<td>Father First Name</td>
<td></td>
</tr>
<tr>
<td>Father Middle Name</td>
<td></td>
</tr>
<tr>
<td>Father Last Name</td>
<td></td>
</tr>
<tr>
<td>Mother First Name</td>
<td></td>
</tr>
<tr>
<td>Mother Middle Name</td>
<td></td>
</tr>
<tr>
<td>Mother Maiden Name</td>
<td></td>
</tr>
<tr>
<td>Informant</td>
<td></td>
</tr>
<tr>
<td>Informant Name</td>
<td></td>
</tr>
<tr>
<td>Relationship to Decedant</td>
<td></td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Disposition</td>
<td></td>
</tr>
<tr>
<td>Disposition of Body</td>
<td></td>
</tr>
<tr>
<td>Cemetery/Crematory Name</td>
<td></td>
</tr>
<tr>
<td>Location (City and State)</td>
<td></td>
</tr>
<tr>
<td>Funeral Home if Body Transferred</td>
<td></td>
</tr>
<tr>
<td>Funeral Home</td>
<td></td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Pronouncement</td>
<td></td>
</tr>
<tr>
<td>Person Who Pronounced Death</td>
<td></td>
</tr>
<tr>
<td>Pronounced Dead (Date)</td>
<td>14 (mm/dd/yyyy)</td>
</tr>
<tr>
<td>Pronounced Dead (Time)</td>
<td></td>
</tr>
<tr>
<td>Refer to State Medical Examiner</td>
<td></td>
</tr>
</tbody>
</table>
**Cause of Death Part I**

Enter the immediate cause of death in the first box, followed by the interval or length of time between the onset of that condition and death. Then, in the following boxes, sequentially list the diseases/conditions/events, if any, that led to the immediate cause, followed by the interval between the onset of each condition and death. The UNDERLYING CAUSE OF DEATH (which is the disease, condition, or event that BEGAN the process resulting in death), should be entered in the LAST box completed, again followed by the interval between the onset of that condition and death.

<table>
<thead>
<tr>
<th>Immediate Cause of Death (a):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final disease or condition resulting in death.</td>
</tr>
<tr>
<td>Interval Between Onset and Death:</td>
</tr>
<tr>
<td>Due To, or as a Consequence Of:</td>
</tr>
<tr>
<td>Interval Between Onset and Death:</td>
</tr>
<tr>
<td>Due To, or as a Consequence Of:</td>
</tr>
<tr>
<td>Interval Between Onset and Death:</td>
</tr>
<tr>
<td>Due To, or as a Consequence Of:</td>
</tr>
<tr>
<td>Interval Between Onset and Death:</td>
</tr>
</tbody>
</table>

**Cause of Death Part II**

- Other Significant Conditions: 
- Postmortem Examination Performed: 
- Postmortem Examination Findings Available: 
- Did Tobacco Use Contribute to Death: 
- If Female: 

Please select the manner of death. Indicate "Not Natural" if death is from any type of external event, diagnosis not specified as spontaneous or non-traumatic, injury, accident, suicide, homicide, poisoning, fracture(s), exposure to heat or cold, drug toxicity, transport accident, overdose, fall, cuts, drowning, gunshot, burns, scalding, hanging, strangulation, inhalation/inhaling on object, fire, smoke, legal intervention, etc.

**Was Death Natural:**
- Natural
- Not Natural

**Case Notes**

Case notes are visible to Vital Records staff.

- **Medical Certifier Notes:**
- **Funeral Director Notes:**

**Save**  **Clear Form**  **Sign Case**
This concludes the New Case option for Coroner’s Offices. On the left-hand navigational menu, select List Cases to display a screen similar to the one below. The top section first includes (under Case List) a brief description of the screen. Filter Cases allows the user to search for a particular case or group of cases if desired. If no search is done, the bottom section displays ALL cases assigned to your office. The list of cases can be sorted by clicking on the column heading in bold. When you see the case you are ready to work on, click on the associated Case Number (noted in red) to proceed.

Notice the Case Status box. By default, you will always see your list of Incomplete cases first. To see your Completed or All Cases list change the filter then click Search.
The Case Summary will be displayed. Click on the Case Menu on the upper right to see your options at this point - Accept Case, Reject Case, Re-assign Coroner’s Office.

Choose Accept Case. The following Case Summary screen appears...
Choose Reject Case. The following List Cases screen appears. Your office will no longer have access to the case. An email notification will be sent to whoever Assigned this case to you so that they can assign to a different medical certifier.
Choose Re-assign Coroners Office. The following screen displays. In the Re-assign popup window, select the desired Coroners Office and click the Reassign button. A notification email will be sent to the newly Re-assigned Coroners Office alerting them they have a new case.
Now you have accepted the case and are ready to proceed with completion of your portion (medical/cause of death) of the death certificate. After selecting the case from your Case Listing, the Case Summary will be displayed as follows. Select Edit Case from the upper right-hand menu.
The Case Details screen will be displayed.
Key in all information as it appears, moving down until you see the Save (lower left) and Sign (lower right) buttons. See continuation of Case Details in the images below...
Please pay attention to the emphasis above on the hover help (?) associated with the **Cause of Death Part I** section. Also, the descriptive text underneath the **Cause of Death Part I** heading is important to recognize. Please note areas of emphasis below...

In case the text is too small above:

![Image of Cause of Death Part I section]

Please select the manner of death. Indicate 'Not Natural' if death is from any type of external event, hematomata not specified as spontaneous or non-traumatic, injury, accident, suicide, homicide, poisoning, fracture(s), exposure to heat or cold, drug toxicity, transport accident, overdose, fall, cuts, drowning, gunshot, burns, scalding, hanging, strangulation, inhalation/choking on object, fire, smoke, legal intervention, etc.

Fill out the Case Details section, including Cause of Death. Once you have finished click the **Save** button at the bottom left corner of the screen. Be sure to carefully review everything before clicking the **Sign Case** button on the bottom right. You can still make changes UNTIL the case is signed. The **Sign Case** button will be enabled once the case successfully passes all validation checks. When you are satisfied that everything is complete and correct, click the **Sign Case** button.
To Refer the Case To The State Medical Examiner: In the pronouncement section on the Case Details page, choose Yes to Refer the Case to the State Medical Examiner. If Yes is selected, the Cause of Death Part 1, some sections of Part 2, and the Manner of Death, will become unavailable and be completed by the SME. The immediate Cause of Death (a) will default to Pending SME Result. The coroner will still have answer Did Tobacco Contribute to Death and Pregnancy Status if Female.
Not Natural will automatically be selected for you to complete the rest of the bottom section. When finished click the Save button. **Click the Sign Case button to complete your portion.** The SME will be notified via email that they have been assigned the case.

If the cause is pending - awaiting the results of an autopsy or toxicology – please go ahead and sign the case to complete! You can return to the case later and complete a Cause Amendment. **Amend Cause of Death** is an option on the Case Menu. You will only be able to amend the cause of death section **ONCE**. After that the Amend Case option will no longer be available. If you need to make another amendment please contact the Help Desk.
State Medical Examiner

The SME Office will receive login credentials via email from the MS Vital Records office. After receiving those credentials, log into the EDRS system.

Once in you see the screen below. Select My Account. Under My Account you will see Change Password and Update Profile. See screen below.
Select Change Password. The following screen appears. Set a new password you can more easily remember.

![Password Change Screen]

The “Contact Us/Help” section provides general information for working hours, contact email and telephone numbers.

![Contact Us/Help Screen]

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Mississippi State Department of Health

TO PROMOTE AND PROTECT THE HEALTH OF ALL MISSISSIPPIANS

Mississippi State Department of Health Vital Records Electronic Death Registration Technical Help.

For assistance during the regular work day 8:00 a.m. to 5:00 p.m. CST Monday thru Friday email EDRSHelp@msdh.ms.gov or call 601-206-8275. Emails to this address are forwarded to help desk staff.

For assistance after regular work hours and prior to 8:00 p.m. CST Monday thru Friday, or 8:00 a.m. thru 8:00 p.m. CST weekends and state-observed holidays email EDRSHelp@msdh.ms.gov or call 601-624-1963. During this time emails are forwarded to on-call staff.

For general registration issues or questions on certified copy requests call 601-206-8200 and choose the menu item that best meets your needs.
When a Coroner refers the case to the State Medical Examiner, your office will receive a case assignment email. To accept the case, log in and select EDRS. You will see the screen below and an option to List Cases.

Click on List Cases. The list at the bottom of the screen will be the cases assigned to your office to complete the cause of death and manner of death information. Look for cases where Case Status is Assigned or In Progress as these are cases that need to be completed. Click on the underlined case number.
Click on Case Menu and choose Accept Case. If your office will not handle the case, select Reject Case.

To edit, click Case Menu again then choose Edit Case. After accepting if the SME will not be involved, choose Relinquish Case.
Now enter the information for the Cause of Death and the Manner of Death fields only. When finished click the **Save** button on the bottom left. Click the **Sign Case** button on the bottom right ONLY AFTER THE CASE HAS PASSED ALL VALIDATION CHECKS AND AFTER CAREFUL REVIEW. You can still make changes before signing. When satisfied click on the **Sign Case** button.
If you need to **Amend Cause of Death**, select this option from under the Case Menu.

After selecting Amend Cause of Death, the Edit Details screen will be displayed. You will be able to amend the cause section and manner of death only **ONCE**. After that the Amend Option will no longer be available. If you need to make another amendment please contact the Help Desk.

This concludes the User Guide. We hope it has been and will continue to be a useful resource for all users of the EDRS in Mississippi. We will continue to update it as time permits and as changes are made or new features added.

Signed,
EDRS Help Desk
MS Vital Records
Email Examples

The screenshot below is for a Coroners Office user. The message content will be essentially the same for other New Account Created emails, regardless of organization & role.

EDRS Account Created.
vw@itspmx51.state.ms.us
Sent: Fri 6/23/2017 8:10 AM
To:

Dear RANDOLPH,
An EDRS account has been created for you at LEAKE COUNTY CORONERS OFFICE. Your login details are below:
Username: ********
Password: ********

Please change your password when you first log into EDRS.

---
Please do not reply to this email

The screenshot below is for a New Case Assignment. The example is for a Funeral Home. The message content will be essentially the same for other New Case Assignment emails, regardless of organization & role.

EDRS Case# 2017/000126
vw@itspmx52.state.ms.us
Sent: Mon 6/26/2017 11:21 AM
To:

BERRY AND GARDNER FUNERAL HOME (389),
Case#2017/000126 has been assigned to you.

---
Please do not reply to this email.
The screenshot below is when a case has been rejected. This one was sent to the assigning Hospital Clerk. It was rejected by the Certifying Physician. The message content will be essentially the same for other Case Rejected emails, regardless of organization & role.

EDRS Case# 2016/000334
yww@itspmx54.state.ms.us
Sent: Thu 6/1/2017 9:21 AM
To:

ELIZABETH NORTH,
Case#2016/000334 has been rejected. Please reassign this case to another Certifying Physician.

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Please do not reply to this email.
July 2017

Dear Funeral Director:

We are writing to you to announce our new procedures regarding Social Security’s “Statement of Death by the Funeral Director (SSA-721)” form. The state of Mississippi now has access to the Electronic Death Registration System (EDRS) as of July 8, 2017.

Beginning July 8, 2017, if you use Mississippi’s EDRS to register deaths, you will no longer need to send a separate SSA-721 to SSA to report an individual’s death. When EDR reports are received, they can be processed with no additional verification of the death information. This allows for the immediate and automatic termination of deceased individuals’ benefits and suspension of benefits if the decedent served as a representative payee.

Although we do not expect issues, as with any automated process, there might be cases that do not process correctly through EDRS. If you receive a request to complete an SSA-721, we ask that you assist the SSA Field Offices with these requests so that we can all continue to deliver professional customer service to the families of the deceased.

We still need your help to share information with potential survivors, as they may be entitled to benefits. You can help us by distributing the last two pages of the SSA-721 to families as you register the decedent’s information. These pages provide valuable information about potential benefits that may be payable and how survivors can apply for these benefits.

If you do not use Mississippi’s EDRS, or if you cannot verify the SSN through the EDRS system, we ask that you send us the SSA-721 as you have done in the past.

Thank you for your assistance in this process.

Sincerely,

Jessica MacBride

/s/ Jessica MacBride

Director,
Earnings, Enumeration and Medicare Policy,
Office of Income and Security Programs