



Vital Statistics Administration

Maryland Electronic Death Registration Funeral Director Training Guide

Completing a Certificate Started by Medical Certifier

Version 4.0

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Getting Started with EDRS

MD-EDRS functions similarly to typical online web applications. To use MD-EDRS, you will need:

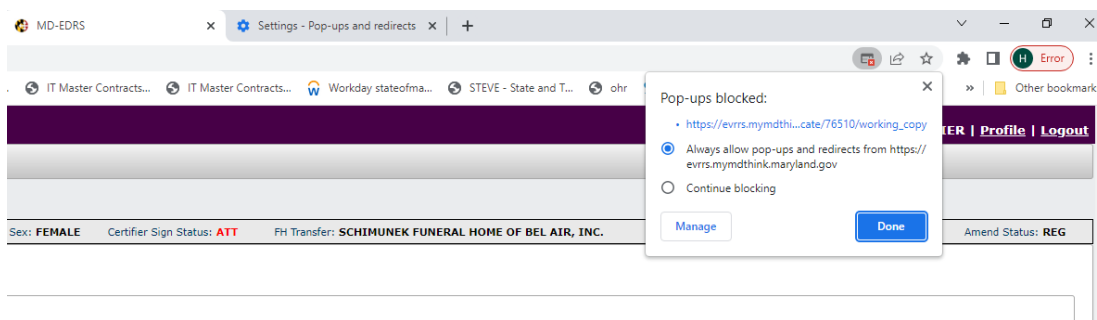
- Internet connectivity
- A web browser
- Adobe reader (which may be downloaded at no charge from <http://www.adobe.com>)
- A printer
- A scanner (certain users only).

You will also need to configure your web browser to enable:

- Pop-ups; and
- JavaScript™

The MD-EDRS allows some users to scan and attach documents to the electronic record. Depending on your scanner, you may be able to select the PDF format from the scanner or by selecting "Save As" → "PDF" as the format type. Please refer to your manufacturer's instructions for additional information.

Configuring your website to allow for pop-ups will depend on the web browser that you are using. If you are not able to see or print certificates after following the instructions, you should check whether your web-browser is allowing pop-ups.



For information on enabling JavaScript© please go to <http://www.activatejavascript.org> for step-by-step instructions.

New Users to MD-EDRS

1. After the user account is created in MD-EDRS, the user will receive two emails from identity@mymdthink.maryland.gov
2. If you do not receive the 2 emails from identity@mymdthink.maryland.gov check your **SPAM** folder. If not found, contact edrs.help@maryland.gov
3. One email provides the **1** user name for their new MD-EDRS account and the second email provides the **2** activation link that they will click on to activate their account.

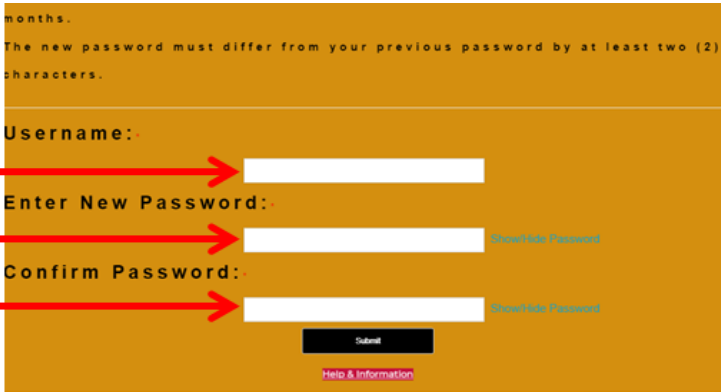


4. Upon clicking on the 'Activation Link' the user will be taken to the 'Maryland Electronic Vital Records Registration System'.



5. Review the new password policy rules as stronger passwords are now required::
 - * The new password must be between fourteen (14) and twenty (20) characters.
 - * The new password must contain at least two of each of the following:
 - * a. Uppercase letters.
 - * b. Lowercase letters.
 - * c. Numbers.
 - * d. Special characters. ~!@#\$\$%^*_+-={}/\[:;?;,.
 - * The new password cannot contain blank spaces.
 - * The new password must not contain your Username or your first and last name.
 - * The new password must differ from your previous password by at least two (2) characters.
 - * The new password cannot be any one of your previous twenty four (24) passwords
 - * The new password cannot be a password that has been used in the last twelve months.
(example only: Rec!OrDer?2531*\$)

6. After reviewing the new password policy rules, enter your user name and new password and click "Submit"



months.
The new password must differ from your previous password by at least two (2) characters.

Username:

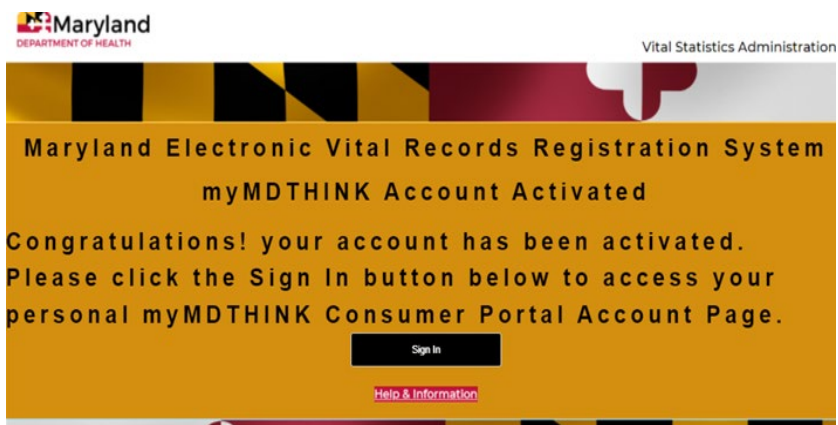
password [Show/Hide Password](#)

re-enter password [Show/Hide Password](#)

[Help & Information](#)

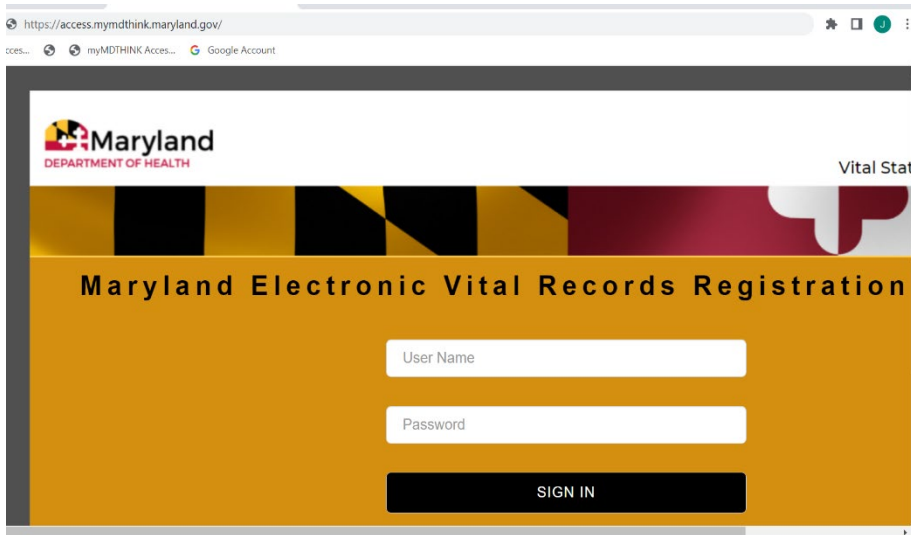
The image shows a registration form on a yellow background. It includes a 'Username:' label and a text input field. Below it are two password fields: 'Enter New Password:' and 'Confirm Password:'. Each password field has a 'Show/Hide Password' link to its right. A 'Submit' button is centered below the password fields. At the bottom, there is a 'Help & Information' link. Three red arrows point from labels on the left to the respective input fields: 'user name' to the Username field, 'password' to the Enter New Password field, and 're-enter password' to the Confirm Password field.

7. Upon successful activation, the user will see a screen confirming the activation of their account and they can then click on 'Sign In'.

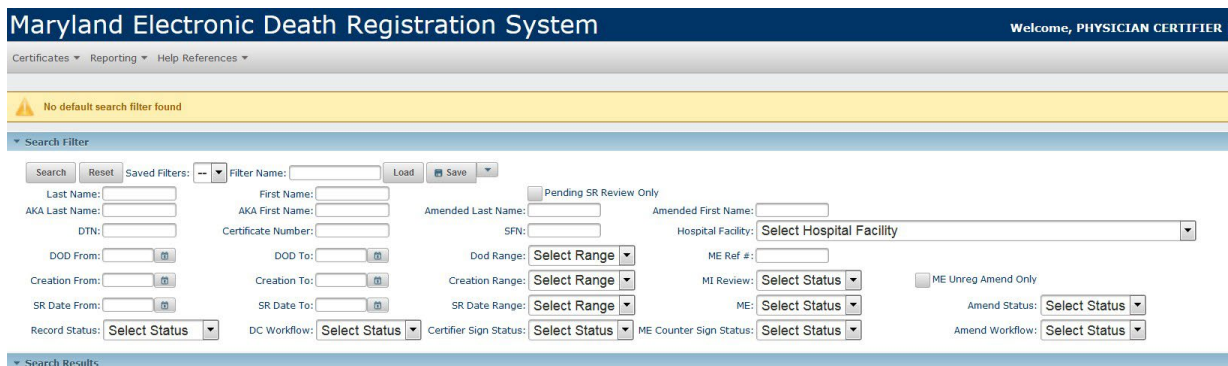


Logging onto MD-EDRS

1. To get started with the EDRS system, you will need to open your web browser and key in the following URL address: <https://evrrs.mymdthink.maryland.gov/>
2. Enter the username which has been assigned to you and the password that you created. Then click "SIGN IN."



3. Once you are logged in, the screen below will appear:

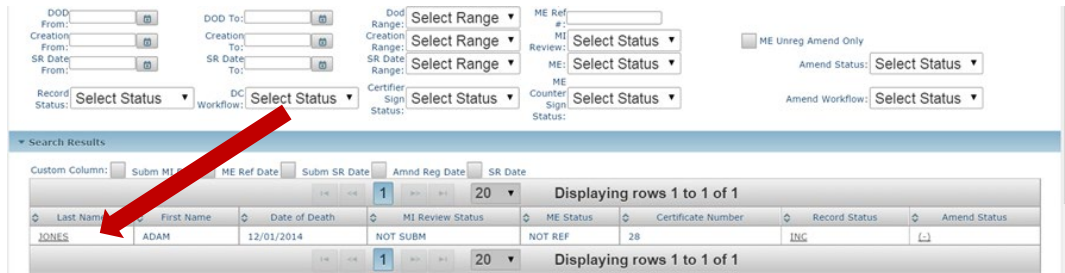


Completing a Certificate Started by the Medical Certifier

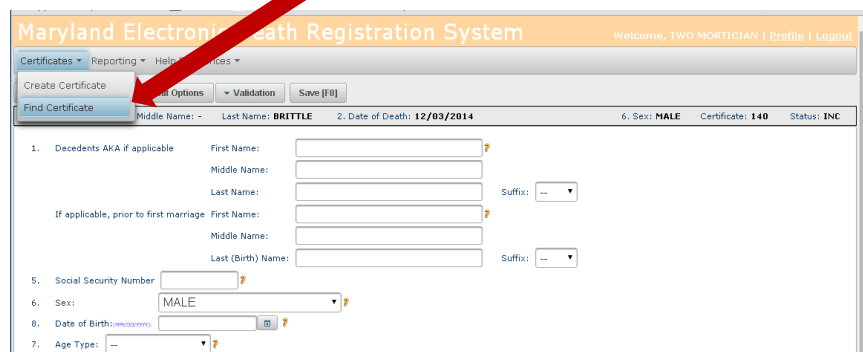
1. If the Medical Certifier has started the death record, search for the NAME of the decedent as shown on the screen below. Once your funeral home has been granted access by the Medical Certifier, the death record will appear.



2. Click on the decedent's name to open the record.



3. If you selected the wrong record, click on Certificates and then on "Find Certificate" to return to the search screen.



Entering the Personal Information

1. The Personal Information screen below will appear and you can enter the information in the fields. This is the same information that you currently fill out on the existing paper copy of the Death Certificate. Make sure to save the information frequently by clicking the Save [F8] tab at the top of the page.

The screenshot displays the Maryland Electronic Death Registration System interface. At the top, it says "Maryland Electronic Death Registration System" and "Welcome, ! | Profile | Logout". Below this is a navigation bar with "Certificates", "Reporting", and "Help References". A "Save [F8]" button is highlighted with a red arrow. The main form area is titled "Personal Information" and contains the following fields:

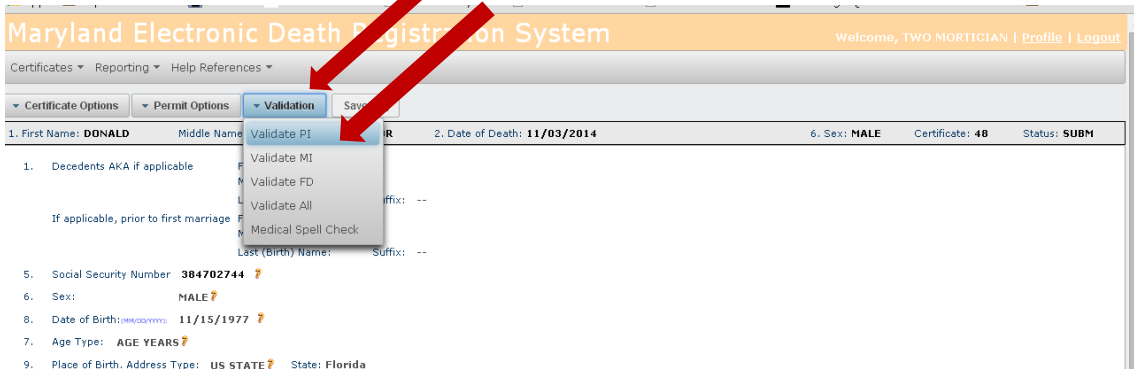
- 1. Middle Name: **ROBERT** Last Name: **JONES** 2. Date of Death: **12/01/2014** 6. Sex: **MALE** Certificate: **28** Status: **INC**
- 3. First Name: [Field] ?
- 4. Middle Name: [Field] ?
- 5. Last Name: [Field] Suffix: [Dropdown]
- 7. First Name: [Field] ?
- 8. Middle Name: [Field] ?
- 9. Last (Birth) Name: [Field] Suffix: [Dropdown]
- 11. Social Security Number: [Field] ?
- 12. Sex: **MALE** ?
- 13. Date of Birth (MM/DD/YYYY): **12/01/1952** ?
- 14. Age in Years: [Field] ? Years: **62** ?
- 15. Residence Type: **US STATE** ? State: **Maryland** ?
- 16. Decedent Address: [Field] ? State: [Dropdown] ?
- 17. City, Town, or Location: **WESTMINSTER** ?
- 18. Inside City Limits: [Field] ?
- 19. Street Number: **123** ? Street Name: **MAIN ST** Apt/Suite/Unit: **158**
- 20. Zip Code: **21111** ?

At the bottom, there are tabs for "Personal Information", "Medical Information", "Funeral Director", and "Certificate View". A red arrow points to the "Personal Information" tab.

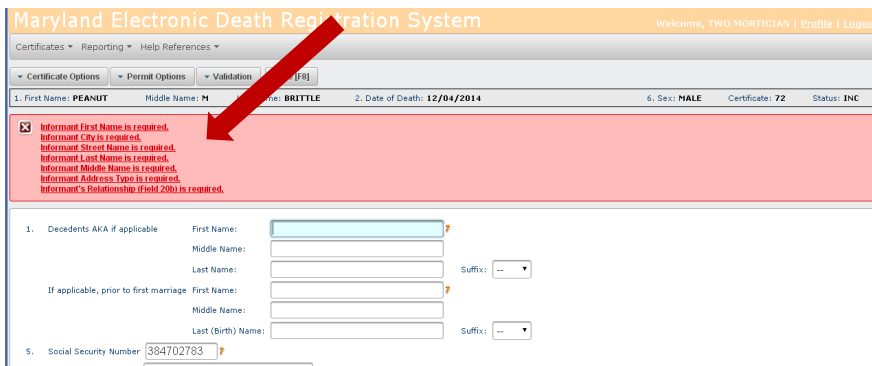
****NOTE:** There are minor changes to a few of the fields on the certificate, such as race and education. Click the ? next to the field and you will be given additional information on how to complete the item.

Validating the Personal Information

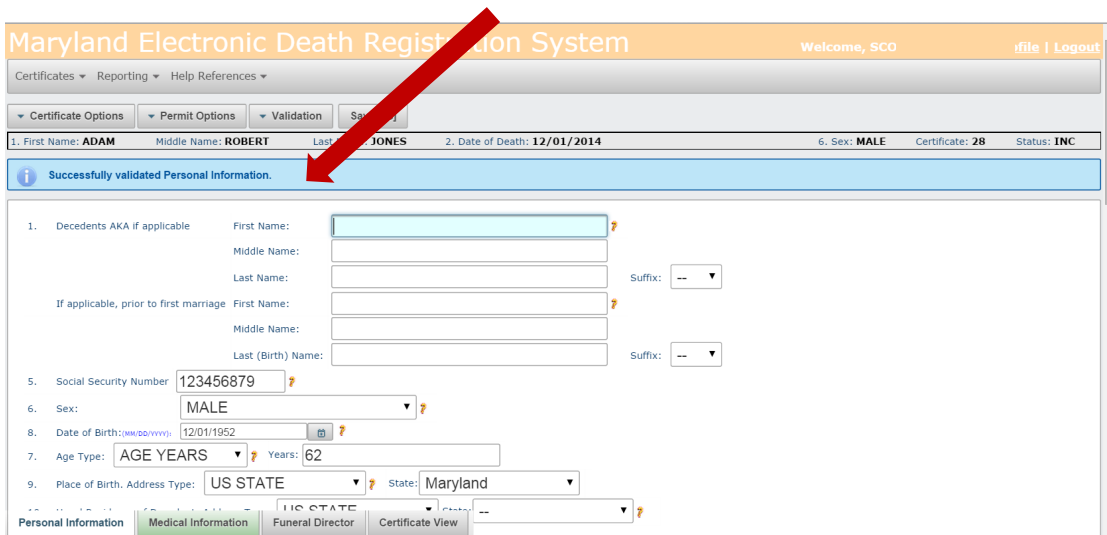
1. Next, click on the Validation tab and then on “Validate PI” to check for any errors (it may take a moment for the information to be validated).



If any errors are found, they will be listed on the screen in red and should be corrected.



2. Once the corrections are made, select “Validate PI” again in order to be sure that all errors have been corrected. The message “Successfully Validated Personal Information” will appear if there are no errors.



Entering and Validating the Funeral Director Information

1. Go to the Funeral Director tab near the bottom of the page and enter the required information.

The screenshot shows the 'Maryland Electronic Death Registration System' interface. At the top, it says 'Welcome, SCOTT RUDDICK | Profile | Logout'. Below that are navigation tabs: 'Certificates', 'Reporting', and 'Help References'. Underneath are 'Certificate Options', 'Permit Options', 'Validation', and 'Save [F8]'. The main form area shows fields for: 1. First Name: ADAM, Middle Name: ROBERT, Last Name: JONES; 2. Date of Death: 12/01/2014; 6. Sex: MALE; Certificate: 28; Status: INC. The 'Funeral Director' tab is selected at the bottom. A red arrow points to this tab.

2. When all information on this tab has been entered, click on the Validation tab near the top of the page and then on “Validate FD” to check for any errors (you may have to wait a moment for the information to be validated).

The screenshot shows the 'Maryland Electronic Death Registration System' interface. At the top, it says 'Welcome, TWO MORT'. Below that are navigation tabs: 'Certificates', 'Reporting', and 'Help References'. Underneath are 'Certificate Options', 'Permit Options', 'Validation', and 'Save [F8]'. The 'Validation' dropdown menu is open, showing options: 'Validate PI', 'Validate MI', 'Validate FD', 'Validate All', and 'Medical Spell Check'. A red arrow points to the 'Validate FD' option. The main form area shows fields for: 1. First Name: PEANUT, Middle Name: TITLE, Last Name: HIGHER WAVES; 2. Date of Death: 12/04/2014; 6. Sex: MALE; Certificate: 72. The 'Funeral Director' tab is selected at the bottom. A red arrow points to this tab.

Any errors found will be listed on the screen and should be corrected. The “Validate FD” button should be clicked again to be sure there are no additional errors. The message “Successfully Validated Funeral Director Information” will appear once the information has been validated. Remember to click on the Save[F8] tab in order to save the record.

The screenshot shows the 'Maryland Electronic Death Registration System' interface. At the top, it says 'Welcome, TWO MORTICIAN'. Below that are navigation tabs: 'Certificates', 'Reporting', and 'Help References'. Underneath are 'Certificate Options', 'Permit Options', 'Validation', and 'Save [F8]'. A blue message box at the top of the form area says 'Successfully validated Funeral Home Information.' A red arrow points to this message. The main form area shows fields for: 1. First Name: PEANUT, Middle Name: M, Last Name: HIGHER WAVES; 2. Date of Death: 12/04/2014; 6. Sex: MALE; Certificate: 72. The 'Funeral Director' tab is selected at the bottom. A red arrow points to this tab.

Authenticating the Personal Information

1. You are now ready to authenticate the Personal Information. Click on the Certificate Options tab and then “Authenticate PI”.

The screenshot shows the Maryland Electronic Death Registration System interface. The 'Certificate Options' menu is open, and 'Authenticate PI' is selected. The main form displays personal information for a decedent: Middle Name: ROBERT, Last Name: JONES, Date of Death: 12/01/2014, Sex: MALE, Certificate: 28, Status: INC. Fields for First Name, Middle Name, Last Name, and Suffix are visible. A 'Save [F8]' button is present at the top right of the form area.

2. The following screen will appear. Check the box “Yes” and then “Continue”.

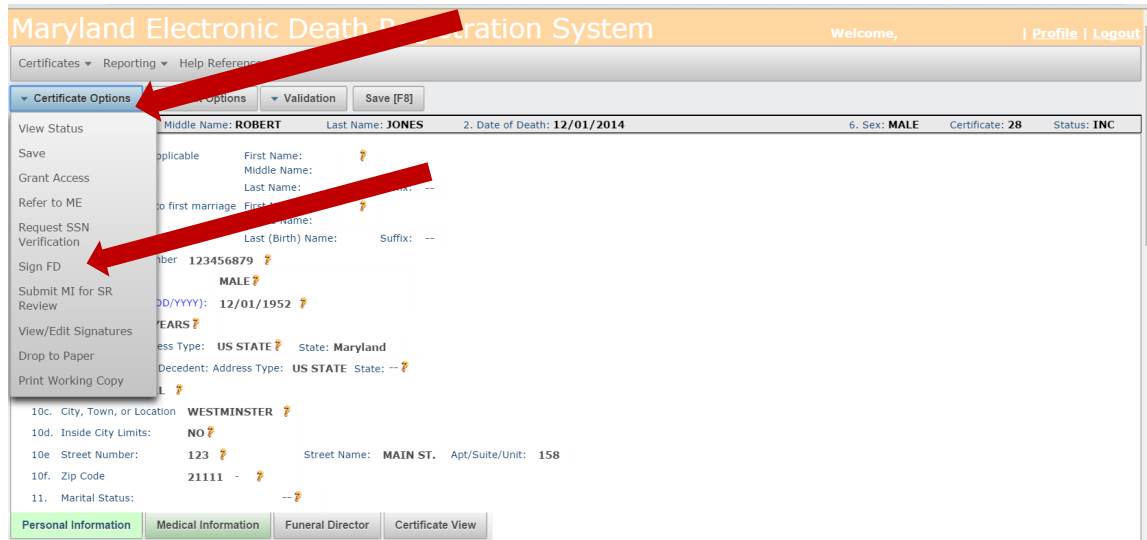
The screenshot shows the 'Authenticate Personal Information' confirmation screen. The text reads: 'To authenticate the Personal Information section, confirm the accuracy of the information and click Continue. This will lock the Personal Information fields. If the records fails the Personal Information validation, you will return to the view record screen where you can correct the problem(s)'. Below this, there is a checkbox with the text 'I, SCOTT RUDDICK, confirm that the Personal Information data is complete and accurate to the best of my knowledge.' The checkbox is checked. Below the checkbox are 'Continue' and 'Cancel' buttons. Red arrows point to the checked checkbox and the 'Continue' button.

3. You will receive a message that the Personal Information has been successfully authenticated.

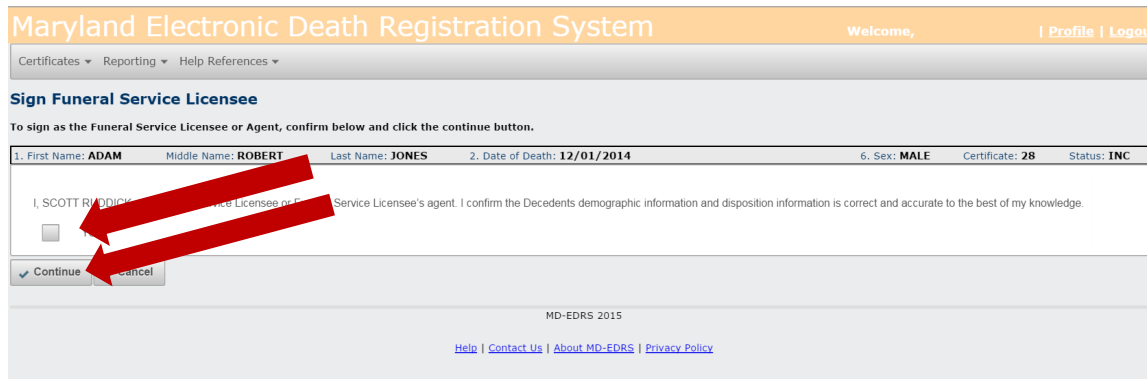
The screenshot shows the Maryland Electronic Death Registration System interface after successful authentication. A blue message bar at the top states 'Successfully authenticated Personal Information.' Below this, the personal information fields are displayed: 1. Decedents AKA if applicable (First Name, Middle Name, Last Name, Suffix), 5. Social Security Number: 384702783, 6. Sex: MALE. A red arrow points to the success message bar.

Signing the Certificate

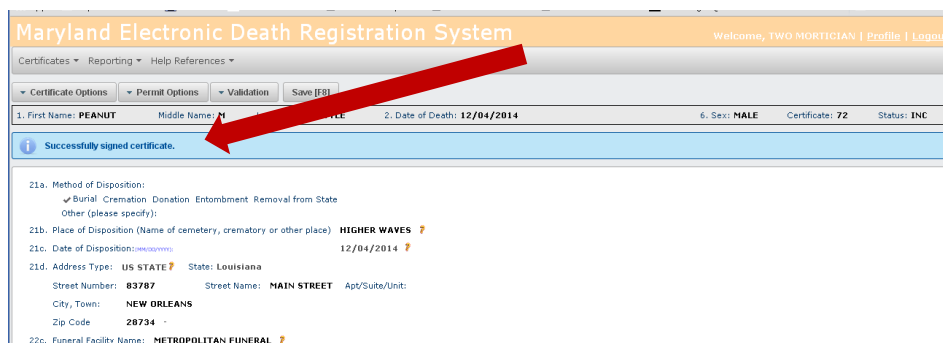
1. The next step is to sign the record as the Funeral Director. Click on Certificate Options and then “Sign FD.”



2. The following screen will appear. Check the box “Yes” and “Continue”.

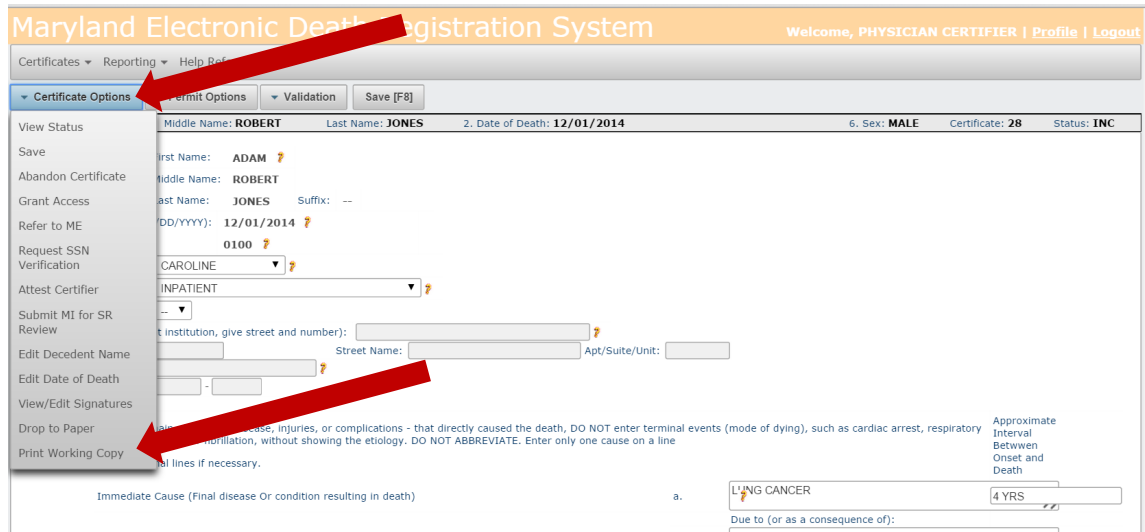


You will receive a message that the Certificate was successfully signed.



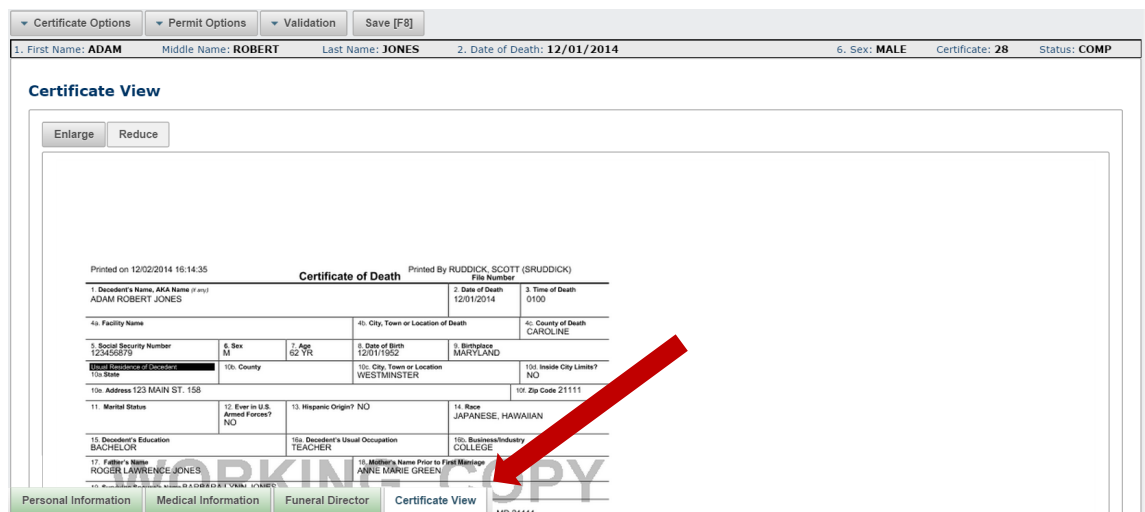
Printing a Working Copy of the Certificate

1. Print out a final working copy of the death certificate by clicking on Certificate Options and then “Print Working Copy.”



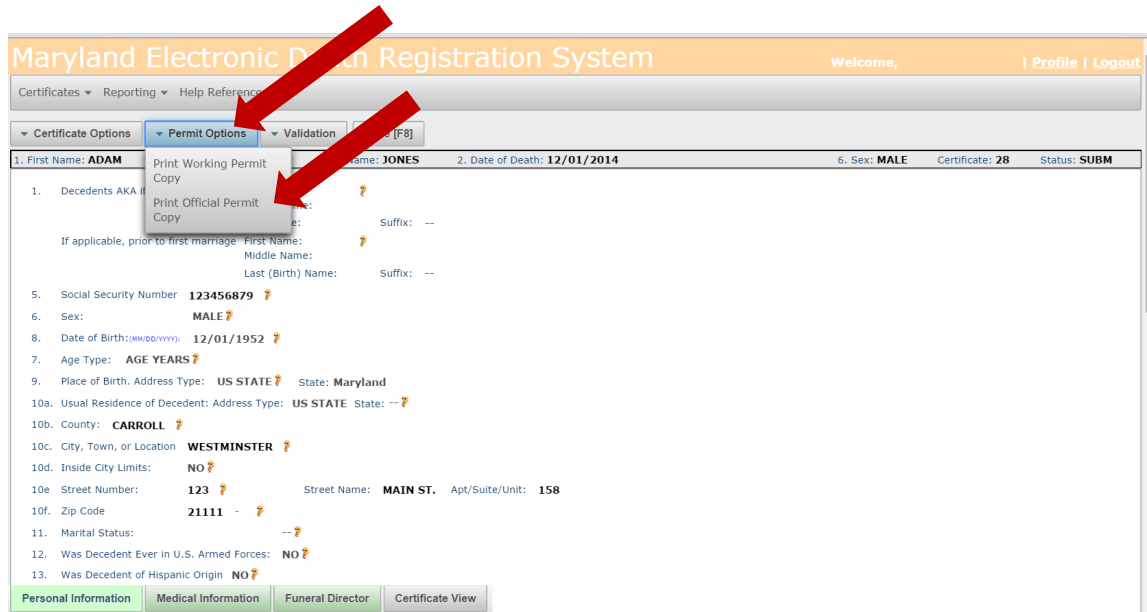
****NOTE:** Printing on legal sized paper (8 ½ x 14) will make the certificate easier to view, although letter sized paper (8 ½ x 11) may also be used. Remember to enable popups on your web browser in order to view and print the death certificate.

A copy of the information that has been entered may be viewed at any time by clicking “Certificate View” near the bottom of the screen.



Printing the Burial Transit Permit

1. The Burial Transit Permit can be printed once the death certificate is complete. Click on the Permit Options tab and then on “Print Official Permit Copy.”



****NOTE:** A “Working Permit Copy” of the Burial Transit Permit can be printed while you are preparing the death certificate.

The document shown below will be printed:

Maryland Burial Transit Permit				File Number
This permit must accompany remains to destination				
1. Decedent's Name, AKA Name (if any) ADAM ROBERT JONES		2. Date of Death 12/01/2014	3. Time of Death 0100	
4a. Facility Name		4b. City, Town or Location of Death		4c. County of Death CAROLINE
5. Social Security Number 12345679	6. Sex M	7. Age 62 YR	8. Date of Birth 12/01/1952	9. Birthplace MARYLAND
10a. Usual Residence of Decedent 10a. State		10b. County	10c. City, Town or Location WESTMINSTER	10d. Inside City Limits? NO
10e. Address 123 MAIN ST. 158		10f. Zip Code 21111		
11. Marital Status	12. Ever in U.S. Armed Forces? NO	13. Hispanic Origin? NO		14. Race JAPANESE, HAWAIIAN
15. Decedent's Education BACHELOR		16a. Decedent's Usual Occupation TEACHER		16b. Business/Industry COLLEGE
17. Father's Name ROGER LAWRENCE JONES		18. Mother's Name Prior to First Marriage ANNE MARIE GREEN		
19. Surviving Spouse's Name BARBARA LYNN JONES				
20a. Informant's Name BARBARA LYNN JONES		20b. Informant's Relationship WIFE	20c. Informant's Mailing Address 123 MAIN ST. 158, WESTMINSTER, MD 21111	
21a. Method of Disposition BURIAL	21b. Place of Disposition DRUID HILL CEMETERY	21c. Date of Disposition 12/02/2014	21d. Location 1 OLD COURT RD, BALTIMORE, MD 21209	
22a. Signature of Funeral Service Licensee SCOTT A RUDDICK		22b. License No 9999	22c. Name and Address of Funeral Facility RUDDICK FH 58 FUNERAL HOME RD, BALTIMORE, MD 21215	

Authority for Burial, Transportation, Removal, Cremation or Other Disposition
This burial permit, when completely filled in and bearing below the signature of the attending physician and funeral director, constitutes authority for burial, transportation, removal, cremation or other disposition of the deceased named above.

Cemetery or Crematory Authority Shall Fill Out Section Below
The deceased named above was

Submitting the Record to the Division of Vital Records

1. In order to file the death certificate with the Division of Vital Records, click on the Certificate Options tab and “Submit to Registrar.”

The screenshot shows the Maryland Electronic Death Registration System interface. At the top, there is a navigation bar with 'Certificates', 'Reporting', and 'Help' menus. Below this, a 'Certificate Options' dropdown menu is open, showing options like 'View Status', 'Save', 'Grant Access', 'Refer to ME', 'Request SSN Verification', 'Submit MI for SR Review', 'Submit to Registrar', 'View/Edit Signatures', 'Drop to Paper', and 'Print Working Copy'. A red arrow points to the 'Submit to Registrar' option. The main content area displays a 'Certificate of Death' form for Robert Jones, dated 12/01/2014. The form includes fields for Social Security Number, Sex, Age, Date of Birth, Birthplace, Address, and other personal information. A 'Certificate View' tab is selected at the bottom.

2. When the following screen appears, check the box “Yes” and “Continue.”

The screenshot shows the 'Submit Certificate to State Registrar' confirmation screen. The page title is 'Submit Certificate to State Registrar'. Below the title, there is a message: 'To submit the completed certificate for state registration, confirm that you wish to submit it and click the Continue button.' The form displays the same personal information as the previous screen. A red arrow points to the 'Yes' checkbox, which is currently unchecked. Another red arrow points to the 'Continue' button at the bottom left of the form. The footer of the page includes 'MD-EDRS 2015' and links for 'Help', 'Contact Us', 'About MD-EDRS', and 'Privacy Policy'.

3. You will receive a message that the Certificate has been successfully submitted for registration. The Division of Vital Records (DVR) will review the information on the Certificate and notify you if any changes are needed.

Checking on the Status of the Record

- As soon as the record has been reviewed by DVR staff and determined to be complete, the death will be registered and certified copies of certificates will be available for issuance. This will occur no later than one business day following the filing of a Certificate. You may check to see whether a certificate has been registered by clicking on the Certificate Options tab and “View Status.”

Maryland Electronic Death Registration System

Welcome, | Profile | Logout

Certificates Reporting Help References

View Status Save Grant Access Refer to ME Request SSN Verification Submit MI for SR Review View/Edit Signatures Print Working Copy

Name: JONES 2. Date of Death: 12/01/2014 6. Sex: MALE Certificate: 28 Status: SUBM

10a. Usual Residence of Decedent: Address Type: US STATE State: --
 10b. County: CARROLL
 10c. City, Town, or Location: WESTMINSTER
 10d. Inside City Limits: NO
 10e. Street Number: 123 Street Name: MAIN ST. Apt/Suite/Unit: 158
 10f. Zip Code: 21111
 11. Marital Status: --

Personal Information Medical Information Funeral Director Certificate View

- Check the information on the right side of the page to see if a Certificate Number has been assigned, which indicates that the death has been registered and the Certificate is available for issuance.

Maryland Electronic Death Registration System

Welcome, TWO MORTICIAN | Profile | Logout

Certificates Reporting Help References

Status Folder

The Status Folder provides an overview of the certificate's status and basic decedent information. Registration numbers are provided for registered records.

View Certificate Cancel

Decedent Information	
Last Name: HERMAN	Certificate Number: 4
First Name: ANNA	DTN: 320140000140000
Date of Death: 11/04/2014	Registration Number: 32014MD000006
Time of Death: 0259	
Sex: FEMALE	

Status Values	
Certificate: REG SR	Funeral Director Sign: ATT
DC Workflow: ELECTRONIC	Certifier Sign: ATT
Reported to ME: ACC	Certifier Sign Method: ELECTRONIC
SR Flag:	Certifier Type: CERTIFYING PHYSICIAN
Duplicate Flag: 120	ME Countersign: UN ATT
FD Auth: AUTH	ME Countersign Method:
MI Review: SUBM	SSNV Request Status: NOTREQ

Reasons/ Messages	
ME Reported:	DEATHS DUE TO OLD OR RECENT INJURIES OR ACCIDENTS
MI Review:	
Reject:	
Register w/Exception:	
SR Review Flag:	
SR Void:	
Duplicate Status Notes:	