



## QUICK STEPS FOR FUNERAL HOMES

- Website: [alabamapublichealth.gov/EDRS](http://alabamapublichealth.gov/EDRS)
- Click [Login to AL-EDRS](#).
- Enter your user name and password and click **Login**.
- Select **EVERS Death** to go to your home page.

### CREATE A RECORD

1. Select **Active Users/Facilities** from the Home Page to view the list of current EDRS users. Only create a record if the physician or coroner is a registered EDRS user.
2. Select **Create** and then **New Record** located in the red menu bar.
3. Enter the decedent's information.
4. Select the Place of Death from the drop down box.
  - a. Medical Facility - If you select a facility such as Hospital, Nursing Home, SCALF, ALF, or Inpatient Hospice, you will be able to select the facility name from a drop down list. The facility name appears on the record as the place of death.
  - b. Other Facility – The decedent died at a medical facility that does not appear in the drop down list. You will be allowed to enter the name of the facility. The name you enter will appear on the death certificate as the place of death.
  - c. Deceased's Residence - The decedent died at home. The decedent's address will appear on the death certificate as the place of death.
  - d. Other Residence – The decedent died at a residence other than their own. The address will appear on the death certificate as the place of death.
  - e. Rural – Enter farm, pasture, or another descriptive word. The description will not appear on the death certificate. The address you enter for the rural location will appear on the record as the place of death.
  - f. Other – If the place of death does not fit in any of the categories shown, select Other, and then enter a description of where the death occurred. EX: Enter "Roadway" in the event of a motor vehicle accident. The description will not appear on the death certificate. The address you enter for the accident will appear on the record as the place of death.
  - g. Unknown – This can be used when the person creating the death certificate is not certain where the person died. The place of death must be added later on the Place of Death/Disposition tab.
5. Select the Hospice, if applicable.
6. Select the **Create Record** button at bottom of the screen.

NOTE: When a record is created, regardless of who created it, the first 4 tabs (Deceased, Personal Info, Personal Info 2, and Place of Death/Disposition) belong to the funeral home, and only the funeral home staff can correct information on these pages.

## ASSIGN A RECORD

1. Select **Record Actions** located in the red menu bar to notify the physician or coroner. You may also use this procedure to send the medical facility an email notification.
2. Select the corresponding tab to assign the record to the hospital, nursing home, hospice, or physician/coroner.
3. From the **Facility List** enter the name of the facility in the space provided. When the facility name shows in the drop down list, click on the name.
4. From the Facility List, click SELECT to move the facility to the **Send To** addressee box.
5. Select an **Action Message**.
6. Click on **Send Message**. (You will receive a message indicating that the message has been sent.)

## COMPLETE A RECORD

1. Select **Death Record** located in the red menu bar.
2. Select the **Verify Social Security Number** button at the bottom of the page.
  - a. Select the **Save & Verify** button located on the top right side of the page.
  - b. If information needs to be corrected, you must make corrections on the purple Deceased tab. Corrections cannot be made on the Social Security page.
  - c. Select the **Refresh** button at the bottom of the page.
  - d. Check the status to see if the Social Security number verified.
  - e. Select **Close Screen**.
  - f. The record cannot be filed until one (1) verification has been attempted.
  - g. You have up to five (5) attempts to verify the Social Security number. If a successful verification cannot be obtained with 5 attempts, the record can still be filed electronically.
3. Select the **Next Page** button or **Personal Info** tab. Enter information on **Personal Info** page.
4. Select the **Next Page** button or **Personal Info 2** tab. Enter information on **Personal Info 2** page.
5. Select the **Next Page** button or **Place of Death/ Disposition** tab. Enter information on **Place of Death/Disposition** page.
6. Click **Save Record**.
7. Click **Validate Record**. The Validations page will open.
  - a. Click on **Validate Record**.
  - b. Correct and Verify errors if needed.
8. Select **Forms** located in the red menu bar.
  - a. Select **Verification of Personal Information** on the left side of the screen.
  - b. Print Verification of Personal Information form and check for misspellings or any other errors.
9. Select **Death Record** located in the red menu bar.
10. Select **Place of Death/Disposition** tab.
11. Scroll down and click on **Sign Certificate**. You will receive the message, "Thank you, you have successfully signed this record."
12. Select **Home** located in the red menu bar.

### When notification of a new death certificate is received:

1. Choose **Select** beside the record to be accessed.
2. Follow process starting with **Verify Social Security Number**.

## HELPFUL HINTS

1. The personal information completed by the funeral home and the medical certification sections operate independently of each other. The funeral home director can complete and sign the legal information without having to wait for the medical certifier.
2. When a medical facility or funeral home is selected on the **Create Record** screen, the death record goes to its home page automatically when the record is created.
3. When a record is assigned through **Record Actions**, the record goes to the home pages of each facility or certifier to which the record was assigned and sends an email to them through EDRS.
4. If a record is assigned to a facility in error at the time of creation, the record can be reassigned through **Record Actions**.
5. If you create a certificate, you must notify the medical certifier through **Record Actions**.
6. When a record is to be assigned to a physician, first assign the record to the physician's office, where applicable, and then to the physician.
7. Check the **Status** page on a record to view all the actions that have taken place on that record, from creation through filing.
8. **Decline** a record that is assigned to you in error; do not abandon the record. You may decline a record as long as you have not made any changes to the record.
9. An **Alias** is not a nickname, professional title, or maiden name. An alias name can be entered for a person who had a legal name change in a court of law. Or, an alias name can be entered for someone who used a completely different name to conceal their identity.
10. If an error is found after the death certificate is signed, the record can be unlocked and released back to the funeral home for correction.
11. Records are downloaded for filing every 30 minutes, beginning at 7:15 AM and ending at 4:15 PM. Once a record is filed, it cannot be unlocked.
12. For questions regarding death certificate amendments, call the Special Services Division at 334-206-2637.

For assistance with Electronic Death Registration, call the Help Desk at **334-206-2754**.