



QUICK STEPS FOR MEDICAL FACILITIES

- Website: 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 funeral home and physician/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. Place of Death - If the decedent died in your facility, the name will populate. Otherwise, choose the place of death from the drop down box.
5. Select the Hospice, if applicable.
6. Disposition of Body - Select a funeral home from the drop down box, or select "Facility" if the medical facility is handling the disposition.
7. Select the **Create Record** button at bottom of the screen.

ASSIGN A RECORD

1. Select **Record Actions** located in the red menu bar to notify the physician.
2. Select the **Physician** tab to assign the record to the physician.
3. From the **Facility List**, change the drop down from Facility to Name. Enter the last name of the physician in the space provided.
4. When the name shows in the drop down list, click on the name.
5. From the Facility List, click **SELECT** next to the physician's name to move the facility to the **Send To** addressee box.
6. Select an **Action Message**.
7. Click on **Send Message**. (You will receive a message indicating that the message has been sent.)
8. When assigning a record to a Coroner, use the Coroner tab, and select the coroner from the list.
9. If you will also be assigning a record to a physician's office, use the Physician Offices/Clinics tab.

When notification of a new death certificate is received:

1. Log in to EDRS.
2. Click on [Select](#) beside the record you need to access.
3. Click on the **Cause of Death** tab.
4. Enter the time of death.
5. Click **Save Record/Changes**.
6. Check the Status page of the record to ensure that it has been assigned to the medical certifier.

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