




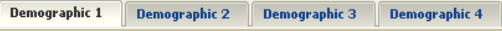
## CREATING A NEW RECORD

1. Click the New Record Icon 
2. Enter items on the Idaho New Screen using the "TAB" key to advance fields. Skip EDR Number, Med Rec, and Coroner Case Number items




3. Click the "find record" button 
4. Click "OK" when the system notifies you that no existing records were found 





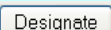
## DEMOGRAPHIC DATA ENTRY

1. Complete all fields located on the demographic 1-4 tabs. 
2. Use the tab key to advance fields. Note the color of each field entry item and complete all non-completed items that are highlighted "yellow"

First Name	Active Item
Middle Name	Completed Item
Last Name	Non-Completed Item
Maiden Name	Disabled Item

3. Click the 'Save' Icon after completing the data entry of each individual tab 

## DESIGNATE MEDICAL CERTIFIER

1. Click the 'Designate' Icon on the toolbar 
2. Select the Medical Certifier Type from the search screen 
3. Enter any combination of the certifier's name and/or license number and click the 'Search' Button 
4. Click on the correct certifier from the search results grid 
5. Click the 'Designate' Button 




### *IF THE MEDICAL CERTIFIER IS PARTICIPATING ELECTONRICALLY*

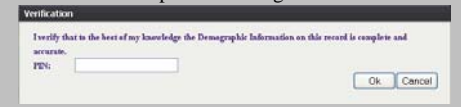
7. The system will generate an email to the medical certifier to notify them that a case has been assigned to them in the EDRS
8. The Medical Certifier will complete the Medical 1-3 tabs and electronically certify the record
9. The system will generate an email to you when the medical certifier has completed their portion of the record

### *IF THE MEDICAL CERTIFIER IS NOT PARTICIPATING ELECTONRICALLY*


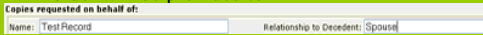


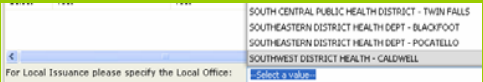

7. The system will display a prompt indicating that the medical certifier isn't participating in the system and will generate a copy of the Idaho Death Worksheet and Burial Transit Permit for printing
8. Submit the Idaho Death Worksheet and Burial Transit Permit to the Medical Certifier for manual completion
9. Collect the worksheet and enter the medical information into the Medical 1-3 tabs.
10. Submit the completed worksheet to the Bureau of Vital Records within 7 days

## DEMOGRAPHIC VERIFICATION

1. After the medical information has been completed (either electronically or via the proxy certification process) utilize the work queue filters to access the record.
2. Click the Demographic Verification icon 
3. Click "PREVIEW" to review and print an abstract copy of the Idaho Death Certificate. 
4. Close the Copy of the Death Certificate and Click "Verify" 
5. Enter PIN to complete the filing of the record



## ORDER INITIAL COPIES

1. Click YES if you would like to order initial copies of the death certificate 
2. Enter the name and relationship of the person that the order will be provided to 
3. Indicate the number of State and/or Local Certified Copies to be ordered 
4. If State Copies are being ordered, indicate if you would like the copies mailed to the funeral home or directly to the recipient
5. Click "Add" 
6. Repeat Steps 2-5 if orders are being requested for multiple individuals
7. If Local copies are being ordered, select the proper issuance site from the drop down menu 
8. Click "OK" 
9. Enter PIN number to finalize the order process.

## BURIAL TRANSIT PERMIT / CREMATION AUTHORIZATION

The Burial Transit Permit is automatically routed to the medical certifier's and/or County Coroner's EDR work queue based on the method of disposition and designation of medical certifier type. By design, there is not an electronic notification method when the record is routed to these queues for BTP approval. Due to the variations in protocol for the approval process that exist in the various jurisdictions, coupled with the fact that one or more of the required persons may not be participating in the system electronically, we feel it is important that the lines of communication between the required parties are distinctively conveyed to each other.

### PRINT THE BURIAL TRANSIT PERMIT

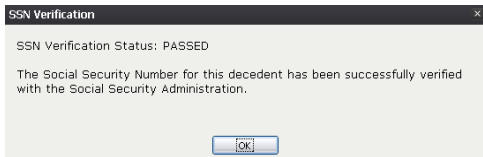
- From the Registration Menu, scroll down to Print and over to BTP.



- The system will notify you if all signatures haven't been completed electronically. You may then either contact the party in question and request that they authorize approval electronically, or collect live signatures for the form.
- Physically sign the BTP in the mortician section.

### Online Verification of Social Security Number

Note the 'SSN Verification Status' prompt that appears after a record is saved. Check with the informant/family if the information isn't successfully verified.



A failed response will not prevent registration of the death record, but every effort should be made to ensure that the collected information is valid.

## KEY ICONS

	New Record
	Save Record
	Designate Medical Certifier
	Demographic Verification
	Exit Application
	Search
	Refresh work queue filter

## SYSTEM REQUIREMENTS

High Speed Internet Connection

Web Browser (for best performance we recommend Internet Explorer 7.0 or Mozilla Firefox 3.0)

Screen Resolution 1024 x 768

Adobe Acrobat Reader 8.0

## NEED HELP?

If you need assistance navigating the software or troubleshooting a specific problem, please feel free to contact our office.

**Dan Irwin, Field Coordinator**  
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IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

## A QUICK REFERENCE GUIDE TO ELECTRONIC DEATH REGISTRATION FOR FUNERAL HOME USERS

### ACCESSING THE IDAHO EDRS

- Launch a Web Browser
- Type <https://www.ided.dhw.idaho.gov> into the address bar and press enter on the keyboard
- Click on "Launch Death Registration Application" hyperlink on the bottom of the page
- Enter User Name and Password and click the login button
- Under "Functions" on the menu bar select "Demographic Data Entry"