


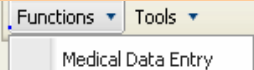





ACCESSING THE IDAHO EDRS

1. Upon the receipt of an email/text notification that designates an EDR Record for death certification, launch a Web browser 
2. Type <https://www.ided.dhw.idaho.gov> into the browser's address bar and press enter
3. Click on the "Launch Death Registration Application" hyperlink located on the bottom of the page. 
4. Enter 'User Name' and 'Password' and click the login button 
5. Under "Functions" on the menu bar select "Medical Data Entry" 

LOAD THE RECORD

1. Select 'All Unresolved' from the Unresolved Work Queue filter located at the top left side of the page 
2. Select the name of the decedent from the Unresolved Work Queue located at the top right side of the page 

OR

1. Click the Search Icon 
2. Enter the EDR Number indicated in the content of the email/text notification (leading zero's aren't necessary)


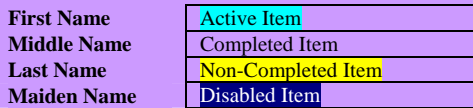
3. Click 'Search'

4. Click the box located under 'Select'



Select	FH Case Number	Decedent Last Name	Decedent First
<input checked="" type="checkbox"/>		TEST	TEST

6. Click the Select Record(s) button

MEDICAL DATA ENTRY

1. Complete the items contained on the Medical 1-3 tabs 
2. Use the TAB key on the keyboard to advance fields
3. 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



4. Click the 'Save' Icon after completing the items contained on each tab 
5. On the lower right hand corner of the screen, click the 'UNRESOLVED LIST' button to view a list of incomplete fields 

-If no fields are listed under the Medical tab headings, proceed to step 6

-If any fields appear on the list, click the field name and provide a response to the question. Optional fields (i.e. Middle Name) can be resolved by placing a cursor on the field and pressing the TAB key on the keyboard. The field will then turn white (completed).

6. Authorize the Burial Transit Form if applicable (Can be performed prior to or after - see separate section)

MEDICAL CERTIFICATION


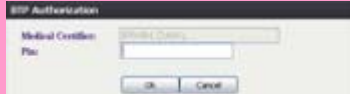
1. After the data entry of the medical information has been entered and saved, click the Medical Certification icon 
2. Click "PREVIEW" to review and print an abstract copy of the Idaho Death Certificate.
3. Click "Certify" to submit the record to the State for filing
4. Enter your assigned PIN and then click 'OK' to medically certify the record 

5. The record will lock and the Funeral Facility will be notified via email that the record has been medically certified.

BURIAL TRANSIT PERMIT AUTHORIZATION

The Burial Transit Permit is automatically routed to the work queue when the record is designated to a Medical Professional from the Funeral Facility. Approval for the Burial Transit Permit is a separate step from Medical Certification and can be performed prior to or after Medical Certification is complete.

BTP AUTHORIZATION

1. Use the work queue filter or Search function to load the record
2. From the Registration Menu click 'BTP' Authorization 
3. Enter PIN and click 'OK' 

NEED ASSISTANCE?

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

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P.O. Box 83720
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RESPOND TO QUERY

1. Upon the receipt of an email/text notification indicating that a query was generated for a record, log into the system
2. Select 'Query Pending' from the Unresolved Work Queue filter located at the top left side of the page



3. Select the name of the decedent from the Unresolved Work Queue located at the top right side of the page



4. Click the "Respond to Query" Icon



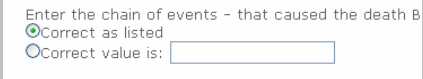
5. Enter PIN and click 'Authentication'



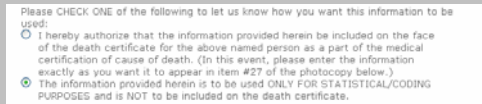
6. Click the underlined 'Query 1'



7. If the initial response to the question was correct select "Correct as listed". If the response should be changed, select "Correct value is" and provide a new response



8. Indicate if the collected response should be indicated on the death certificate or used for coding purposes only



9. Click the 'Submit' button



10. The system will generate a copy of your response that can then be printed

11. Click 'Yes' when finished



RESPOND TO SUPPLEMENTAL

1. Upon the receipt of an email/text notification indicating that a request for Supplemental Information was generated for a record, log into the system
2. Select 'Supplemental Pending' from the Unresolved Work Queue filter located at the top left side of the page



3. Select the name of the decedent from the Unresolved Work Queue located at the top right side of the page



4. Click 'Supplemental' from the Registration Menu



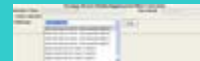
5. Enter PIN and click 'OK'



6. Click 'Yes'. (Note this may be in a separate window)



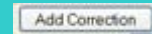
7. Select a field from the drop down menu



8. Enter the updated information in the appropriate box



9. Click the 'Add Correction' button



10. Click the 'Done' Button



11. Enter Pin and click 'OK'



12. The system will then generate a file copy of the Supplemental Information form that can be printed.



IDAHO DEPARTMENT OF
HEALTH & WELFARE

A QUICK REFERENCE GUIDE TO ELECTRONIC DEATH REGISTRATION FOR MEDICAL PROFESSIONALS

KEY ICONS

	Save Record
	Medical Certification
	Respond to Query
	Exit Application
	Search
	Refresh work queue filter
	New Record