

# **ELECTRONIC DEATH REGISTRY SYSTEM (EDRS)**

## **IMPORTANT INFORMATION FOR FUNERAL HOMES**

The law states that death certificates must be complete within 72 hours from death or discovery (NRS440.490). In an ideal world, the funeral home starts the record within 24 hours and assigns the medical certifier. The medical certifier (in most cases) has 24 hours to complete the medical information and sign. The remaining 24 hours is for registrars to review and sign. Somewhere in these 72 hours, the family has to confirm details about the decedent to the funeral home.

### **What do I need to know?**

**1. How do I obtain access to EDRS?**

The Office of Vital Records controls access to EDRS. You must fill out forms with their office to obtain access. The Funeral Board does not grant access to the system, but does notify the Office of Vital Records on license approvals, suspension, and revocations.

**2. When does a record need to be created within EDRS?**

The funeral director has 24 hours after receiving the corpse to initiate the record within EDRS. You do NOT need ALL information for the death record to initiate the record, only a few vital pieces of information.

**3. Should I assign the record to the certifier right away?**

Yes! The sooner you assign the record to the medical certifier, the sooner they can sign off on cause of death. Medical Certifiers Medical Doctors (MD), Doctor of Osteopathy (DO) and Advanced Practice Registered Nurses (APRN) only have 24 hours to sign the death record once it has been assigned. If the record is rejected, the medical certifier has an additional 24 hours to correct and re-sign. (NRS 440.415.4)

**4. What information is the responsibility of the certifier?**

Certifiers are responsible for the following: date of birth, date of death, time of death, cause of death, and the social security number. They are also responsible for any corrections to this information.

**5. What information is the responsibility of the Funeral Director?**

The Funeral Director is responsible for signing off on disposition of the body and is responsible for obtaining the personal and statistical particulars required from the person best qualified to supply them, over the signature and address of his or her informant

**6. What if the certifier is not available to sign the death certificate timely?**

If the physician or APRN is not available to sign the record within 24 hours, signing the record becomes the legal responsibility of the Chief Medical Officer of the facility. The Chief Medical Officer or his designee can re-assign the death record to another physician as long as the new physician has access to the medical records of the decedent.

The Office of Vital Records has created additional roles for hospital personnel (who may or may not have a medical license) to monitor the timeliness of signing death records. These roles include physicians/APRN's who oversee other physicians and non-licensed personnel options.

**7. I've made several attempts to contact the physician and they have not signed the death certificate. What should I do?**

If the physician is a Medical Doctor (M.D.) licensed by the Nevada State Board of Medical Examiners (Medical Board), please file a complaint on their website: [www.medboard.nv.gov](http://www.medboard.nv.gov) under the Patients and Consumers section (File a Complaint). Include as much information as possible in the online complaint form (physician's name, medical facility name, address and phone number, and the decedent's name and Date of Death). Include the dates and who you spoke to regarding the unsigned death certificate. After the complaint is submitted online, email the Chief of Investigations Ernesto Diaz ([ediaz@medboard.nv.gov](mailto:ediaz@medboard.nv.gov)) so the Chief or a Deputy Chief can assist in trying to reach the physician certifier. If you cannot locate the physician in the complaint form online, the physician may be a Doctor of Osteopathic Medicine (D.O.), licensed by the Nevada State Board of Osteopathic Medicine (D.O. Board) and a complaint can be filed on their website: [www.osteo.state.nv](http://www.osteo.state.nv) . If you have questions on the Medical Board complaint process or please contact Chief Diaz at (775) 324-9370.

**8. How do I install and navigate the existing EDRS?**

The existing EDRS is older and has specific system requirements. You cannot just click on the link, enter your login, and expect the system to function. You must pre-install the system requirements in 3 simple steps (included with your login information). While the Office of Vital Records is looking into a new or upgraded system that does not require any downloads and works on multiple browsers, this will take some time. In the meantime, the Office of Vital Records offers installation assistance appointments and training. Please contact us via email at [OVRHELP@health.nv.gov](mailto:OVRHELP@health.nv.gov)

**9. Can I have an assistant enter the information for me (the Funeral Director) to review and sign?**

Yes. Vital Records created system roles for your assistant. Your assistant must have their own separate login. Please have your assistant contact our office for access. Please remember that only the FUNERAL DIRECTOR can sign the record. DO NOT give anyone access to your login.