Catholic Health

TO: Catholic Health Medical Staff

FROM: Brian J. D'Arcy, M.D., Senior Vice-President Medical Affairs

RE: Electronic Death Certificates

DATE: April 26, 2017

NYS Public Health Law §4148, requires electronic completing, filing, and maintaining of death certificates in New York State. According to PHL, death certificates must be registered within 72 hours of the death occurring and all individuals involved in the completion of a death certificate MUST ELECTRONICALLY PROCESS DEATH CERTIFICATES.

New York State required all hospitals to begin electronically submitting death certificates as of Monday March 20th. We have 60 days to complete this program implementation. Catholic Health began this process with contracted hospitalist groups. It was expanded to include all in-patient death certificates as of April 17 and all Emergency Department death certificates as of April 24, 2017. Attached are information sheets on how to log into the electronic death certificate.

Heath Information may initiate an Electronic Death Certificate or a Provider may launch the program. The Provider can log into the system from any computer. You do not have to be in the facility to sign the certificate. It is anticipated that as of Wednesday, May 10, 2017 there will be no paper form death certificates at Catholic Health.

The Health Department also has training videos available if you would like additional information, below is the link to this information.

https://www.health.ny.gov/vital_records/edrs/media/medical_certify_final/index.html

The Health Information Department will be available to assist you if you are having any difficulties.

If any questions arise, please feel free to contact your site Vice-President of Medical Affairs. Please also feel free to call me directly. I may be reached at (716) 862-2420 (office) or at (716) 864-4564 (cell phone).

Thank you for your anticipated cooperation with this newly required death certificate registration process.

Copy: **Vice-Presidents of Medical Affairs:**   Drs. Thomas Cumbo, James Fitzpatrick,
                                                                            Timothy Gabryel and Nady Shehata
       President of the Medical Staff: Dr. Mark Jajkowski

Electronic Death Certificate Signing
Via the NYS (EDRS) Electronic Death Registry System
March 20, 2017

<u>Reason for Change:</u> NYS Mandate to electronically sign all Inpatient Hospital death certificates. (This mandate does not apply to Long Term Care & Community deaths.)

<u>Step by Step Instructions:</u>

1: Go to the NYS Health Commerce System Website:
https://commerce.health.state.ny.us/public/hcs_login.html
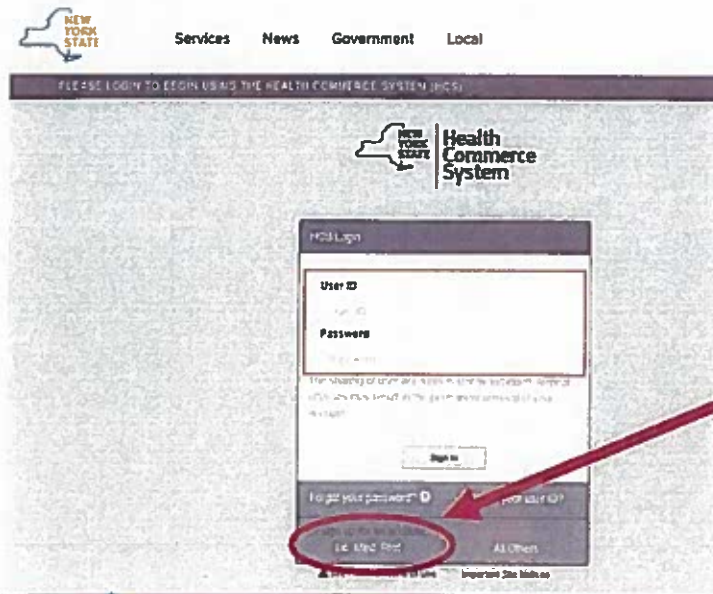
If you <u>Do Not KNOW</u> your NYS/ I STOP User ID or PASSWORD
Call 866-529-1890
Press #1
You will need your *Driver's License* for Verification

If you <u>Do Not HAVE</u> an account click on the "Lic. Med Prof" link to set up your NYS HCS account. You will need:
- **Med license #**
- **DEA #**
- **NYS driver's license**
For verification & initial acct setup

2: Sign in with the same user name and password you use for iSTOP

For Help Call the EDRS Call Center: 1-844-866-3377   Email: edrs@health.ny.gov

3: Select **EDRS** from the menu on the left side

4: You will be brought to this screen where you will select the facility the death occurred
(*If you are registered with multiple Hospitals and Offices you may have to select or search the one you need*)

***Then select your Title on the next page (i.e. Doctor of Medicine)

New York
Department of Health

Select your Office:
Huntington Hospital

Version # 16.2.1.51184

Click here if profession or office not found
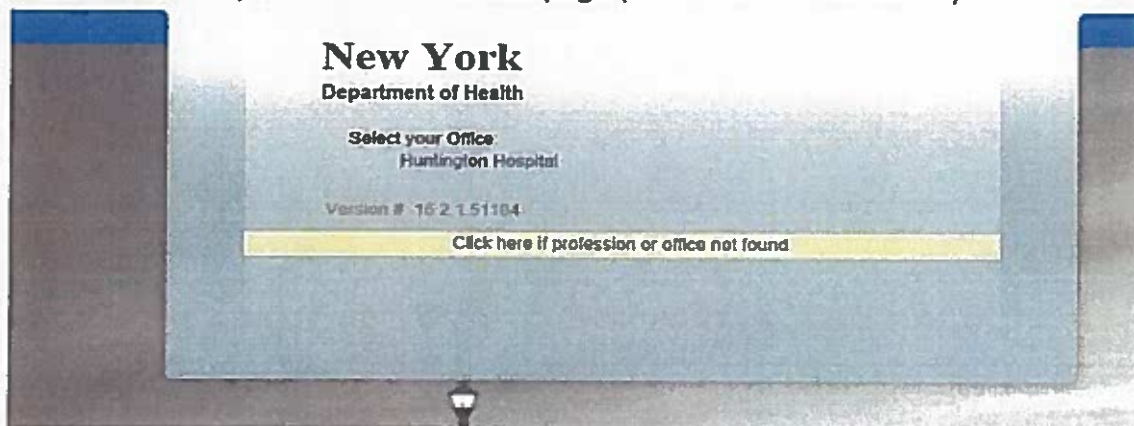
5: You will be brought to this screen where you will select "**Death Locate Case**"
(Some information will already be entered by HIM for you, i.e. Pt demographics and place of death, so the case is started for you)

Huntington Hospital   Welcome b

Main   **Life Events**   **Queues**   **Forms**   **Help**

New York Department of Health

Fast Links

Messages   Death Locate Case   Death Start/Edit New Case   Registration Work Queue Summary
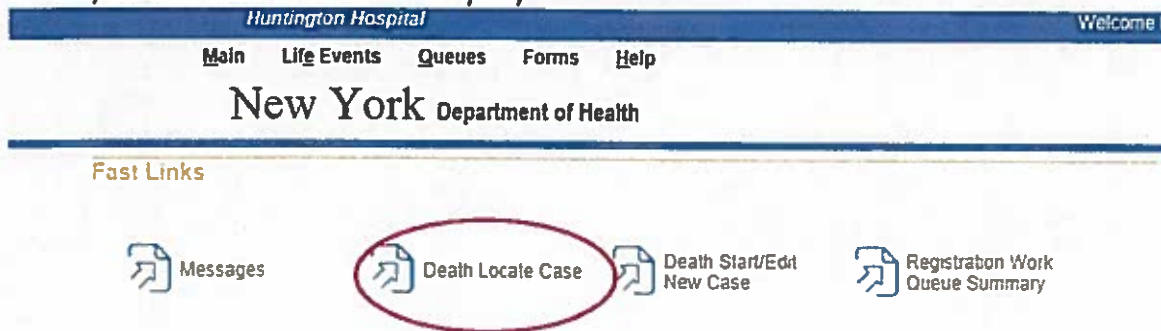
6: Next you search for your patient by entering their name, Capitalizing the 1st letter of first and last name, Date of death, and Sex (gender) and Clicking "Search"

7: The patient will show up and you will **Click on their name** (Under Decedent's Name)

8: You will be taken into the patient's electronic Death Certificate. You will notice the GREEN Checkmarks and RED X's on the left side. Everything MUST be Green in order to complete the death certificate.

The first 3 chapters below are Green because they were completed by HIM, You are responsible for the next 3 chapters "Cause of Death, Other Factors, and Certifier"

9: Click on the "Cause of Death" chapter to open that page, it *may or may not* be "pinked out" as it is below. You are to Enter the **Cause of death** (Cardiopulmonary arrest) and **Approximate onset** (i.e. Date of Death, Admission date, Diagnosis onset date if known etc.) in **Line a**, the following lines are for the supporting diagnosis (CHF, Sepsis etc.)

10: After entering the Cause of Death you will select "**Validate Page**" to ensure everything is complete and accurate. If it is, the **Red X** on the side of the chapter will turn to a Green Checkmark. If there is an Error or something missing, the fields in error or missing will turn Pink or Yellow, and there will be a **List of all errors at the bottom of the page**. The list will tell you exactly what and how to fix.

11: Next you will Click on the "Other Factors" chapter. The required fields are again "Pinked out". **Select from the drop downs Yes, No, or Unknown** as it applies to your patient. You can see the "errors" (missing fields) listed at the bottom of the page telling you what needs to be completed.

When all information is entered Click on "Validate Page"

12: If all information is correct and complete the Red X on the chapter will turn to a Green Checkmark.

13: Next you will Click on the "Certifier" chapter. You will Select **Attending Physician** (Or whatever applies to your case, i.e covering for attending) from the drop down under "Certifier Type", and Click the **magnifying glass** to search for yourself as shown in the 2 screenshots below.

14: After clicking the magnifying glass the pop-up below will appear and you enter **_Your_ LAST NAME** and then **FIRST NAME** and Click on "Search"

15: If the Provider listed is you then Click on "Select"

16: Complete the additional requested info, i.e. Date signed, Deceased last seen alive by you, Attending physician attended decease Start & End dates (admission and deceased dates) and then Click on **"Validate Page"**

17: You will notice the a new chapter appears after your Certifier chapter switched to a **Green Checkmark**. This new chapter "**Certify**" is your final step to *Affirm* that you are the attending physician and you are signing ooff on this Death Certificate. **Click** on the **box**, and then **Click** on "**Affirm**"

18: All chapters now have **Green Checkmarks** and a final **Black Checkmark** for the Certify chapter and the screen will say **Authentication Successful**.
You are all done and can Log Out!