



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.

Health 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:

President of the Medical Staff:

Drs. Thomas Cumbo, James Fitzpatrick,
Timothy Gabryel and Nady Shehata
Dr. Mark Jajkowski

ALL SITES

Date: March 2017

PROVIDER UPDATE



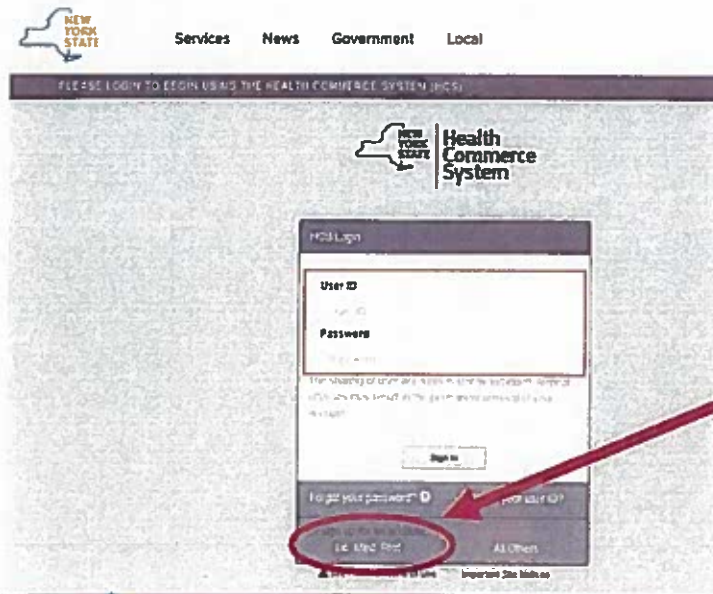
Electronic Death Certificate Signing Via the NYS (EDRS) Electronic Death Registry System

March 20, 2017

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

Step by Step Instructions:

1: Go to the NYS Health Commerce System Website:
https://commerce.health.state.ny.us/public/hcs_login.html



If you Do Not KNOW 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 Do Not HAVE 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

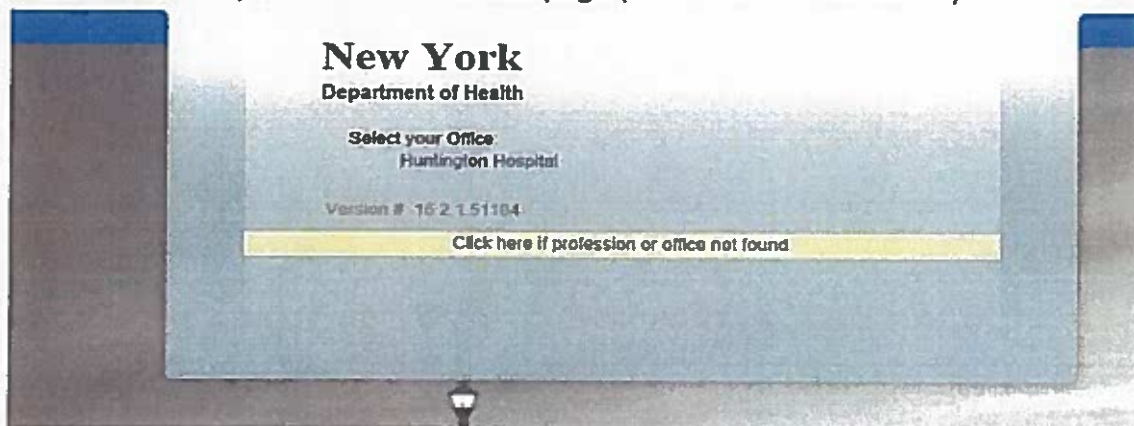
Email: edrs@health.ny.gov

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

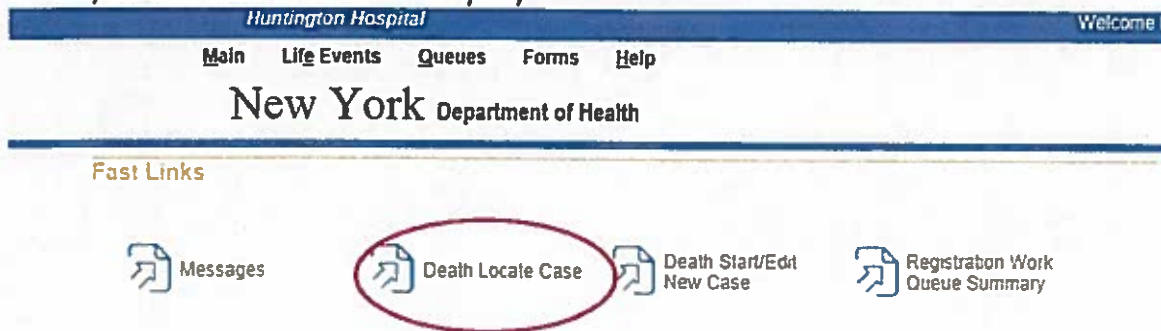


4: You will be brought to this screen where you will select the facility the death occurred *(If you are registered with multiple Hospitals and Offices you may have to select or search the one you need)*

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



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)



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)

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth
18121	Jones, Patent	Mar-21-2017	Male	Suffolk	

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.)

18121 :Patient Jones Mar-21-2017
 Personal Medical: Invalid Not Registered/Unregistered/NA/NA/Personal Pending/Medical Pending/ICI Coding Required

Cause of Death

NCHS Recommendations for Entry of Cause of Death
 Enter the chain of events - diseases, injuries, or complications - that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO NOT ENTER OLD AGE. Enter only one cause on a line. Add additional lines if necessary.

Interim entry that supersedes, if any, existing in this cause field on line a. Enter the ICD-10-PCS (diagnosis or injury) that initiated the events resulting in death. LAST

Cause of Death	Approximate Interval Onset to Death
Immediate Cause (Final disease or condition resulting in death): PART I Line a	
Due to or as a consequence of Line b	
Due to or as a consequence of Line c	
Due to or as a consequence of Line d	

PART II
Other significant conditions

18121 :Patient Jones Mar-21-2017
 Personal Medical: Invalid Not Registered/Unregistered/NA/NA/Personal Pending/Medical Pending/ICI Coding Required

Cause of Death

NCHS Recommendations for Entry of Cause of Death
 Enter the chain of events - diseases, injuries, or complications - that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO NOT ENTER OLD AGE. Enter only one cause on a line. Add additional lines if necessary.

Interim entry that supersedes, if any, existing in this cause field on line a. Enter the ICD-10-PCS (diagnosis or injury) that initiated the events resulting in death. LAST

Cause of Death	Approximate Interval Onset to Death
Immediate Cause (Final disease or condition resulting in death): PART I Line a cardiopulmonary arrest	3-21-2017
Due to or as a consequence of Line b Sepsis	3-8-2017
Due to or as a consequence of Line c Clostridium Difficile	3-8-2017
Due to or as a consequence of Line d	

PART II
Other significant conditions

Check Spelling Validate Page Next Clear Save Return

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"

The screenshot shows the 'Other Factors' form for Patient Jones, dated Mar-21-2017. The form includes fields for 'Autopsy Performed', 'If Yes, were findings used to determine cause of death?', 'If decedent was female, was decedent pregnant within the last year?', 'Date of Delivery', 'Did tobacco use contribute to death', and 'Was Case Referred to Coroner or Medical Examiner?'. The 'Validate Page' button is circled in red. Below the form, a 'Validation Results' section lists four error messages, each with a 'Fix All' button. The error messages are:

- DR_4998 Did Tobacco Use Contribute to Death cannot be left blank. Enter a valid value for Did Tobacco Use Contribute to Death.
- DR_5000 Autopsy Performed cannot be left blank. Enter a valid value for Autopsy Performed. Autopsy Performed must be either 'Yes' or 'No' or 'Unknown', e cannot be blank.
- DR_5004 Did Tobacco Use Contribute to Death cannot be left blank. Enter a valid value for Did Tobacco Use Contribute to Death.
- DR_5011 Referred to ME cannot be left blank. Indicate whether this case was referred to an ME/coroner. All non-natural cases must be referred to a Medical Examiner.

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

The screenshot shows the 'Other Factors' form for Patient Jones, dated Mar-21-2017. The 'Other Factors' menu item in the left sidebar is now highlighted with a green checkmark, indicating that the form is complete and valid. The 'Validate Page' button is now greyed out, and the 'Next' button is visible. The error messages from the previous screenshot are no longer present.

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.

New York Department of Health

Death Registration Menu

- Personal Information
- Decedent
- Medical Certification
- Announcement
- Place of Death
- Cause of Death
- Other Factors
- Certifier**
- Other Links
- Comments
- Print Forms
- Refer to Medical Examiner
- Request Medical Certification
- Transfer Case

Certifier Name

License Number Intern/Resident (If Not Licensed)

First Middle Last Suffix

Title Other Specify

Doctor of Medicine

Certifier Address

Edit Certifier Address

Street Number Pre Directional Street Name Rural Route etc. Street Designator Ave Post Directional Apt # Suite # etc

City or Town State Country Zip Code

Huntington Town New York United States 11743

Date Signed

Coroner is not a physician

Certifier is not attending physician

Deceased last seen alive by attending physician

Attending physician attended deceased- Start Date End Date

Validate Page Clear Save Return

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”

18121 Patient Jones Mar-21-2017

Personnel Medical Services Not Registered/Unregistered/IncorMed/MAMA/Personal Practice Medical Practice/CD Coding R

Certifier

Certifier Type **Attending Physician**

Certifier Name

License Number Intern/Resident (If Not Licensed)

First Middle Last Suffix

Smithgall Studentseven

Lookup Certifier

Last Name Studentseven First Name Smithgall

Date Signed

Coroner is not a physician

Certifier is not attending physician

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

New York Department of Health

18121 :Patient Jones Mar-21-2017

Certifier

Certifier Type: Attending Physician

Lookup Certifier

Last Name: Studentseven First Name: Smithgall Search

License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name
	Studentseven		Smithgall		270 PARK AVENUE	select

Total records : 1

Cancel

City or Town: Huntington Town State: New York Country: United States Zip Code: 11743

Date Signed

Coroner is not a physician

Certifier is not attending physician

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"

New York Department of Health

Death Registration Menu

Certifier Name

License Number Intern/Resident (if Not Licensed)

First: Smithgall Middle: Last: Studentseven Suffix:

Title: Doctor of Medicine Other Specify:

Certifier Address

270 Park Ave Huntington Town New York United States 11743

Date Signed

Coroner is not a physician

Certifier is not attending physician

Deceased last seen alive by attending physician: 1/1/2017

Attending physician attended decease- Start Date: 1/1/2017 End Date:

Validate Page Clear Save Return

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**"

The screenshot shows the 'New York Department of Health' web portal. At the top, there are navigation tabs: 'Main', 'Life Events', 'Queues', 'Forms', and 'Help'. Below this is the header 'New York Department of Health'. The main content area is titled '18121 :Patient Jones Mar-21-2017' and includes a status bar with options like 'Personal Invalid/Medical Valid/Not Registered/Unsigned/UnCertified/NA/NA/Personal Pending/Certification Required/CD Coding Required'. The 'Affirmations' section contains the text: 'Affirm the following' and a checkbox labeled 'I am the certifier' which is checked. Below this is the text: 'By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate'. At the bottom right of the main content area, there are three buttons: 'Affirm', 'Clear', and 'Return'. The 'Affirm' button is circled in red. On the left side, there is a 'Death Registration Menu' with various options, including 'Certify' which is highlighted.

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!

The screenshot shows the 'New York Department of Health' web portal after the 'Affirm' step. The main content area now displays 'Authentication successful.' which is circled in red. The 'Affirmations' section is no longer visible. At the bottom right, there are two buttons: 'Clear' and 'Return'. The 'Death Registration Menu' on the left side is still visible, and the 'Certify' option is now highlighted with a black checkmark.