



## MEMORANDUM

**To:** All Medical Staff Members  
**From:** Hans Cassagnol, MD, EVP, Chief Clinical Officer & Chief Physician Executive  
**Date:** April 1, 2020  
**RE:** Electronically Certify Deaths within 24 Hours

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The New York State Department of Health is requesting medical certifiers to make every effort to *electronically* certify deaths **in the Electronic Death Registration System (EDRS) as soon as possible** or at least **within 24 hours** of a death event. This will allow all involved parties to complete their portions of the process within the 72-hour window. This directive supersedes existing state and facility protocols in order to expedite death registrations, especially related to COVID-19 fatality reporting.

If you are unable to certify a death in the Electronic Death Registration System (EDRS) immediately following a death, remember, you can delegate certification to another NYS medically licensed professional within your facility, who has an active EDRS account, to create and certify the case on your behalf. This could be another medically licensed doctor, Nurse Practitioner, Physician's Assistant, or Resident.

On the *Certifier* page within an EDRS case, the delegate should:

1. In the **Type of Certifier** field, select *Physician Acting on Behalf of Attending*.
2. Check the **Certifier is not attending physician** checkbox to expand that section.
3. Identify you as the **Attending Certifier** by either typing in the **License Number** and clicking the arrow button or clicking on the **Look-up tool** (magnifying glass icon) to locate and select you from the EDRS database. (Reminder: Use a wildcard (%) *before, after, or before and after full or partial* name in the **Last Name** and **First Name** fields to help filter the search results.)

If you are experiencing difficulty with EDRS case certification, contact the EDRS team at [edrs@health.ny.gov](mailto:edrs@health.ny.gov) for assistance.

Thank you for your support and cooperation.

Attachment: Guidance for Certifying COVID-19 Deaths