Commonwealth of Kentucky
Cabinet for Health and Family Services

KENTUCKY ELECTRONIC DEATH REGISTRATION SYSTEM (KY-EDRS)

MEDICAL CERTIFIER
User Guide
QUESTIONS?

FOR ASSISTANCE/resetting your password, or for technical difficulties Call (877) 545-6175.

For assistance in proper completion of the death certificate, Call the statline at (866) 451-3781, or call (502) 564-4212 extensions 3260, 3231 or 3232.
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INTRODUCTION
Welcome to the Kentucky Electronic Death Registration System (KY-EDRS). This secure web-based system was designed to replace the current manual processes associated with the filing of death certificates. The KY-EDRS will be used by funeral home directors and funeral home director assistants, medical certifiers and medical certifier assistants, and personnel in the Cabinet for Health and Family Service’s Office of Vital Statistics (OVS).

Benefits
The KY-EDRS provides many benefits. Among these benefits are:

- **Expedited death registration process**
  Electronic submission and workflow eliminates the time involved in mailing or delivering certificates to other parties.

- **Increased accuracy of death certificates**
  Edits built into the system prevent many data reporting errors and omissions.

- **Electronic communication between system users**
  Funeral home directors and staff, medical certifiers and staff, and the OVS personnel are electronically notified when they have been assigned or reassigned a death certificate. Message boards give funeral home and medical certifier users the ability to attach electronic messages to cases.

- **Tracking of status of death certificates**
  Users of the KY-EDRS have the ability to view the status of death certificates to determine the current stage of processing the document.

Flow of the KY-EDRS
Preparation and completion of an electronic death certificate follows the steps listed below. Each step will be discussed in further detail within this guide.

- **Funeral director takes possession of the deceased**
  When a funeral director takes possession of the deceased, the funeral director portion of the death certificate will be completed electronically. If the medical certifier is a KY-EDRS user, the funeral director electronically signs the certificate and electronically submits the certificate to
the medical certifier. A funeral director assistant may complete portions of the death certificate and assign it to the funeral director for signature and submission to the medical certifier.

If the medical certifier is NOT a KY-EDRS user, the funeral director completes the funeral director’s portion, prints the certificate on 25% cotton bond paper with a visible watermark, and manually forwards the printed certificate to the medical certifier. This process is “Drop-to-Paper”.

- **Medical certifier receives death certificate from funeral director**

  If the medical certifier is a KY-EDRS user, the death certificate will be received electronically from the funeral director. After verification that the death certificate belongs to the assigned medical certifier, the medical portion will be completed electronically, electronically signed by the medical certifier, and then electronically submitted to the OVS for further processing. A medical certifier assistant may complete the medical portion of the death certificate, and assign it to the medical certifier for electronic signature and submission to the OVS.

  If the medical certifier detects any errors in the funeral director’s portion of the certificate, the medical certifier may electronically reassign the certificate to the funeral director.

  If the medical certifier is NOT a KY-EDRS user, he/she will receive a paper copy of the certificate from the funeral director. The medical certifier will manually complete and return the certificate to the funeral director for submission to the OVS according to current procedures.

- **Office of Vital Statistics (OVS)**

  If the medical certifier is a KY-EDRS user, the medical certifier will electronically submit the death certificate to the OVS. OVS personnel will review the certificate and if any discrepancies are found, the OVS has the ability to reassign directly to the funeral director, medical certifier, or both. If no discrepancies are found, the OVS staff will complete the filing of the death certificate and assign a state file number. Requests for copies and certified copies will be processed.

  If the medical certifier is NOT a KY-EDRS user, the completed paper copy of the certificate will be returned to the funeral home, and the funeral home will send the certificate to the OVS. The certificate will be reviewed by the OVS and processed in accordance with current procedures.

- **Tracking of status**

  Users of the KY-EDRS have the ability to track the status of a death certificate from the time it is started through completion.
- **Electronic notification**

  KY-EDRS users can be notified via email whenever a KY-EDRS case is assigned to them. Additionally, KY-EDRS users have the option of being notified via email whenever the status of a death certificate changes.

  **NOTE: THE PROVISIONAL REPORT OF DEATH (VS-34) IS NOT INCLUDED IN THE KY-EDRS AT THIS TIME.**

**Help Desk Telephone Numbers**

Cabinet for Health and Family Services (CHFS) personnel are available Monday through Friday, except for recognized State Holidays, to answer questions or provide assistance in using the KY-EDRS. Please use the following telephone numbers:

- For questions regarding use of the KY-EDRS call (877) 545-6175 between the hours of 8:00 and 4:30 (Eastern Time).
- For assistance in resetting your password call (877) 545-6175 between the hours of 8:00 and 4:30 (Eastern Time).
- For questions regarding proper completion of the death certificate (business rules) call the STATLINE at (866) 451-3781, or call (502) 564-4212, extensions 3980, 4425, or 3260 between the hours of 8:00 and 4:30 (Eastern Time).

**TECHNICAL REQUIREMENTS**

**Internet Connection**

A high speed internet connection is required.

**Browser**

The KY-EDRS is designed to operate with Internet Explorer 8.0 or higher.

**Monitor Resolution**

The KY-EDRS can best be displayed with screen resolution set at 1024 X 768 pixels.
**OBTAINING ACCESS TO KY-EDRS**

The KY-EDRS is a secure web site with Secure Socket Layer (SSL) 128-bit encryption. Requests for access to the system are reviewed and granted final approval by the OVS personnel.

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**A VALID USERNAME AND PASSWORD ARE REQUIRED TO ACCESS THE KY-EDRS. IT IS IMPORTANT THAT PROPER SAFEGUARDS BE USED TO PROTECT THE CONFIDENTIALITY OF YOUR USERNAME AND PASSWORD. INFORMATION ENTERED IN THE KY-EDRS WITH YOUR USERNAME AND PASSWORD CONSTITUTES AN ELECTRONIC SIGNATURE. DO NOT SHARE YOUR USERNAME AND PASSWORD WITH ANYONE. DO NOT POST YOUR USERNAME AND PASSWORD IN A CONSPICUOUS PLACE. LOCK YOUR COMPUTER OR LOG OUT OF THE KY-EDRS WHEN LEAVING YOUR WORKSTATION.**

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**Roles in the KY-EDRS**

Medical certifier and medical certifier assistant, and coroner and deputy coroner roles are available within the KY-EDRS. Specific tasks available to these roles include:

- Accept or reject electronic records received from the funeral director
- Read-only access to the funeral director’s portion of certificates
- Edit the medical certifier portion of certificates
- Print draft certificate copies
- View completed records
- Edit records returned from the OVS
- Add or review message board entries

Medical certifier, coroner and deputy coroner roles include the following additional functionality that is not available to the medical certifier assistant role:

- Approve and electronically sign electronic records
- Submit electronic records to the OVS
- Submit requests to grant access to the medical certifier assistants
NAVIGATING THROUGH THE KY-EDRS

Some navigation options are common throughout the KY-EDRS. These will be described in this section. Specific screens will be addressed in subsequent sections of this guide.

Web Address

“Real Live-Data Actual Production” [https://kog.chfs.ky.gov/home/](https://kog.chfs.ky.gov/home/) (for REAL LIVE-DATA “PRODUCTION”). You may type these addresses directly into your web browser’s address line.

Moving from One Field to Another

The tab key can be used to move from one field to another within the KY-EDRS. Clicking the left mouse button on the desired field will also position the cursor in that field.

Mouse Roller Ball

Exercise caution when using the mouse roller ball to scroll up and down a screen. Once you have made a selection in the drop-down box, be sure to click out of the drop-down box before scrolling. Otherwise, incorrect data may be selected.

Drop-down Boxes

Many fields contain drop-down boxes reflecting a variety of selections. You may click on the arrow, scroll through the list, and click on the appropriate entry. Alternatively, you can click in the box and press the appropriate letter for your selection. If multiple selections begin with the same letter, continue pressing the letter until the correct selection appears. For example, to make a selection of “Allen” in the “County” field, pressing the “A” key once brings up “Adair”. Pressing the “A” key a second time brings up “Allen”.

Required Fields

Required fields are indicated with a red asterisk.

Date Fields

Date formats are generally two digit month, two digit day and four digit year (mm/dd/yyyy). It is not necessary to enter the diagonal slash marks, the system will enter them for you as you key in the date.

Left Menu Bar

A menu bar located on the left side of the screen enables you to go to another screen.

FOR DETAILED INSTRUCTIONS TO REGISTER AND OBTAIN ACCESS TO THE KY-EDRS, PLEASE REFER TO PAGE 31 IN THE LAST SECTION OF THIS USERS GUIDE.
Previous and Next Buttons

Previous and Next buttons may be used to move from one screen to another. **DO NOT USE YOUR BROWSER’S BACK ARROW BUTTON OR THE KEYBOARD BACKSPACE KEY TO RETURN TO THE PREVIOUS SCREEN!**

Cancel Button

The Cancel button is used to cancel the activity in process. The data you entered on the current screen will not be retained.

Save & Exit

Clicking on the Save and Exit button allows you to save the information entered prior to closing that particular record.

Task List

Some screens (to be noted later in this guide) may show a Task List when an attempt is made to leave that screen. The items in the “Task List” are incorrect or omitted “required” entries. The associated fields will be highlighted in yellow.

Skip Tasks and Continue

The Skip Task and Continue box can be checked to allow the user to proceed to another screen or save and exit the record without making corrections to the errors listed. The user can return later to this screen to correct or add information.

Logout

It is important that you logout properly from the KY-EDRS whenever you are finished with a session. Always select the **Logout** button from the Left Menu Bar to logout.
GETTING STARTED

Login Screen
The login screen allows registered KY-EDRS users to access the system.
Enter your Username and Password, taking care to ensure the appropriate upper or lower case is used.
Click the **Sign-In** button, and then select KY-EDRS from the Application List.
Facilities Information Screen

If a user has registered for more than one facility, or for more than one role, the Select Facility Screen will be shown to allow the user to make the appropriate selection. For users registered for only one facility, the Home Screen will appear after clicking the Log-in button on the Login Screen.

Select the desired facility from the drop-down box, and then click the Select button. This will take you to the Home Screen.
**Home Screen**

The Home Screen allows users to:

- view a list of cases and the status of each case,
- select a particular case for action,
- set preferences for email notifications,
- view or print a copy of the user guide, and
- logout.
Cases Lists

The Cases List on the Home Screen shows three lists of medical certifier cases. Clicking on the appropriate tab will show:

- ‘Active Cases’ which have been submitted to the medical certifier and still require action by the medical certifier.
- ‘Completed Cases’ which have been certified by the medical certifier, and processing by the OVS has been completed.
- ‘All Cases’ which contain a list of all cases that have been assigned to the medical certifier. This list includes both active and completed cases.

Lists may be sorted by clicking on the desired column header. The columns shown include:

- State File Number – this is the number assigned by the OVS upon approved filing of a death certificate. This column appears only on “Completed Cases” and “All Cases” lists.
- KY-EDRS Case # – the KY-EDRS Case # is a unique identification number assigned by the system once a new case has been started. The number follows the format EYYYYMDDXXXX. The “E” indicates the case was originated in the KY-EDRS. The “YYYY”, “MM”, and “DD” indicate the entry date the case was started in the KY-EDRS. “XXXX” is a sequential number for all KY-EDRS cases, starting with “0001” for the first case entered each day.
- Decedent’s Last Name
- Decedent’s First Name
- Date of Death
- County of Death
- Status of Case – this column appears on “Active Cases” and “All Cases” lists.
  - Submitted to Medical Certifier
  - Accepted by Medical Certifier
  - Submitted to the Office of Vital Statistics
  - Re-Submitted to the Office of Vital Statistics
  - Approved by the Office of Vital Statistics
  - Returned to Funeral Director by the Office of Vital Statistics
  - Resubmitted to Medical Certifier
  - Returned to Medical Certifier by the Office of Vital Statistics
  - Returned to Funeral Director and Medical Certifier by the Office of Vital Statistics
  - Rejected by Medical Certifier
- View Certificate – appears only on “Completed Cases” list.
- Post or View Messages
- Case History
From the “Selected View” drop-down box, you may choose to view the latest twenty cases or all recent files (those cases that were entered in the last two months). Cases are archived two months after completion.

For lists of all recent cases, each screen includes up to ten cases, with the most recent case listed first. When there are more than ten cases, a message will indicate “Page 1 of X Pages”. Movement to other screens in the list can be accomplished by clicking the 1st Page, Prev, Next, or Last Page buttons.

**Search for a Case**
To quickly locate a case within the medical certifier facility, click the Search Case tab.

Fields that may be used to search include:

- Decedent’s Last Name
- Decedent’s First Name
- Date of Death
- County of Death (select applicable county from the drop-down box)
- KY-EDRS Case #
Case Status (selected from a drop-down box)

After entering data in at least one field (in addition to the “Search Within” field), click the Search button.

**Search Results Screen**

Records which meet the search criteria are shown on the Search Results Screen.

![Search Results Screen](image)
If no cases are found which meet the search criteria, a message to that effect will be shown in the Task List portion of the screen.

To perform another search, first click the Reset button and enter the new search criteria.

**ACCEPTING A CASE FROM THE FUNERAL DIRECTOR**

From the Home Screen, select the case by clicking the Select button in the left column next to the appropriate case.

You may make the option to receive an email to indicate that a funeral director has submitted a case to you for medical certification. (Please refer to the EMAIL NOTIFICATION OPTIONS on page 28 of this users guide. It is recommended that you receive email notifications for all activity.)

**Review FD Portion**

You will now see the Review FD Portion Screen for the selected case. You cannot change any information on this screen; however, you should carefully review the entries. If any of the data is
incorrect, the case can be returned to the funeral director for correction. (Please refer to RETURNING A CASE TO THE FUNERAL DIRECTOR on page 21 of this users guide.)

**Decedent Information**

This section of the screen shows details specific to the decedent.

![Decedent Information Screen](image_url)

### Decedent Information

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a. Decedent's Name</td>
<td>JERRY WILLIAM LANE</td>
</tr>
<tr>
<td>2. Sex:</td>
<td>MALE</td>
</tr>
<tr>
<td>3. Date of Death:</td>
<td>09/20/2013 (Actual)</td>
</tr>
<tr>
<td>4. Social Security Number:</td>
<td>Not Obtainable</td>
</tr>
<tr>
<td>5a.c. Age:</td>
<td>Unknown, Last Birthday (Years): 60</td>
</tr>
<tr>
<td>6. Date of Birth:</td>
<td>04/21/1953 (Unknown)</td>
</tr>
<tr>
<td>7. County Of Death:</td>
<td>MCCRACKEN</td>
</tr>
<tr>
<td>8. Place Of Death:</td>
<td>ER/OUTPATIENT</td>
</tr>
<tr>
<td>9. Facility Name:</td>
<td>WESTERN BAPTIST HOSPITAL</td>
</tr>
<tr>
<td>10. Facility Address:</td>
<td>2501 KENTUCKY AVENUE PARADISE, KY 42003-3100 County MCCRACKEN</td>
</tr>
<tr>
<td>11. Birth Place:</td>
<td>City, PADUCAH State &amp; Country: KENTUCKY, UNITED STATES</td>
</tr>
<tr>
<td>12. Marital Status:</td>
<td>DIVORCED</td>
</tr>
<tr>
<td>13. Decedent's Usual Occupation:</td>
<td>FIREFIGHTER</td>
</tr>
<tr>
<td>14. Kind of Business/Industry:</td>
<td>CITY GOVERNMENT</td>
</tr>
<tr>
<td>15. Was Decedent ever in US Armed forces?:</td>
<td>YES</td>
</tr>
<tr>
<td>16a. Decedent's Residence:</td>
<td>Unknown Decedent's Residence: 5521 MAPLE STREET WEST PARADISE, KY 42086 County MCCRACKEN This address is inside city limits.</td>
</tr>
<tr>
<td>17. Decedent's Education:</td>
<td>ASSOCIATE DEGREE (E.G., AA, AS)</td>
</tr>
<tr>
<td>18. Decedent of Hispanic Origin?:</td>
<td>NO, NOT SPANISH/HISPANIC/LATINA</td>
</tr>
<tr>
<td>19. Decedent's Race:</td>
<td>BLACK OR AFRICAN AMERICAN</td>
</tr>
</tbody>
</table>
Parents & Informant Information
This section of the screen shows details relevant to the decedent’s parents and to the person providing information about the decedent.

Disposition Information
This section of the screen shows information about the disposition of the decedent.

Funeral Director Information
This section shows details of the funeral director who submitted the case to the medical certifier.

If any of the entries appear to be incorrect, refer to the section RETURNING A CASE TO THE FUNERAL DIRECTOR on page 21 of this user guide.
Accepting the Case
If all the details appear to be correct, click the box adjacent to “I accept this case as Medical Certifier”, and click the **Cause of Death** button.

Cause of Death Screen
The Cause of Death Screen is used to enter pertinent cause of death details.
Make the appropriate entries in the following fields:

- **30** – Enter the date the decedent was pronounced dead. Enter the two digit month, the two digit day, and the four digit year. It is not necessary to enter the diagonal slash marks; the system will enter them for you as you key in the date.

- **31** – Enter the time of death (using 24-hour clock) and check the appropriate box for Actual or Presumed. It is not necessary to enter the colon.

- **32** – Make the appropriate selection from the drop-down box to indicate if the medical examiner or coroner was contacted.

- **33 Part I** – Enter up to four causes of death in the text box(es) provided. List the immediate cause first. Indicate the approximate interval between the onset of the cause of death, and death by entering the appropriate number in the text box, and selecting the time interval from the drop-down box. If the time interval is not known, enter UNKNOWN in the text box, and select “Unknown” from the drop-down list.

- **33 Part II** – Enter other significant conditions contributing to the decedent’s death, but not resulting in the underlying cause given in Part I.

- **34** – Select the manner of death from the drop-down box.

- **35** – Make the appropriate selection from the drop-down box to indicate if an autopsy was performed.

- **36** – Select the appropriate response to indicate if the autopsy findings are available to complete the cause of death. This question will not show if an autopsy is not performed. (If the answer to #35 is “No”).

- **37** – Select the appropriate response from the drop-down box to indicate if tobacco use contributed to death.

- **38** – Select the appropriate entry from the drop-down box to indicate the decedent’s pregnancy status within the past year. This question will only show for female decedents.

If the Manner of Death in Question 34 is “Natural”, questions 39 through 45 will not be shown.
If the Manner of Death in Question 34 is “Pending Investigation” or “Could not be Determined”, questions 39 through 45 will be shown but not required. Enter details for these questions if known.

- **39** – Enter the date of injury, and check the appropriate box to indicate if the date is “Actual” or “Presumed”.
- **40** – Enter the time of injury, and check the appropriate box to indicate if the time is “Actual” or “Presumed”. Check “Unknown” if the time of injury is unknown.
- **41** – Select the appropriate response from the drop-down box to indicate if the injury occurred at work.
- **42** – Select the place of injury from the drop-down box. If “Other” is selected, the screen is refreshed with a text box for descriptive entry.
- **43** – If the death resulted from a transportation injury, select the decedent’s role from the drop-down box. If “Other” is selected, the screen is refreshed with a text box for descriptive entry.
- **44** – Enter a description in the text box of how the injury occurred.
- **45** - Enter the location of injury. Enter “Address Line 1”. Enter “Suite/Apt. Number” and “Address Line 2” if applicable. Enter the city where the injury occurred, and select the state from the drop-down box.

If the injury occurred in another country, select “Other Country” from the state drop-down box. The other country can then be selected from the drop-down box. If the other country is not on the list, select “Other” and enter the name of the country in the “Specify” box.

Enter the zip/postal code.

Click the **Next** button when all details have been entered.
Sign & Submit Screen

The next screen gives you an opportunity to review, sign and submit the case to the OVS.

Review the information on the screen. If any errors are detected, click the Previous button or make a selection from the left menu bar to go to the proper screen and make corrections.

If you are satisfied that all information is accurate, click the box to the left of the statement “To the best of my knowledge, death occurred at the time, date, and place and due to the causes stated.” Checking this box constitutes an electronic signature. The record can then be submitted to the OVS by clicking the Submit to OVS button.
You will receive a screen to confirm that you are ready to submit the case to the OVS.

Click the **OK** button to submit the case, otherwise click the **Cancel** button.

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Submitted to OVS Screen

You will then receive a confirmation screen to indicate that the record has been transmitted to the OVS.

You may now return to the Main Menu or Print the Death Certificate (draft copy) by clicking the appropriate button.
RETURNING A CASE TO THE FUNERAL DIRECTOR

There may be times when a case is sent to the incorrect medical certifier. Or, there may be questionable entries in the Decedent Information, Parents & Informant Information, Disposition Information, or Funeral Director Information sections. In these instances, the medical certifier may reject the case and return it to the funeral director.

Check the square next to the message “I reject this case as Medical Certifier/Coroner and return to Funeral Home”
You may enter a message in the text box to indicate the reason for rejecting the case. Then click the **Return to Funeral Director** button.
The following screen will then be displayed. Click the **OK** button to return the record to the funeral director, or click the **Cancel** button to return to the record for further review.
A confirmation screen will be received to indicate the record has been returned to the funeral director.

**TASK LIST**

If you attempt to leave a screen prior to completing all the required fields, or if some of the entries in the fields do not pass system edits, you will see a task list (in red) at the top of the screen, showing the omitted or erroneous fields. The omitted or erroneous fields will be highlighted in yellow.

You may correct the errors and proceed to the next screen. You also have the option to click the *Skip these tasks* button. This will allow you to save the record and return to this screen at a later time for completion.
SAVING A RECORD PRIOR TO COMPLETION

There may be instances when you are unable to complete the entire process of entering the cause of death details until a later time. In these instances, click the Save and Exit button. If you have not completed all the details on the current screen, you will receive a task list as shown in the previous section. Click the Skip these tasks button, then click the Save and Exit button.

When you are ready to complete the case, select the case from the Active Cases List on the Home Screen.

MESSAGE BOARD

The KY-EDRS provides the ability to attach message(s) to a particular case.

The Message Board is a means of communication between Funeral Directors and Assistants, Medical Certifiers and Assistants, Coroners and Deputy Coroners. The OVS will not monitor the messages posted, so please do not attempt to communicate with OVS via the Message Board.

From the Cases List, click the “Post/View Messages” column for the desired record.

If a message is attached to a particular record, the words Post/View Messages will be in bold type.
The Message Board Screen shows a history of messages attached to the record. To add a new message, type the message in the text box and click the Submit button.

RECORD IS REJECTED BY OFFICE OF VITAL STATISTICS
There may be instances when the OVS detects an erroneous or questionable entry and rejects the record. In these instances, the record will show on the medical certifier’s active cases list with “Rejected by OVS” in the status column. The medical certifier will receive an email notification of the status change if the appropriate selection has been made in the “Email Notification Options”. (Please refer to the section below for further information on Email Notification Options.) It is recommended that you receive email notifications for all activity. This will enable you to have real-time knowledge of every progressing step for each case.
Select the record from the active cases list, and the screen below will be shown.

Rejected items are listed, including the reason for rejection. After review of this information, click the Next button to go to the appropriate screen. The rejected item will be highlighted.
Correct the item, and resubmit the record to OVS.

EMAIL NOTIFICATION OPTIONS

The KY-EDRS can automatically generate emails to users whenever the status of a case changes. Users have the ability to manage what types of notifications they would like to receive. Select Email Notification Options from the left menu bar to customize your preferences.

YOU MUST SET YOUR EMAIL NOTIFICATION PREFERENCES ON THIS SCREEN TO RECEIVE EMAIL NOTIFICATIONS. IF YOU DO NOT SET YOUR PREFERENCES, YOU WILL NOT RECEIVE EMAIL NOTIFICATIONS.
You have the option of providing two email addresses to be used for notification. It is recommended that you receive email notifications for all activity. This will enable you to have real-time knowledge of every progressing step for each case.

Select your preferences from the list provided, and click the **Save** button after making your selections.

**NOTE:** If you have access to more than one role (Funeral Director and Coroner, for example) you should select your email options for each role. The options do not have to be the same for each of your roles.

**IT IS IMPORTANT TO CHECK YOUR EMAIL MESSAGES DAILY TO PREVENT DELAYS IN PROCESSING DEATH CERTIFICATES!**
MEDICAL CERTIFIER ASSISTANT

If a medical certifier assistant is set up to input data into the KY-EDRS, the medical certifier assistant must submit the record(s) to the medical certifier or coroner for final review and submission to the OVS. After completing the cause of death information, the medical certifier assistant will see the screen shown below.

The medical certifier assistant will select the Medical Certifier or Coroner from the drop-down list. Check the box next to “To the best of my knowledge...”, and then click the Submit to Certifier button.

The medical certifier or coroner may then review the record, edit if necessary, and submit it to the OVS.
CHANGING FROM ONE FACILITY OR ROLE TO ANOTHER
You may have requested and been granted access to more than one facility, or more than one role. For instance, some funeral directors also serve as coroners, or a medical certifier assistant may prepare records for more than one medical certifier facility. It is not necessary to logout and login again to switch from one role or location to another. Simply click the Change Facility button on the left menu bar. The system will reflect the Select Facility Screen, where you can make the appropriate selection.

REGISTRATION
The KY-EDRS web application utilizes the Kentucky Online Gateway (KOG) as its authentication and security portal. Future applications to be used by the citizens of the Commonwealth will also fall under the KOG umbrella and will be added to this user group. To obtain access to the KY-EDRS, you must first register as a KOG user. This is a one-time registration process and EACH USER MUST HAVE A UNIQUE EMAIL ADDRESS.

Set Up an Account

Click Create an Account.
Complete the fields on the **User Profile Form**. Required fields are marked with an asterisk (*).

*Keep in mind that the Username you choose is the name that will be shown in the KY-EDRS history whenever you create, edit or submit a record.*

Select two security questions from the drop down box, and enter the answer to each question.

Click the **Submit** button.
The confirmation screen shown below will be displayed.

An email will immediately be sent to the email address shown on the User Profile form. Click the link shown in the email. **YOU MUST CLICK ON THE LINK SHOWN ON THE EMAIL WITHIN FOUR HOURS, OR YOUR ACCOUNT WILL BE DELETED.**
The screen shown below will be displayed. Enter the answers to the two security questions, exactly as the answers were entered on the User Profile Form, and then click the Verify Account button.

The screen shown below will be displayed.

Congratulations! You are now a registered KOG user!!

Access to KY-EDRS

The next step is to request access to specific roles and facilities in the KY-EDRS. Click the click here to access Kentucky Online Gateway button (as shown above), and you will be taken to the KOG login screen shown below.
The screen shown below will be displayed. Enter your username and password, and then click the **Log In** button.
The screen shown below will be displayed. Click on Request access here.
The screen shown below will be displayed. Select KY-EDRS.
The following screen will be displayed.

Select the facility type from the drop-down box (County Coroner, Medical Certifier or Funeral Home). Enter one word in the Facility Name and Click Search.

**DO NOT SELECT A COUNTY UNLESS YOU ARE A CORONER OR DEPUTY CORONER.**

The roles available for that facility will be listed as shown below. Select MC for Medical Certifier, or MCA for Medical Certifier Assistant. Select CR for Coroner, DCR for Deputy Coroner, or CRA for Coroner Assistant. Select FD for Funeral Director, or FDA for Funeral Director Assistant. Select AA for Administrative Approver role. You may select both FD or MC and AA if you plan to be the Administrative Approver for your facility. Click the boxes for the appropriate role(s) for that facility, and then click the Next button.
PLEASE REFER TO PAGE 44 OF THIS GUIDE FOR MORE DETAILS ON THE ADMINISTRATIVE APPROVER ROLE.
The screen shown below allows entry of required credentials (license number, certificate number, etc), and the expiration date of the credential. Also, enter the **exact text as you would like your signature to appear on the death certificate**. Then click the **Next** button.
A screen will be displayed to review the roles you have requested, the credentials you have supplied, and the text for your signature. Click the Previous button to make any necessary changes. If no changes are required, click the Submit Request button.
After clicking the **Submit Request** button the following screen will be displayed. If you are registering for an assistant role, the Administrative Approver at your facility must first approve the request. The Office of Vital Statistics staff will then review the request, and you will receive an email when your request has been approved, or you will be notified of any reason for denial.

**Administrative Approver Role**

Each facility requires at least one Administrative Approver. This person will approve any requests for Medical Certifier **Assistant** or Coroner **Assistant** roles for that facility. Generally, a physician or coroner will act as the Administrative Approver for a facility. However, a physician or coroner may delegate this role to an assistant. To designate an assistant to an Administrative Approver role, complete the Administrative Approver User Profile Form shown on the last two pages of this user guide, and mail to the Office of Vital Statistics at the address shown on the form. After allowing time for the mailed form to reach the Office of Vital Statistics, the assistant should also register for the AA (Administrative Approver) role in the KY-EDRS, following the steps shown above. Upon receipt of the electronic request, the Office of Vital Statistics will check to ensure that a properly completed and authorized paper form has been received. If so, approval will be granted to the assistant for the Administrative Approver role, and the assistant will be notified by email of the approval.
Processing Requests as an Administrative Approver

If you are the administrative approver for your facility, it is your responsibility to approve any requests for Medical Certifier Assistant or Coroner Assistant. Log in using your username and password. Select Request from the screen shown below.
Select KY-EDRS.
A screen showing requests pending your approval will be shown.

![Requests Pending Your Approval](image)

Click **View Details**.

The screen shown below provides additional details for the access request.

![Update User Profile](image)
You may now click **Approve** or **Deny** to approve or deny the access request from this user.

The Office of Vital Statistics will review the request and grant final approval. The new user will receive an email notification of the approval status.