

# DEATH REGISTRATION POLICY

## Medical Information (MI) Review

**MI Review in EDRS is recommended**, but not mandatory. It helps to ensure accuracy prior to attestation.

## Filing Options

**100% Electronic Filing** – FD creates DC and Permit in EDRS and submits for attestation. Physician remotely attests via voice or fax. FD submits for registration. LR registers DC and Permit is issued via EDRS. FD prints Permit and sends in application/fees to LR within 24 Hours.

**Drop-to-Paper Filing** – FD creates DC and Permit in EDRS, drops DC to paper, collects black ink signature from physician. FD hand-files DC with LR for registration; Permit is issued by LR on site. Application/fees due at time of service.

**Emergency Filing** – same as 100% Electronic, see above. After hour filing is available on Weekends and Holidays from 10AM – 2PM for the immediate filing of death certificates and burial permits. There is a fee for all after hour filings and a demonstrated need for the emergency filing must be present. (e.g. religious, cultural, out of country burial) These requests are contingent of availability of staff. Call (209) 558-8409 and leave a message with your name, business name, and contact number.

## Other Circumstances

**Attestation Policy** – LR staff will reject any unacceptable attestation, including an explanation in the “Decedent Folder” in EDRS, unlocking PI only. FD must review rejection reason and PAC prior to requesting MI unlock for corrections to be made.

**Unlocking/Abandoning Records** – Use EDRS Modification Request Form or contact LR via Email to request unlock or to abandon. Direct contact via phone should only be used in urgent scenarios.

**Permit Filing** – If a DC has been registered electronically and FD needs a new permit, FD creates the Permit in EDRS and contacts the LR via Fax or Email. LR will issue Permit upon notification. FD can hand-file Permits with LR until 4 PM daily.

**Drop-To-Paper Amendments** – Drop-to-Paper Amendments must be printed to full size (instructions printed on backside), in black ink only, and from a laser printer. FD should submit to LR for processing.

**Permit Errors** – If FD creates a permit in error, FD uses the abandon option under permit options. Any information entered incorrectly on a Permit must be corrected with an

additional Permit. Additional Permits must include ‘Disinterment’ with any change to the Permit.

**Fax-Filing** – FDs can utilize this service to remotely file Permits. FD must complete the “Fax Filing Agreement” Form prior to utilizing this service. Contact LR for more information.

## Coroner Protocol

**Referral Number** – FD creates and completes applicable fields on DC and clicks “Refer to Coroner” in EDRS, FD enters “0” in number field as place holder. Coroner Investigators will enter the referral number or the word “None” (which means Case Reviewed and Declined).

**Coroner Signed Cases Only** – Coroner creates DC in EDRS. Coroner “transfers” record to FD or drops to paper for non-EDRS FDs. FD creates Permit and files via 100% Electronic procedure.

## Area Hospital Protocol

**Kaiser Foundation Hospital Modesto** – Creates DC and obtains physician attestation, then transfers EDRS records to FDs.

\*\* All Other County Hospitals do not provide any coordination services; FD must contact physician directly to get medical information and arrange for attestation.

## Ordering

Submit Application and signed copy 4 of Permit (if applicable) for Death-Related Purchases with appropriate fee within 24 hours of registration. Please provide Local Registration Number on application and SASE for faster processing.

**Transit Letters:** Please allow 2-3 hours for LR processing prior to pick up.

## Filing Times

**EDRS Filing** – Monday – Friday, 8:00AM – 3:30PM

\*\* Please allow 3-4 hours for submitted records to be reviewed in EDRS MI & LR Review Queues.

## Contact Information

Vital Records

917 Oakdale Rd., Modesto, CA 95355

Phone – (209) 558-8409, Fax – (209) 558-8078

Email – [HSAVitalRecords@schsa.org](mailto:HSAVitalRecords@schsa.org)

**Abbreviations:** DC--Death Certificate, PI—Personal Information, MI--Medical Information, EDRS--Electronic Death Registration System, FD--Funeral Director, LR--Local Registrar, PAC--Physician Attestation Copy, SASE—Self Addressed Stamped Envelope

