

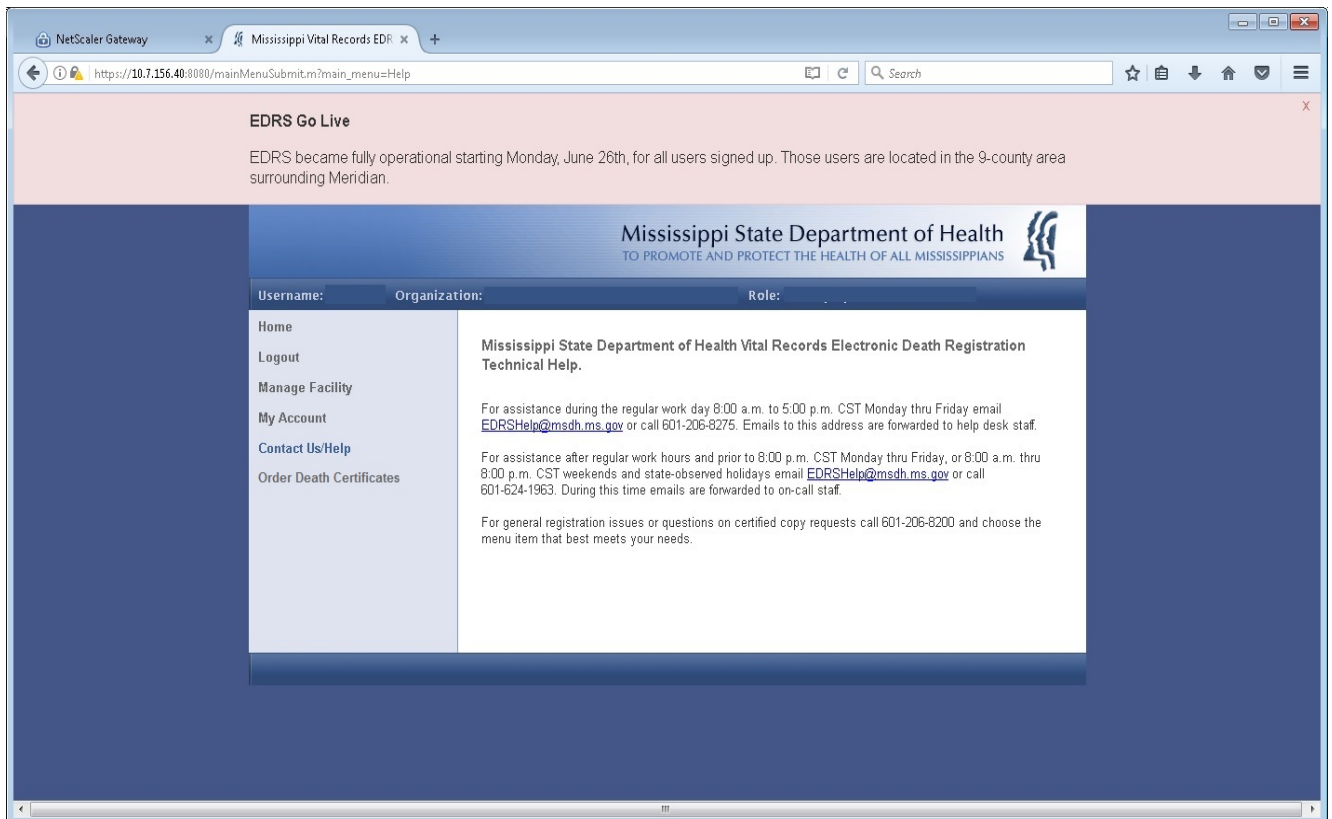
# EDRS (Electronic Death Registration System) Funeral Home Edition (Updated 12/10/20)

*Mississippi Vital Records*  
User Guide  
601-206-8275  
[edrshelp@msdh.ms.gov](mailto:edrshelp@msdh.ms.gov)

Video Tutorials [https://msdh.ms.gov/msdhsite/\\_static/31,0,109,820.html](https://msdh.ms.gov/msdhsite/_static/31,0,109,820.html)

The EDRS is a web-based data collection system. All users of the system access it through the following website/URL: [edrs.msdh.ms.gov](http://edrs.msdh.ms.gov)

The EDRS is a web-based system and requires the ability to connect with the Internet. EDRS accessible devices are desktop, laptop, Chromebook, or tablet. EDRS will also work on a smart phone but this device is not supported at this time.



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## INTRODUCTION – GENERAL OVERVIEW

The EDRS is designed to provide a web-based electronic option for filing death certificates with the MS Vital Records Office. For those reporting entities/organizations that choose to participate, the EDRS will take the place of passing around the paper death certificate. Notifications are made through the integrated internal messaging component of the system – via Email. Examples of common email messages are included at the end of this manual.

Also, Funeral Home Users can opt to utilize an online ordering system from VitalChek to order certified copies. Note the “Order Death Certificates” menu item on the left-hand navigation pane.

The death certificate is composed of two primary parts: (1) Demographic certification information; & (2) Medical Certification information. The demographic certification is generally done by a licensed Funeral Home/Funeral Director. The medical certification is generally done by a licensed Medical Examiner/Physician. In order to file the death certificate electronically, **BOTH** parts must be active participants in the EDRS.

Once the required information is captured in the EDRS and electronically signed by all parties, the registered death certificate is transmitted [electronically] to the Mississippi Vital Records Office for certification.

Facilities participating in the death registration process include Hospitals, Hospices, Funeral Homes, & Coroners Offices. County Coroners complete the medical certification in most cases. Less commonly Physicians on staff at Hospitals or Hospices complete the death certificate.

There are 9 roles currently defined in the EDRS.

1. Facility System Administrator (FSA)
2. Hospital Clerk
3. Hospice Clerk
4. Certifying Physician
5. Funeral Home Clerk
6. Funeral Director
7. Coroner
8. Deputy Coroner
9. State Medical Examiner

Each of these roles is assigned a designated functionality, and each person functioning in one of these roles accesses the EDRS under an organizational/institutional unit. The remainder of this guide contains broad data entry type EDRS instruction broken down by role. To save space and time, we have collapsed some of the similarly functioning roles above into one instructional section.

First up, the FSA role...

## FACILITY SYSTEM ADMINISTRATOR

The FSA role functions as the User Manager for an organization/facility. In all participating Hospitals, Hospices, & Funeral Homes, the FSA is charged with user account management. When a facility decides to participate in the EDRS, the first user/role created for that facility is the FSA. The information necessary for the creation of the FSA is given to the MS Vital Records Office, the FSA account is created, and an email is sent to the new FSA user with initial login credentials. The new FSA user navigates to the website and logs in for the first time. Note the navigational menu in the left pane. The FSA is the only user/role with the 'Manage Facility' section. A brief description of each of the 'Manage Facility' options is displayed in the center of the screen.

Mississippi State Department of Health  
TO PROMOTE AND PROTECT THE HEALTH OF ALL MISSISSIPPIANS

Username: maadams Organization: WRIGHT & FERGUSON FUNERAL HOME (25W) Role: Facility System Administrator

Home  
Logout  
Manage Facility  
My Account  
Contact Us/Help  
Order Death Certificates

Welcome to the Mississippi Vital Records Electronic Death Registration System.

Select:

- "Home" to return to this page.
- "Logout" to exit the EDRS system.
- "Manage Facility" to manage users of the EDRS system.
- "My Account" to access your account details.
- "Contact Us/Help" if you need any assistance with this system.

See zoomed views from this point on...

Username: maadams Organization: WRIGHT & FERGUSON FUNERAL HOME (25W) Role: Facility System Administrator

Home  
Logout  
Manage Facility  
View/Edit Facility Users  
Create a New User  
Add an Existing User

Select:

- "View/Edit Facility Users" to list users associated with your facility.
- "Create a New User" to create a new user account. Use this option for clerk roles.
- "Add an Existing User" to add an existing user to your facility. Use this option for adding Funeral Directors or Certifying Physicians.

The FSA can now proceed to set up users in his/her facility. See views of each in the screenshots below...

View/Edit Facility Users: This menu selection displays a list of all users assigned to the organization/facility. When the FSA clicks on a username in the list, a User Summary displays (see 2<sup>nd</sup> screenshot below).

Username: maadams Organization: WRIGHT & FERGUSON FUNERAL HOME (25W) Role: Facility System Administrator

Home  
Logout  
Manage Facility  
View/Edit Facility Users  
Create a New User  
Add an Existing User  
My Account  
Contact Us/Help  
Order Death Certificates

### Facility Users

Listed below are all users assigned to your organization. You can view and edit a record by clicking on the user.

8 Matches [1 page]

« Start | Prev | 1 | Next | End » 20 Records per page

Username	First Name	Last Name	Role	Email Address	License Number
spants1	SMARTY	PANTS	Funeral Home Clerk		
CSINGLETON	CHLOE	SINGLETON	Funeral Home Clerk		
PATTERBERRY	PERCY	ATTERBERRY	Funeral Director		6789

User Summary: The User Menu now appears on the upper right portion of the screen.

Username: maadams Organization: WRIGHT & FERGUSON FUNERAL HOME (25W) Role: Facility System Administrator

Home  
Logout  
Manage Facility  
View/Edit Facility Users  
Create a New User  
Add an Existing User  
My Account  
Contact Us/Help  
Order Death Certificates

### User Summary

Below are the details held for this user. Further options for this user are available in the User Menu.

User Menu List Users « Prev Next »

- Edit User
- Remove User
- Reset User's Password

**Details**

Username: PATTERBERRY

First Name: PERCY

Middle Name:

Last Name: ATTERBERRY

License Number: 6789

Role: FUNERAL DIRECTOR

**Address**

Street Address:

City:

State:

Post/Zip Code:

**Contact**

Email Address: TONI.LEWIS@MSDH.MS.GOV

Telephone Number(s):

Fax Number:

## ADD A CLERK AS USER

Create a New User: This menu selection displays a data entry screen containing the fields required to create a new user. The Create User button at the bottom of the screen completes the task. Please make a note to remember the descriptive information at the FSAs home screen – instructions for the FSA as to which type/role of user is created here.

Username: maadams Organization: WRIGHT & FERGUSON FUNERAL HOME (25W) Role: Facility System Administrator

Home  
Logout  
Manage Facility  
View/Edit Facility Users  
Create a New User  
Add an Existing User  
My Account  
Contact Us/Help  
Order Death Certificates

### Create User

**Details**

First Name:

Middle Name:

Last Name:

Role:

**Address**

Street Address:

City:

State:

Post/Zip Code:

**Contact**

Email Address:  ?

Telephone Number(s):

Fax Number:

## ADD A DIRECTOR AS USER

**Add an Existing User:** This menu selection displays fields that will allow the FSA to search existing users for the individual user they wish to add. Again, please remember the descriptive information at the FSA home screen explaining the user types/roles added here. Both Certifying Physicians and Funeral Directors must be licensed in order to participate in the EDRS. Files containing currently active licensed physicians and funeral directors are automatically imported into the EDRS on a regular basis. Therefore, these potential users already “exist” in the system. The search is word-based. A full last name is required. If the FSA cannot find the user via this search feature, they must contact EDRS Support to confirm license status. After an investigation & determination is made by EDRS Support, the appropriate action will be taken.

### Steps:

1. Enter the Last Name – or both Last Name & First Name.
2. Select the Role desired (Funeral Director or Certifying Physician most of the time).
3. Click the <Search> button.
4. Scroll down to view the list of records found (if any).
5. When you see the name you are looking for, click on it to select it. A User Summary screen will appear.
6. Use the information displayed to verify that this is in fact the right person.
7. The User Menu is on the upper right portion of the screen. Click it and select the Add User option.
8. On this screen, enter the email address (REQUIRED) of the user you are adding. Double check spelling!
9. Scroll to the bottom left and click on the Add User button.
10. A message should appear at the top of the screen indicating the user has been successfully added.

Username: hfinn , Organization: CANON HOSPICE , Role: Facility System Administrator

Home  
Logout  
Manage Facility  
View/Edit Facility Users  
Create a New User  
Add an Existing User  
My Account  
Contact Us/Help  
Order Death Certificates

### Find User

Find an existing user to add to your facility.

**Details**

Username:

First Name:

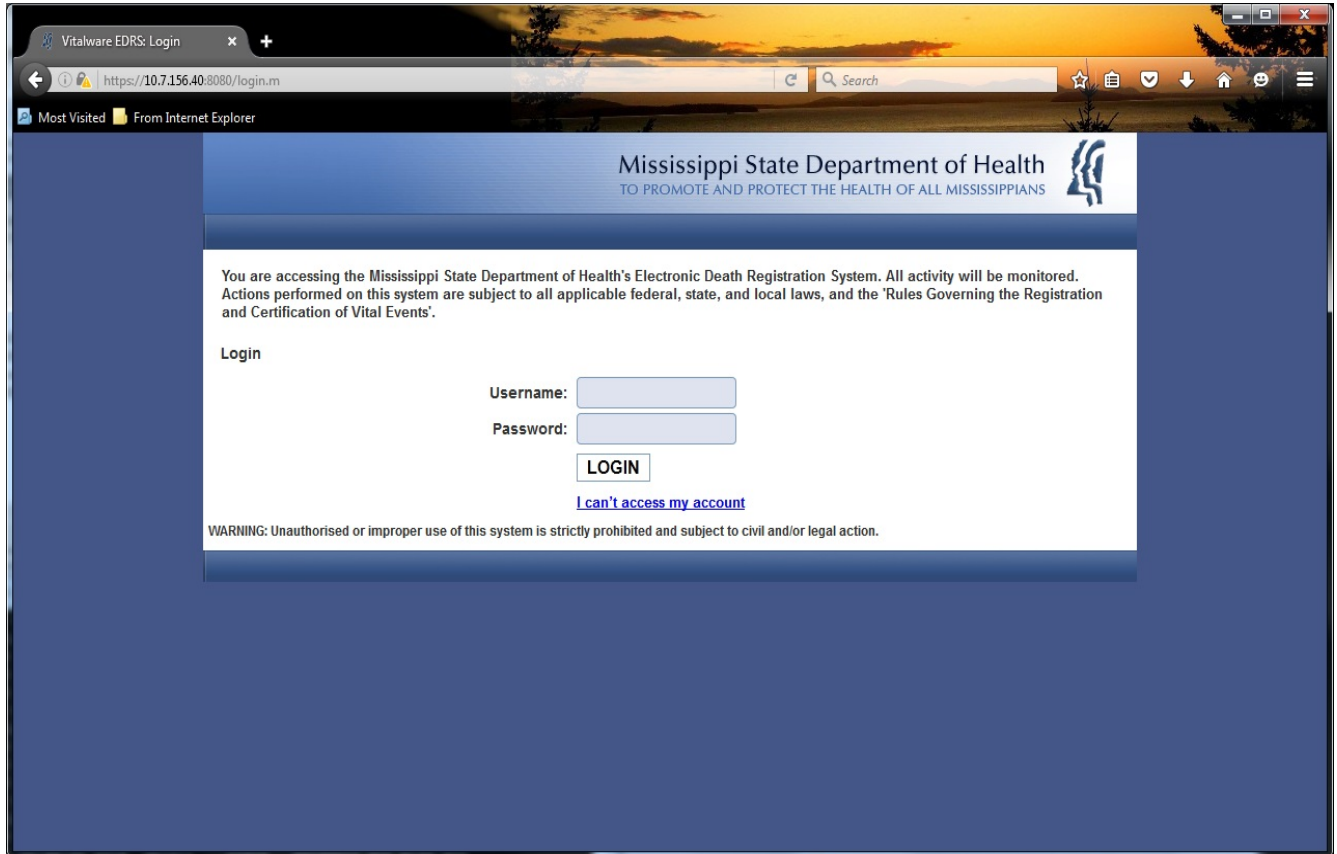
Surname:

Role:

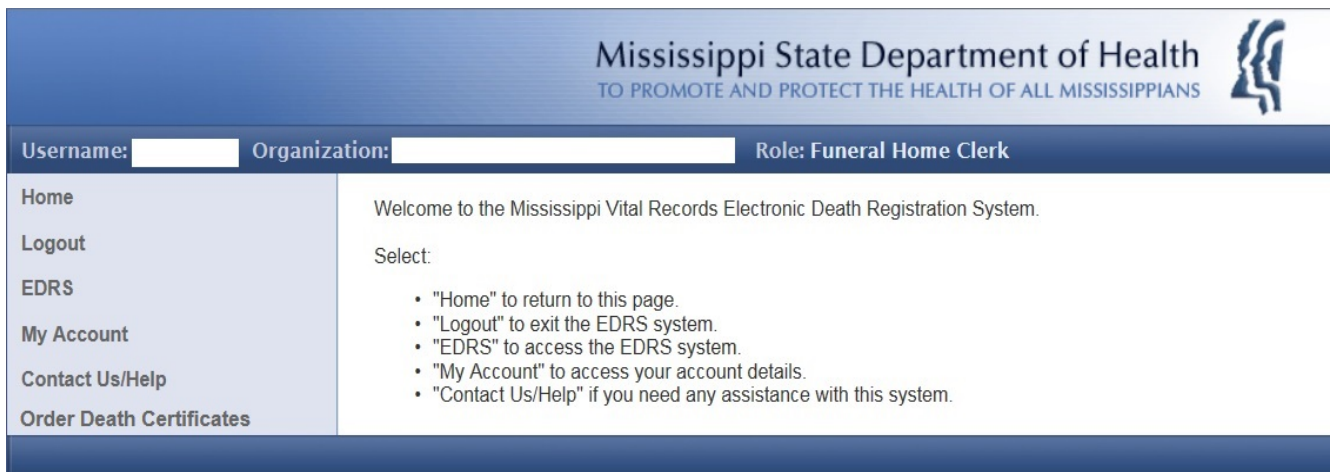
Search

## CLERK/DIRECTOR MAIN LOGIN SCREEN

The funeral home clerk or director should log in with the correct username and password on the main LOGIN screen.



This is the Home screen:





## HOW TO CHANGE PASSWORD

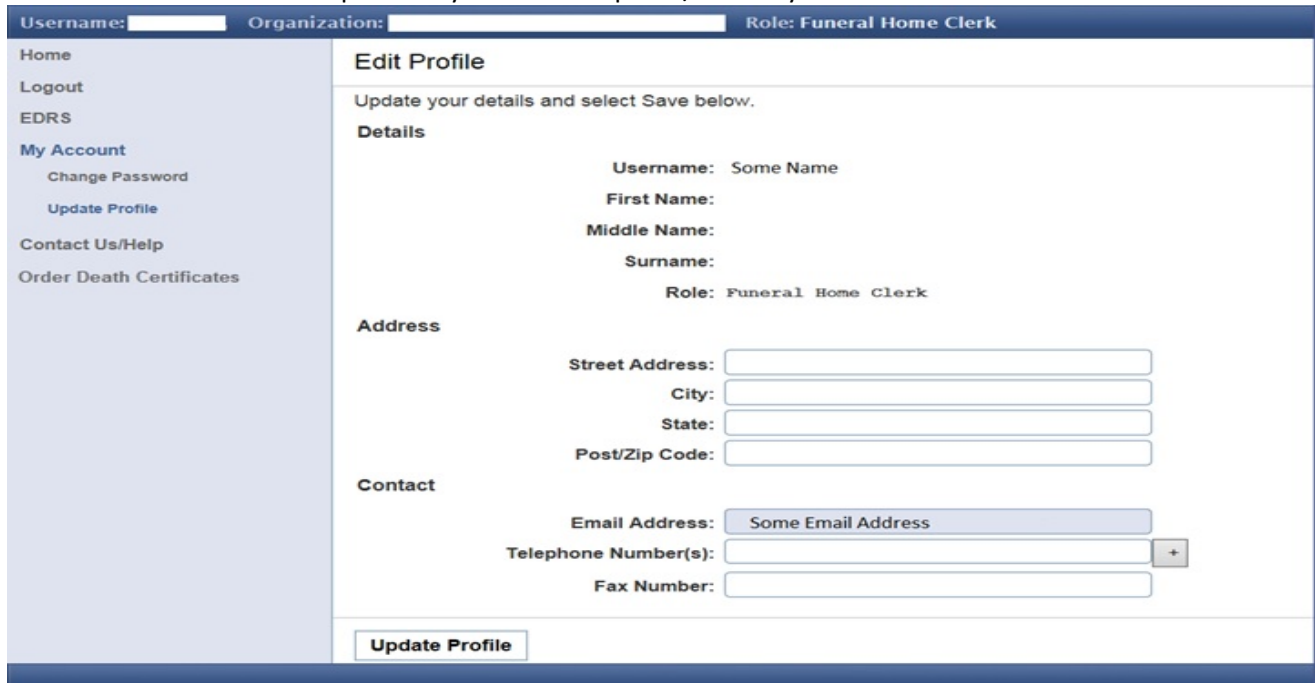
To change your password, select Change Password under My Account. On the Account Administration screen input your current password once and your new password twice. Click the Set Password button.



The screenshot shows the 'Account Administration' page. At the top, the Mississippi State Department of Health logo and tagline 'TO PROMOTE AND PROTECT THE HEALTH OF ALL MISSISSIPPIANS' are visible. Below the header, the user's details are shown: Username: dgale, Organization: JOHN E STEPHENS CHAPEL (50N), Role: Funeral Director. A left-hand navigation menu includes Home, Logout, EDRS, My Account (with sub-items Change Password and Update Profile), Contact Us/Help, and Order Death Certificates. The main content area is titled 'Account Administration' and contains instructions: 'To change your password enter your existing password and your new password into the fields below.' and 'Your password must be at least eight characters in length and include at least one letter, one digit, and one symbol or punctuation character.' There are three input fields labeled 'Current Password:', 'New Password:', and 'Confirm New Password:'. A 'SET PASSWORD' button is located below the fields.

## HOW TO UPDATE EMAIL ADDRESS

To update/correct your profile, select Update Profile under My Account. On the Edit Profile screen you can only update your address and contact information. Click on the Update Profile button to save. Please contact the EDRS Help Desk if you need to update/correct your name and username details.



The screenshot shows the 'Edit Profile' page. At the top, the user's details are shown: Username: [redacted], Organization: [redacted], Role: Funeral Home Clerk. A left-hand navigation menu includes Home, Logout, EDRS, My Account (with sub-items Change Password and Update Profile), Contact Us/Help, and Order Death Certificates. The main content area is titled 'Edit Profile' and contains instructions: 'Update your details and select Save below.' Below this, there are sections for 'Details', 'Address', and 'Contact'. The 'Details' section shows Username: Some Name, First Name, Middle Name, Surname, and Role: Funeral Home Clerk. The 'Address' section has input fields for Street Address, City, State, and Post/Zip Code. The 'Contact' section has input fields for Email Address (Some Email Address), Telephone Number(s) (with a '+' button), and Fax Number. An 'Update Profile' button is located at the bottom of the form.

## CONTACT US/HELP

To contact the EDRS Help Desk please select Contact Us/Help (the last choice under Home). Please send an email to [EDRSHelp@msdh.ms.gov](mailto:EDRSHelp@msdh.ms.gov) or call 601-206-8275 for further assistance.

Username: <input type="text"/> Organization: <input type="text"/> Role: Funeral Home Clerk	
<a href="#">Home</a> <a href="#">Logout</a> <a href="#">EDRS</a> <a href="#">My Account</a> <a href="#">Contact Us/Help</a> <a href="#">Order Death Certificates</a>	<b>Mississippi State Department of Health Vital Records Electronic Death Registration Technical Help.</b>  For assistance during the regular work day 8:00 a.m. to 5:00 p.m. CST Monday thru Friday email <a href="mailto:EDRSHelp@msdh.ms.gov">EDRSHelp@msdh.ms.gov</a> or call 601-206-8275. Emails to this address are forwarded to help desk staff.  For assistance after regular work hours and prior to 8:00 p.m. CST Monday thru Friday, or 8:00 a.m. thru 8:00 p.m. CST weekends and state-observed holidays email <a href="mailto:EDRSHelp@msdh.ms.gov">EDRSHelp@msdh.ms.gov</a> or call 601-624-1963. During this time emails are forwarded to on-call staff.  For general registration issues or questions on certified copy requests call 601-206-8200 and choose the menu item that best meets your needs.

## ACCEPT NEW CASE

Most of the time, the Coroner or Hospital clerk will start the new case and assign your facility. Your facility will then receive a new case assignment email with a Case Number. To find the case log in, select EDRS on the left then List Cases.

<b>Mississippi State Department of Health</b> TO PROMOTE AND PROTECT THE HEALTH OF ALL MISSISSIPPIANS 	
Username: <input type="text"/> Organization: <input type="text"/> Role: Funeral Home Clerk	
<a href="#">Home</a> <a href="#">Logout</a> <a href="#">EDRS</a> <a href="#">New Case</a> <a href="#">List Cases</a> <a href="#">My Account</a> <a href="#">Contact Us/Help</a> <a href="#">Order Death Certificates</a>	Select: <ul style="list-style-type: none"><li>• "New Case" to initiate a new case.</li><li>• "List Cases" to view all cases that you currently have access to.</li></ul>

## LIST CASES-HOW TO SELECT CASE

By default, the first list of cases you will see are your Incomplete Cases. Once the case has been completed (a case that has been electronically signed by the director and the certifier) the case will move to your Completed Cases list. To see your completed cases, click inside the Case Status box and change to "Completed" and click "Search".

Username:  Organization:  Role: Funeral Director

Home  
Logout  
EDRS  
New Case  
List Cases  
My Account  
Contact Us/Help  
Order Death Certificates

### Case List

From this page you can access all cases that you currently have access to. You can search for cases using the filters below, or access individual cases from the case list at the bottom of this page. Access a case by selecting the Case Number for the case.

#### Filter Cases

Case Number:

Last Name:

First Name:

County of Death:

Medical Facility:

Date of Death:  (mm/dd/yyyy, mm/yyyy, or yyyy)

Date of Death From:  (mm/dd/yyyy)

Date of Death To:  (mm/dd/yyyy)

Date of Birth:  (mm/dd/yyyy, mm/yyyy, or yyyy)

Case Status:   
NOT COMPLETED  
NOT COMPLETED  
COMPLETED  
ALL

192 Matches [10 pages]

« Start | Prev | 1 | 2 | 3 | 4 | 5 | Next | End »  Records per page

Case Number	First Name	Last Name	Date of Death	Date of Birth	Case Status
<a href="#">2020/000092</a>	RUPERT	GILES	08/15/2020	08/01/1948	IN PROGRESS
<a href="#">2020/000091</a>	BEN	HARGREEVES	08/15/2020		ASSIGNED
<a href="#">2020/000089</a>	ANDERSON	DAWES	08/14/2020		ASSIGNED
<a href="#">2020/000088</a>	CAMINA	DRUMMER	08/14/2020	01/01/1970	IN PROGRESS
<a href="#">2020/000087</a>	CAMINA	DRUMMER	08/14/2020		ASSIGNED
<a href="#">2020/000080</a>	MATT	HARGREEVES	08/12/2020	02/14/1948	ASSIGNED
<a href="#">2020/000078</a>	GRACIE	HARGREEVES	08/02/2020		ASSIGNED
<a href="#">2020/000072</a>	GLENDA	HARGREEVES	08/01/2020		ASSIGNED

On the Case List screen choose the case you wish to work on. If the list is long, spanning multiple pages, you can use the Search option by entering any details you know (Case Number, Surname, First Name, Medical Facility etc.) and clicking Search. You can reorder your list of cases by clicking on a column

heading - Case Number, First Name, Surname, Date of Death, County of Death, or Case Status. After finding your case, click on the Case Number.

### CASE MENU-HOW TO ACCEPT/REJECT/RELINQUISH AND EDIT CASE

The Case Summary will now be displayed. Go to the Case Menu at the upper right and choose "Accept Case". If you choose "Reject Case", the current case will disappear from your list. An email notification will be sent to the Coroner or the Clerk for the case to be reassigned.

Username: dgale Organization: JOHN E STEPHENS CHAPEL (50N) Role: Funeral Director

Home Logout EDRS New Case List Cases My Account Contact Us/Help Order Death Certificates

Case Summary Case Menu List Cases « Prev Next »

Accept Case Reject Case

A summary of this case is provided below. Please use the Case Menu to perform the processes applicable to your level of access.

**Admin**

Case Number: 2020/000091

Modification Date: 08/20/2020

Modification Time: 03:33 PM

**Case Status**

Funeral Director: ASSIGNED

Medical Certifier: IN PROGRESS

Hospital/Hospice/Nursing Home Clerk: NOT ASSIGNED

State Medical Examiner: NOT ASSIGNED

**OVS Verification**

OVS Status Code: NOT SUBMITTED ?

OVS Status Description:

Submit OVS Request

If you choose "Reject Case" select the reason from the pop up box then "Reject Case".

Username: dgale Organization: JOHN E STEPHENS CHAPEL (50N) Role: Funeral Director

Home Case Summary Case Menu List Cases « Prev Next »

**Confirm Reject Case**

If you reject this case it will no longer be assigned to your facility and it will be removed from your Case List.

Please select the reason for rejecting this record:

FAMILY CHOICE  
INCORRECT FACILITY/LOCATION  
DUPLICATE CASE  
OTHER

Reject Case Cancel

Medical Certifier: IN PROGRESS

Hospital/Hospice/Nursing Home Clerk: NOT ASSIGNED

State Medical Examiner: NOT ASSIGNED

**OVS Verification**

OVS Status Code: NOT SUBMITTED ?

OVS Status Description:

Submit OVS Request

**Details of Deceased**

First Name: ONW TWO THEWW

When Accept Case is chosen, check above the Case Summary and you should see in green “Case Accepted”. To access this case please select an option from the Case Menu. At this point, select Edit Case. Select “Relinquish Case” if your facility will no longer be involved with the case. To view a draft copy of the certificate, choose ‘View/Print Draft Certificate’. The last option, “Print Transit Permit”, is an electronic version of the Burial Transit Permit.

Username:  Organization:  Role: Funeral Director

*Case Accepted. To access this case please select an option from the Case Menu.*

Case Summary Case Menu List Cases « Prev Next »

A summary of this case is provided below. Please use the Case Menu to access the processes applicable to your level of access.

**Admin**

Case Number:

Modification Date:

Modification Time:

**Case Status**

Funeral Director:

Medical Certifier:


Hospital/Hospice Clerk:

State Medical Examiner:

**OVS Verification**

OVS Status Code:  ?

OVS Status Description:

Case Menu List Cases « Prev Next »  
 Edit Case   
 Relinquish Case  
 View/Print Draft Certificate  
 Print Transit Permit

**Confirm Relinquish Case** ✕

If you relinquish this case it will no longer be assigned to your facility and it will be removed from your Case List.

Please select the reason for relinquishing this record:

FAMILY CHOICE  
 INCORRECT FACILITY/LOCATION  
 DUPLICATE CASE  
 OTHER

Medical Certifier:

Hospital/Hospice/Nursing Home Clerk:

State Medical Examiner:

## OVS VERIFICATION-INTRODUCTION

Please note as well on the Case Summary page the section titled, **OVS Verification**. Of interest here to all Funeral Homes is the fact that SSA has approved online verification as a substitute for completing the SSA-721 Form. A copy of the SSA Letter is at the end of the manual.

## CASE DETAILS PAGE-ENTER DEMOGRAPHIC INFORMATION

The **Case Details** Screen is where the clerk or director will enter the demographic information. The tab key advances from field to field. You will know you have reached the bottom when you see the Save (bottom left) & Sign (bottom right) buttons. The fields that shaded darker are mandatory. They cannot be left blank. This page is broken up into segments below that to illustrate more detail.

Username:  Organization:  Role: Funeral Director

[Home](#) [Logout](#) [EDRS](#)  
    [New Case](#)  
    [List Cases](#)  
[My Account](#)  
[Contact Us/Help](#)  
[Order Death Certificates](#)

### Case Details

[View/Print Draft Certificate](#) [Case Summary](#) [List Cases](#) [« Prev](#) [Next »](#)

**Case Admin**

Case Number: 2019/000110

Hospital/Hospice:

Coroner: LAUDERDALE COUNTY CORONERS OFFICE

**Details of Deceased**

First Name: MOURNING

Middle Name(s):

Last Name: BIRD

Other Last Name:

Generational Id:    
(JR, SR, etc.)

Gender: FEMALE

Time of Death:

Date of Death: 03/07/2019

Date of Death Qualifier: ACTUAL

**Deceased Race**

White: <input type="checkbox"/>	Black or African American: <input type="checkbox"/>
Chinese: <input type="checkbox"/>	Filipino: <input type="checkbox"/>
Japanese: <input checked="" type="checkbox"/>	Korean: <input type="checkbox"/>
Vietnamese: <input type="checkbox"/>	Native Hawaiian: <input type="checkbox"/>
Samoan: <input type="checkbox"/>	Asian Indian: <input type="checkbox"/>
Guamanian or Chamorro: <input type="checkbox"/>	
American Indian or Alaska Native: <input type="checkbox"/>	Specify: <input type="text"/>

Deceased

Age: 38

Age Units: YEARS

Date of Birth: 99/99/9999 (mm/dd/yyyy) ?

Birth Place: MS - MISSISSIPPI ?

Education: SOME COLLEGE, NO DEGREE

Marital Status: DIVORCED

Surviving Spouse: ?

Ever in U.S. Armed Forces: ?

Hispanic Origin: NOT SPANISH/HISPANIC/LATINO

Specify Origin: ?

Social Security Number: 999999999 ?

Usual Occupation: UNEMPLOYED

Kind of Business: UNEMPLOYED

Deceased Residence

State: MS - MISSISSIPPI

County: LAUDERDALE ?

City or Town: MERIDIAN ?

Zip Code: 99999 ?

Street and Number: 123 4TH STREET ?

Inside City Limits: YES

Country, if not U.S.: ?

Deceased Parents

Father First Name: UNKNOWN ?

Father Middle Name: ?

Father Last Name: ?

Mother First Name: MARY ?

Mother Middle Name: ?

Mother Maiden Name: MILLS ?

Informant

Informant Name: MARY WILLIAMS ?

Relationship to Decedant: MOTHER ?

Mailing Address: 5656 7TH AVENUE MERIDIAN MS 99999

**Disposition**

Disposition of Body: BURIAL  ?

Cemetery/Crematory Name:  ?

Location (City and State):  ?

**Funeral Home if Body Transferred**

Funeral Home:  ?

Mailing Address:  ?

**Case Notes**

Case notes are visible to Vital Records staff.

Funeral Director Notes:



After you have completed keying all the Case Details, please review before saving. If proofing is easier for you with a printed copy, there is a clickable option to “View/Print Draft Certificate” on the upper right portion of the screen. After clicking on the Save button, provided all information is acceptable, you will see the following green message across the top of the screen:

*This case has passed all validation checks.*

If not, i.e., if there is a problem with any information keyed, you will see a red message instead:

*Case Saved. Please scroll down and correct any validation errors.*

There will also be red letter text as you scroll down the screen adjacent to the fields in question, such as the following example:

Education:  Education is a mandatory field.

Marital Status:  Marital Status is a mandatory field.

Surviving Spouse:  ?

Ever in U.S. Armed Forces:  Ever in U.S. Armed Forces is a mandatory field.

Hispanic Origin:  Hispanic Origin is a mandatory field.

#### CHECK OVS STATUS BEFORE DIRECTOR SIGNS CASE

On the Case Details page, The Decedent’s first and last name, date of birth, gender and SSN number are verified online with SSA’s Master File of Social Security Numbers. The first attempt is made after clicking the “Save” button. You are allowed 5 online verification attempts. Make sure to check the OVS Verification section on the Case Summary page for a successful pass **before** the director signs the case.

If the verification passes, you will not have to send a separate SSA-721 to SSA to report the individual’s death. The social security number field on the Case Details page will be locked out but you can still change other demographic details before the director signs the case.

If the verification fails, please double check with the informant that the information you have is correct before submitting another attempt.

Some reasons for a non-successful match:

1. The individual's first name may differ from what's listed on the Individual's Master File.
2. The individual's last name given at birth or last name upon marriage or divorce, or judicial change of name may differ from what's listed as the last name on the Master File.
3. The gender in the Verification Request differs from the Master File for the same person.
4. The date of birth was keyed incorrectly and does not match what's listed with the person's Master File.

To submit another OVS verification request – If you make any changes on the Case Details page make sure to click the Save button. Return to the Case Summary page and click the Submit OVS Request button. You will soon receive another pass or fail result in the OVS Status Code box.

To see a list of your verification history for the Case, select SSN Verification History under Case Menu.

Username:  Organization:  Role: Funeral Director

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Order Death Certificates

### Case Summary

[Case Menu](#) [List Cases](#) [« Prev](#) [Next »](#)

A summary of this case is provided below. Please use the Case Menu to view the processes applicable to your level of access.

**Admin**

Case Number:

Modification Date:

Modification Time:

**Case Status**

Funeral Director:

Medical Certifier:

Hospital/Hospice Clerk:

State Medical Examiner:

**OVS Verification**

OVS Status Code:  ?

OVS Status Description:

Case Menu  
Edit Case  
Relinquish Case  
View/Print Draft Certificate  
Print Transit Permit  
SSN Verification History

## SIGN CASE-DIRECTOR ROLE ONLY

The case must be Signed to be Completed. The Funeral Home Clerk role Cannot Sign cases - the Funeral Home Director must log in for Signing. The Funeral Home Director can click the Sign Case button on the bottom right at the end of the page to electronically “Sign” the case. After clicking the Sign button, a Confirm Sign Case popup window appears forcing a 2<sup>nd</sup> button push.

Informant

**Confirm Sign Case** X

Please confirm that you would like to sign this case. After signing you will not be able to edit the case.

Sign Case Cancel

Location (City and State): ?

Funeral Home if Body Transferred

Funeral Home: ?

Mailing Address: ?

Case Notes

Case notes are visible to Vital Records staff.

Funeral Director Notes:

Save Clear Form Sign Case

## LOGOUT

To logout please select Logout from the left hand navigational menu. You will see the popup message...

Message from webpage X

Proceeding will cancel any existing process without saving. Are you sure that you want to continue?

OK Cancel

If you choose OK you will be logged out. This popup also appears at other times when the user selects from the navigational menu. If you want to be sure you are not exiting without saving the latest changes, you may press Cancel, return to the screen you were on, and hit the Save button.  
To start a New Case:

## START A NEW CASE

If the Coroner will be the certifier and the case does not appear in your List Cases (be sure to search for the case first), you may start a brand-new case. Click EDRS then New Case. Select the County of Death and Assign to Coroner and click Continue. **PLEASE MAKE SURE TO SELECT LIST CASES TO CHECK YOUR CASE LIST BEFORE PROCEEDING TO START A NEW CASE. THIS WILL AVOID A DUPLICATE CASE.**

Username:  Organization:  Role: Funeral Director

Home  
Logout  
EDRS  
    New Case  
    List Cases  
My Account  
Contact Us/Help  
Order Death Certificates

### New Case

Funeral Homes may only initiate CORONER cases. If an MD is involved you CANNOT start the case. In order to avoid potential duplicates, please keep open lines of communication with the Coroners Office as well as the Hospital, Hospice or Nursing Home facility.

Fill in the boxes below and click "Continue" to determine if this case can be filed electronically.

County of Death:

Assign to Coroner:

To refer the case to a Coroner select the Coroners Office.

Complete the Details of the Deceased. Click Continue. The system will search for a duplicate case. If one is found a warning box will appear. Please read the message and contact any facility that has the existing case before proceeding.

Username:  Organization:  Role: Funeral Director

Home  
Logout  
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List Cases  
My Account  
Contact Us/Help  
Order Death Certificates

**New Case**

This death can be filed electronically. Use this form to initiate a new case. The EDRS system will first search for a duplicate case that has already been created.

**Case Admin**

Funeral Home: JOHN E STEPHENS CHAPEL (50N)  
Coroner: LAUDERDALE COUNTY CORONERS OFFICE

**Details of Deceased**

First Name:  ?  
Middle Name(s):   
Last Name:  ?  
Generational Id:  (JR, SR, etc.)  
Date of Death:  14 (mm/dd/yyyy)  
County of Death: LAUDERDALE  
Gender:   
Date of Birth:  (mm/dd/yyyy) ?  
Social Security Number:  ?

TO ORDER CERTIFIED COPIES:

Print Order Form

After the case is signed by the Funeral Home Director, the Case Menu includes a Print Order Form option. This form can be printed, completed, and mailed to MS Vital Records in order to obtain Certified Copies of the Death Certificate.

Username:  Organization:  Role: Funeral Home Clerk

Home  
Logout  
EDRS  
New Case  
List Cases  
My Account  
Contact Us/Help  
Order Death Certificates

**Case Signed.**

**Case Summary**

A summary of this case is provided below. Please use the Case Menu processes applicable to your level of access.

**Admin**

Case Number: 2016/000174  
Modification Date: 09/22/2016  
Modification Time: 10:26 AM

**Case Status**

Funeral Director: SIGNED  
Medical Certifier: IN PROGRESS  
Hospital Clerk: IN PROGRESS

**OVS Verification**

OVS Status Code: SSN OF 999999999 MAY ?  
OVS Status Description:

**Details of Deceased**

Case Menu List Cases « Prev Next »

- View/Print Draft Certificate
- Print Order Form
- Print Order Form - No Applicant
- Print Transit Permit
- Print Affidavit

Simply fill out the number of copies and total \$, then mail form and payment to MS Vital Records.

**APPLICATION FOR CERTIFIED MISSISSIPPI DEATH CERTIFICATE**  
 Mississippi State Department of Health  
 Vital Records  
 P. O. Box 1700, Jackson, Mississippi 39215-1700

<b>FULL NAME OF DECEASED</b>	OWEN	FIRST	THE	MIDDLE	PENGUIN	LAST	
<b>DATE OF DEATH</b>	07	MONTH	30	DAY	2018	YEAR	
<b>PLACE OF DEATH</b>	LAUDERDALE	COUNTY	MERIDIAN	CITY OR TOWN	MISSISSIPPI	STATE	
<b>SEX</b>	MALE	<b>RACE</b>	WHITE	<b>SOCIAL SECURITY NUMBER</b>	999999999	<b>AGE AT DEATH</b>	80 YEARS
<b>NAME OF FATHER</b>	UNKNOWN			<b>NAME OF MOTHER</b>	MINNIE PENGUIN		
<b>FUNERAL DIRECTOR</b>	NAME			ADDRESS			
				P. O. BOX 34, PHILADELPHIA, MS 39350			
PERSON OR FACILITY REQUESTING COPY							
<b>RELATIONSHIP OR INTEREST OF PERSON REQUESTING CERTIFICATE</b>				<b>PURPOSE FOR WHICH CERTIFIED COPY IS TO BE USED</b>			
<b>SIGNATURE OF APPLICANT</b>					<b>DATE</b>		

A DEATH RECORD SEARCH REQUIRES ADVANCE PAYMENT OF A NON REFUNDABLE SEARCH FEE OF \$17.00 AND VALID PHOTO IDENTIFICATION

The \$17.00 fee entitles the applicant to one Certified copy of the death record on file (November 1, 1912 to present) or if the record is not found, a "Not on File" statement will be issued. Surrounding counties and five years centered on year of death are searched if record is not located within county or year specified.

\$17.00	x	1	=	\$17.00
---------	---	---	---	---------

**Additional Certified copies of the same certificate ordered at the same time.**  
 \$6.00 for each additional certified copy.

\$6.00	x		=	
--------	---	--	---	--

Totals	No. of Copies	Amt. Enclosed
--------	------------------	------------------

**TOTAL AMOUNT ENCLOSED.** Check (personalized with name, address and bank branch name and address printed on check) or Money Order payable to Mississippi Vital Records. Mississippi law allows an additional Service charge for dishonored checks. **(DO NOT SEND CASH)**

## PHOTO IDENTIFICATION REQUIRED

Failure to provide the proper identification will result in the application being returned to you without processing. Acceptable forms of identification are: Valid Driver's License, State Issued Identification Car, Passport, and/or Military Identification Card, Valid School, College, or University Identification

**APPLICANT NAME/DELIVERY INFORMATION**

Pursuant to Section 41-57-2 of the Mississippi Code of 1975, Annotated, and as defined by Mississippi State Board of Health Rules and Regulations, I hereby certify that I have a legitimate and tangible interest in the death record requested. I understand that obtaining a record under false pretenses may subject me to the penalty as described in Section 41-57-27 of the Mississippi Code of 1975, Annotated.

PRINT YOUR MAILING ADDRESS HERE

Applicant Name (Type or Print)			
Delivery Address, including APT number if applicable			Home phone number, including area code
City	State	ZIP Code	Work phone number, including area code

**DO NOT WRITE IN THE SPACES BELOW - FOR OFFICE USE ONLY**

12-36	S.C.	S.C.	SUP.
37-66	S.C.	S.C.	P.
S.C.	S.C.	C.D.	CWA.

Mississippi State Department of Health
Revised 02/2011
Form 523

If desired, the facility may also order online by clicking on "Order Death Certificates" in the left pane navigation menu.

Mississippi State Department of Health  
TO PROMOTE AND PROTECT THE HEALTH OF ALL MISSISSIPPIANS

Username: gmantziou Organization: STEPHENS FUNERAL HOME (385) Role: Funeral Director

Home  
Logout  
EDRS  
My Account  
Contact Us/Help  
Order Death Certificates ←

Welcome to the Mississippi Vital Records Electronic Death Registration System.

Select:

- "Home" to return to this page.
- "Logout" to exit the EDRS system.
- "EDRS" to access the EDRS system.
- "My Account" to access your account details.
- "Contact Us/Help" if you need any assistance with this system.

Your VitalChek login account is not the same as EDRS. Please contact [fhportalsupport@vitalchek.com](mailto:fhportalsupport@vitalchek.com) to setup a new account. Screenshot of VitalChek Funeral Home Portal Home Page...

VitalChek  
A LexisNexis Company

America's Leading Source for Government Certified Vital Records

About Us | Help

Username:   
Password:

Login

[Forgot your password?](#) [Change your password?](#)

NFDIA  
National Funeral Directors Association

BBB ACCREDITED BUSINESS

TRUSTe  
CERTIFIED PRIVACY

Testimonials | Site Security | Privacy Policy | Site Map | Legal  
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## EMAIL EXAMPLES

The screenshot below is for a new user. The message content will be essentially the same for other New Account Created emails, regardless of organization and role.



EDRS Account Created.

 EDRS-Admin@msdh.ms.gov  
To Lewis, Toni

 Reply  Reply All  Forward 

Fri 3/20/2020 1:00 PM

Dear DOCTOR,

An EDRS account has been created for you. Your login details are below:

Username: dpine

Password: t84qx61Grr

Please change your password when you first log into EDRS.

---

Please do not reply to this email.

The screenshot below is for a New Case Assignment. The message content will be essentially the same for other New Case Assignment emails, regardless of organization and role.



EDRS Case# 2020/000034

 EDRS-Admin@msdh.state.ms.us  
To

 Reply  Reply All  Forward 

Fri 3/20/2020 1:04 PM

DOCTOR PINE,

Case Number 2020/000034 has been assigned to you.

---

Please do not reply to this email.



The screenshot below is when a case has been rejected. This one was sent to the assigning Hospital Clerk. It was rejected by the Certifying Physician. The message content will be essentially the same for other Case Rejected emails, regardless of organization and role.

EDRS Case# 2020/000004

 EDRS-Admin@msdh.state.ms.us  
To

 Reply  Reply All  Forward 

Fri 3/20/2020 1:07 PM

HOSPCLERK1 RUSH,

Case Number 2020/000004 has been relinquished. Please reassign this case to another Certifying Physician.

---

Please do not reply to this email.



## SOCIAL SECURITY

July 2017

Dear Funeral Director:

We are writing to you to announce our new procedures regarding Social Security's "Statement of Death by the Funeral Director (SSA-721)" form. The state of Mississippi now has access to the Electronic Death Registration System (EDRS) as of July 8, 2017.

Beginning July 8, 2017, if you use Mississippi's EDRS to register deaths, you will no longer need to send a separate SSA-721 to SSA to report an individual's death. When EDR reports are received, they can be processed with no additional verification of the death information. This allows for the immediate and automatic termination of deceased individuals' benefits and suspension of benefits if the decedent served as a representative payee.

Although we do not expect issues, as with any automated process, there might be cases that do not process correctly through EDRS. If you receive a request to complete an SSA-721, we ask that you assist the SSA Field Offices with these requests so that we can all continue to deliver professional customer service to the families of the deceased.

We still need your help to share information with potential survivors, as they may be entitled to benefits. You can help us by distributing the last two pages of the SSA-721 to families as you register the decedent's information. These pages provide valuable information about potential benefits that may be payable and how survivors can apply for these benefits.

If you do not use Mississippi's EDRS, or if you cannot verify the SSN through the EDRS system, we ask that you send us the SSA-721 as you have done in the past.

Thank you for your assistance in this process.

Sincerely,

*Jessica MacBride*

/s/ Jessica MacBride Director,

Earnings, Enumeration and Medicare Policy,

