

# DEATH BROADCAST

from the Office of the State Registrar of Vital Statistics

MAY 2017



## Correction Form or Amended Form

We have been seeing an increase of *incomplete* amended cause of death forms sent to us by both physicians and coroners. The Amended form, if used, needs to be fully completed. The Correction form is used if there are 3 or less medical fields that need amending. When completing the correction form, make sure to complete the medical section of the form. Since these forms may potentially be issued on certified paper, if needed for legal purposes, we ask that the correct and complete form should be used. For questions, please contact [samuel.vasquezjr@state.co.us](mailto:samuel.vasquezjr@state.co.us).

The link for a current Correction Form is:

<https://www.colorado.gov/pacific/cdphe/correct-or-change-death-certificate>

## Time of Death

Colorado has an unusually high number of unknown entries for time of death. It would take a significant system design change on EDR to allow funeral establishment staff to enter this medical information that they may have available. This is a reminder that information may be shared via the Comments tab. If the funeral establishment staff has information on date/time pronounced, date/time of death, or any other medical information that may be helpful, please add this information to the Comments tab before designating the medical certifier. Physicians are also encouraged to provide complete and correct information. Thank you for your assistance.

## Death Policy Clarifications

There have been some questions since the death policy revision was sent out.

- The cutoff date for redline amended records is April 17th as the date of death. If an amended redline is presented for a death dated on or before April 16th, it is acceptable.
- If submitting to the state office via secure email, the documents may be in one, multipage pdf or in separate pdf documents. (This item is primarily directed to local vital records offices)
- If certified copies were issued from a hard copy death record (redline), and exchanges later need to be made, they can be exchanged for the electronic versions of that death record at no cost. The verbiage in the policy assumes initial, electronic issuance. Free exchanges do not occur when exchanging a certified copy of a 'Pending' death record for the 'Amended' version. For questions, please contact [samuel.vasquezjr@state.co.us](mailto:samuel.vasquezjr@state.co.us).

## Welcome New EDR System Users!

We would like to welcome Critical Care and Pulmonary Consultants, Boulder Medical Center, Hinsdale and Routt County Coroners, and Rocky Mountain Internal Medicine onto the EDR system. When designating these certifiers, please note that they may still be in the process of getting transitioned and would appreciate your patience.

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## EDR Abandon Record Q&A

When a record is abandoned, a comment is entered in the system as to why. The state office reviews these comments to determine if there are records being abandoned that may not need to be. We have created a Q&A document with examples of comments and resolutions that may assist you when deciding whether or not to abandon a death record. See attached "Abandoned EDR Death Records Question and Answer."

## Notify When No Longer Using EDR

When anyone using the EDR system has left employment or no longer needs to use the system, please immediately notify the state vital records office. This will assist in keeping the EDR system secured. Former employees that still have access to the online system at your location could create the potential for breaches in security and leaves confidential information exposed. Thank you for your diligence in this request. Email: [cdphe.edr@state.co.us](mailto:cdphe.edr@state.co.us).

## EDR Help

For help with the EDR system *prior* to or during registration, please contact us at [cdphe.vitalrecords411@state.co.us](mailto:cdphe.vitalrecords411@state.co.us) or 303-692-2191 or anyone else in the Field Unit (Pete, Michelle and Renee). The Death Unit handles inquires *after* registration of a death certificate (registered death/fetal death - within one year; corrections, quality assurance, stillbirth, disinter/reinter permits). You may contact them at [cdphe\\_deathcertificates@state.co.us](mailto:cdphe_deathcertificates@state.co.us) or 303-692-2208.

## EDR Resources

There are a number of cheat sheets for the Electronic Death Registration system for the various user groups, as well as other informational documents on the Extranet at <https://sites.google.com/a/state.co.us/cdphevitalrecords411/edr>.

## Online Training Available

The state office has developed online training modules. The online system is called COTrain and it is a free service. For instructions for creating a user account and taking courses, please see the Extranet under Training. If you have any questions or problems, please contact [cdphe.vitalrecords411@state.co.us](mailto:cdphe.vitalrecords411@state.co.us).

## Online EDR Training Available

We are offering free online EDR training for all user groups! This is a great training resource, as well as a wonderful REFRESHER! The online training may be found on <https://co.train.org> with the following name, course number and registration code:

**Colorado Electronic Death Completion and Registration, 1056027, Colorado2015**

*Thanks for your time and attention!*

Renee Bear, Field Liaison

Office of the State Registrar of Vital Records

Phone: 303.692.2179

Email: [renee.bear@state.co.us](mailto:renee.bear@state.co.us)