



## Fast EDRS-Physicians Pocket Quick Sheet



Department of Health and Mental Hygiene  
Bureau of Vital Statistics  
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New York, NY 10013

For help with EDRS contact DOHMH at  
(212) 788-4575 or send an email to  
edrs@health.nyc.gov.

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### Log into NYC MED

1. Open an **Internet Explorer (IE)** web-browser.
2. In the **Address** field, enter **https://a816-healthportal.nyc.gov**
3. Click the **Go** button or press the **Enter** key on your keyboard.
4. In the **Username** field, enter your hospital's username.
5. In the **Password** field, enter your hospital's password.
6. Click the **Login** button.



All users will enter the same username and password created for the hospital.

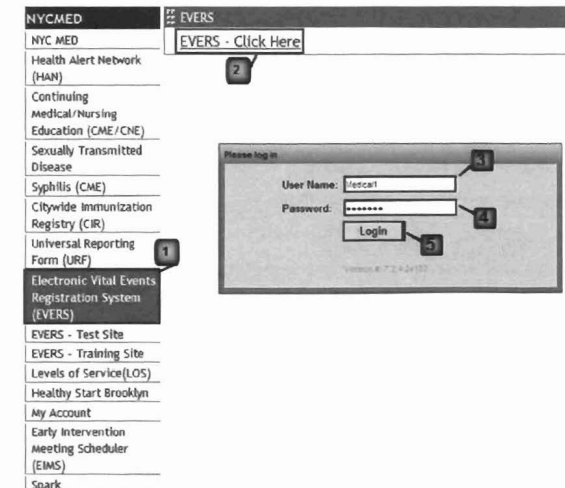
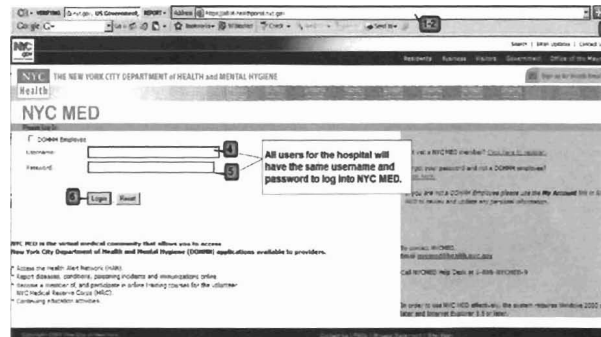
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### Log into EDRS

1. From the **NYC Med Home Page**, click the **Electronic Vital Events Registration System (EVERS)** hyperlink.
2. Click the **EVERS-Click Here** hyperlink.
3. In the **Username** field, enter your personal username.
4. In the **Password** field, enter your personal password.
5. Click the **Login** button.



The EDRS **Username** and **Password** fields are case sensitive.



## Locate the Case

1. From the **Main Menu**, click **Life Events**.
2. Click **Death**.
3. Click **Locate Case**.
4. In the **First** and **Last** fields, type in decedent's first and last names.
5. In the **Date of Death** field, enter the date of death.
6. Click the **Search** button.
7. Locate the record with the decedent's name and click the **Preview** hyperlink in the far right column.
8. Click the **Select** hyperlink.



Use the **Wildcard (%)** to help you locate the case.

## Review Cause of Death

1. In the **Line a** text box, type the specific details describing the cause of death.
2. In the **Approximate Interval Onset to Death** field for **Line a**, enter the approximate interval. Type **Unknown** if not certain.
3. Repeat steps 1 and 2 for **Lines b-d** as required.
4. In the **Other significant conditions** text box, enter additional relevant information, if required.
5. Click the **Validate Page** button.
6. Click the **Next** button.



For help completing the cause of death, visit <http://www.nyc.gov/html/doh/media/video/icdr/index.html>

## Affirm the Case

1. On the **Medical Certification** menu, click **Pronounce/Certify**.
2. Click all three checkboxes.
3. Click the **Affirm** button.
4. Place your registered finger on the biometric device. Wait for the successful affirmation message.
5. Click the **Return** button.



The **Pronounce/Certify** hyperlink displays when the same person has been identified as both the **pronouncer** and **certifier** for the case. Otherwise, you will see separate **Pronounce** and **Certify** hyperlinks. These hyperlinks will *only display for physicians*.