EDRS Policy Sheet

Specific to the Pasadena Jurisdiction (63)

EDRS Filing Hours, Monday-Thursday and every other Friday

Pasadena: 8:00 AM - 4:30 PM. (See attached Friday schedule)

After Hour and Weekend Filing

Pasadena: Staff will be available on call, every other Friday and Saturday from 8 am to 2 p.m., Sunday from 8 a. m. to 12 p.m. and minor holidays on a limited basis depending on the day in which the holiday falls. Please call 626-744-6052 for prompted instructions when filing after hours.

Processing Time

Please allow up to 2 business hours for Medical Information Review (MI Review) and Local Registration (SUBM LR) after submission. For after hour filings the processing time may be from 2 to 4 hours depending on the volume.

Funeral Home Responsibilities

- Medical Review VS11e, 101-117 must be submitted for medical review prior to physician attestation or coroner attestation. If a FAX has not been submitted for MI Review it will not be addressed until it is. Please do not depend on the local registrar to see the record by chance.
- <u>Disposition permit</u> Funeral home is responsible for completing an EDRS Disposition Permit (DP) and Death Certificate (DC) for registration. Once the DC is registered and the DP is issued, the Funeral Home must print all four (4) copies of the DP. The funeral director must then submit a signed Copy #4 with payment to the appropriate jurisdiction's Vital Records Office. This payment must be placed in the mail within 24 hrs of the issuance, or received within 72 hrs (mail or walk-in). Always include a SASE with your application.
- Social Security Verification EDRS requires that SSV be attempted at least ONCE before submitting for registration whether SSN is known or unknown.

EDRS Record Correction/Notification

If you are requesting record correction for any of the following reasons, you must FAX a completed EDRS Fax Communication sheet to the appropriate jurisdiction. On days with after hour service you must fax and call the Vital records office for any action to be completed:

Abandon EDRS record

Unlock PI, MI, or Both on EDRS record

Multiple disposition EDRS filing

EDRS file/Permit with drop to paper certificate

- Ship out/International Disposition

Fax numbers:

- Pasadena: 626-396-7475

Amendments

If a record has been registered by the Local Registrar (EDRS status = SUBM SR), an amendment must be filed to correct the record.

Re-file Permit

If a DC has been registered and a re-file is needed to change the disposition, the funeral home can create a re-file Permit/Amendments in EDRS. Please notify the Vital Records Office via the EDRS Fax Communication sheet.

Ship In Permits

If your case involves a ship in from another state or country the refilling of the disposition should be filed with any health department in the usual manner. There will be no after hour filing for these cases and **cannot** be filed with the watch commander. Disposition permits that require refilling for cases that you may acquire from another county and or mortuary within the state of California will be required to be entered into EDRS and filed electronically.

ME/Coroner Protocol

Please refer to LAC ME/Coroner Workflow that is in the EDRS training packet. The workflow is also available at the Los Angeles County Dept of Public Health's website: www.lapublichealth.org/dca/edrs.htm

Certified Copies

Certified copies will be requested in the same manner as they were prior to EDRS. An application for a certified copy of a Death Certificate must be submitted with appropriate fees to the Health Department. Payment for the Disposition Permit must be made before certified copies are issued. **Please include a SASE with application.** Applications may be faxed to the Pasadena Health Department at 626-396-7475 for advance notification of order from the funeral home.

Time Interval Abbreviations

 Second(s) - SEC or SECS
 Day(s) - DAY or DAYS
 Month(s) - MO or MOS

 Minutes(s) - MIN or MINS
 Weeks - WK or WKS
 Immediate - IMMED

 Hour(s) - HR or HRS
 Year(s) - YR or YRS

All non-EDRS death certificate filings must take place in person at the respective Vital Records Office's headquarters. These certificates will be processed on a first come, first serve basis. **Fax filing and Cross Filing will be discontinued.**

CA-EDRS Help Desk (State): (916) 552-8123-

CA-EDRS website: www.edrs.us

Note: All policies subject to revision. Last updated 8/8/2011-Irma Vargas