

EDRS Policy Sheet

Los Angeles/Long Beach/Pasadena Jurisdictions

EDRS Filing Hours, Monday-Friday

Los Angeles: 8:30 AM - 4:00 PM

Long Beach: 8:00 AM - 4:00 PM

Pasadena: 8:00 AM - 4:30 PM (Health Dept closed every other Friday)

Emergency/Weekend Filing

Los Angeles: Saturday-Sunday, 8:30 AM-12:30 PM at Headquarters (313 N. Figueroa St.)

Long Beach: Saturday-Sunday, certain holidays, 8-4 PM. Please call (562) 435-6711.

Pasadena: Staff will be available on call, every other Friday, weekends and holiday.

Processing Time

Please allow up to 2 **business** hours for Medical Information Review (MI Review) and Local Registration (SUBM LR) after submission.

Funeral Home Responsibilities

- 🕒 Social Security Verification - EDRS requires that SSV be attempted at least ONCE before submitting for registration whether SSN is known or unknown.
- 🕒 Medical Review - VS11e, 101-117 must be submitted for medical review prior to physician attestation or coroner attestation. If a document has not been submitted for MI Review, it will not be registered.
- 🕒 Disposition permit - 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).

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:

- 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:

- Los Angeles: 323-722-9851
- Long Beach: 562-570-4374
- Pasadena: 626-744-6095

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.

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.

Time Interval Abbreviations

Second(s) - SEC or SECS

Minutes(s) - MIN or MINS

Hour(s) - HR or HRS

Day(s) - DAY or DAYS

Weeks - WK or WKS

Year(s) - YR or YRS

Month(s) - MO or MOS

Immediate - IMMED

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

LA Dept of Public Health's EDRS website: www.lapublichealth.org/dca/edrs.htm

Note: All policies subject to revision. Last updated 09/28/2011