

DEATH REGISTRATION POLICY

Medical Information (MI) Review

MI Review in EDRS is mandatory. For non-EDRS FDs, call our office for assistance.

Filing Options

100% Electronic—FD creates DC and Permit in EDRS and submits for attestation. Physician remotely attests via voice or fax. FD submits for registration. VRR registers DC and Permit is issued via EDRS. FD prints Permit and sends in application/fees to VRR within 4 days.

Drop-to-Paper Signature Verification—FD creates DC and Permit in EDRS, drops DC to paper, collects black ink signature from physician. FD faxes DC to VRR for signature verification. VRR registers DC and Permit is issued via EDRS. FD prints Permit and sends in original DC with application/fees to VRR within 4 days.

Dual Pass, Step 1—Hospital creates DC and obtains attestation from physician. Hospital “transfers” record to FD in EDRS. FD completes DC in EDRS. FD submits for registration. VRR registers DC and Permit is issued via EDRS. FD prints Permit and sends in application/fees to VRR within 4 days.

Counter- or Hand-Filing (for power outages and other technical problems only)—FD types DC and Permit and collects ink signature from physician. FD hand carries DC and Permit to VRR for registration/permit issuance. VRR hand-stamps DC and Permit. Application/fees due at time of service.

Emergency/After-Hours Filing—same as 100% Electronic, see above. Text 408.309.0179 on Saturday, Sunday, and Holidays between 9:00am to 12:30pm with name, business name, contact number. On-call staff will return text within 20 minutes. To be used for Emergency/Cultural Burials only.

Other Circumstances

Attestation Policy—VRR Staff will automatically unlock a record if physician attestation is unacceptable.

Unlocking/Abandoning Records—Use CA-EDRS Fax Sheet to request unlock or abandon.

Re-File Permit/Amendment—If a DC has been registered electronically and FD needs to re-file (change the disposition) or create an amendment, FD creates the re-file Permit and/or Amendment in EDRS and faxes a request form to VRR. VRR will issue Permit upon notification. Excluding Fax-Files, non-EDRS permits will only be issued over the counter.

Printing Permits—Permits *must* be printed to full size (instructions printed on backside), black ink only, and from a laser printer.

Permit Mistakes—If FD creates a permit in error, FD uses the abandon option under permit options.

Filing for another Funeral Home—If FD files a DC on behalf of another FD, written approval must be obtained from the requesting FD on letterhead and faxed to us so we can charge burial permitting fees and issue certified copies to the appropriate FD.

Coroner Protocol

Referral Number—FD initiates DC and clicks “Refer to Coroner” in EDRS, faxes a working copy DC to Coroner, and alerts physician to call Coroner (1-408-793-1900) to confirm. Coroner Investigators will enter the referral number or the word “None” (which means Case Reviewed and Declined).

Coroner Cases—Coroner creates DC in EDRS. FD calls Coroner (1-408-793-1900) to confirm name of decedent. Coroner “transfers” record to FD or drops to paper for non-EDRS FDs. FD creates Permit and files via 100% Electronic or Emergency Filing.

Area Hospital Protocol

Stanford—Creates DC and obtains physician attestation, then transfers EDRS records to FDs. Drops-to-paper for non-EDRS FDs.

Lucile Packard—Creates DC and obtains physician attestation, then transfers EDRS records to FDs. Drops-to-paper for non-EDRS FDs.

Kaiser Santa Clara—provides worksheet to FD and facilitates physician attestation via fax.

VA Palo Alto—provides worksheet to FD and facilitates physician attestation via fax.

Valley Medical Center—provides worksheet to FD.

*All Other Hospitals do not provide any coordination services; FD must contact physician directly to get medical information and arrange for attestation.

Ordering

Submit Application for Death-Related Purchases (REV 04/16) with appropriate fee within 90 days of registration. Mail or drop-off application with copy 4 of Permit and original documentation, if applicable, within 4 days.

For orders beyond 90 days, refer family to Santa Clara County Clerk-Recorder—Download and print forms from <https://www.sccgov.org/sites/rec/Birth%20Certificate/Documents/Clerk-Recorder-Birth-Death-order-form-current.pdf>

Abbreviations: DC—Death Certificate, MI—Medical Information, EDRS—Electronic Death Registration, FD—Funeral Director, VRR—Vital Records and Registration (Local Registration District)