
Once a profile has been established, an email will be sent to the user to create a new password. The email is sent with a return of “noreply.wdh@wyo.gov” and sometimes is placed in a user’s “spam” or “junk” mailbox. For security purposes, this link expires in 1 hour.

The email will contain a link for users to select, and it directs the new user to the Gateway Application to CREATE a new password.

Once the new password is entered, confirmed, and all GREEN checkmarks are noted to the right, the user should select “create password.”
Wyoming Department of Health Vital Statistics Services
Electronic Death Registration System (EDRS)

A successful change will be noted and the user should select “continue.”

Enter username and new password.

Verify user email select “verify/update” and continue.
Select questions from the dropdown lists (complete all three) and provide answers to each. These answers will be used in the event a password reset is necessary and the user wishes to complete the action without staff assistance.

If other changes or updates to the profile, the appropriate link may be selected. If the user is continuing to sign a certificate, select “Vital Statistics.”
Read and select agree to the terms. Select “continue”.

The red banner will display updates and contact information for users.

Note the “Death” tab in the upper left portion of the screen, just subordinate to the VITAL STATISTICS SERVICES header. This is the EDRS portion of the system for accessing, reviewing and certifying death certificates.

Once a death is assigned to a user/facility, a notification will be sent to inform the health care provider and facility an action is required.
The user may follow the provided link to access the Gateway and log in. At the banner page, select the “Death Tab”.

The user may see a number of death files pending review and certification. The user and the facility HIM will be able to determine the decedent’s name and match the certification to the appropriate medical certifier (health care provider). Once the decedent/file is matched, select the “view” icon and access the file.

If the incorrect certifier has been assigned and the HIM or provider refer this to the VSS staff, the correct health care provider or coroner will be contacted. If this occurs, a notice will be sent to the first facility and health care provider indicating the reassignment of responsibilities.
When the “view” icon is selected, the file will be rendered at the “signatures” section. The health care provider should select the “medical” tab and begin the review of the file.

Review questions 20-23.

If the disease or condition involved a fall or injury occurring outside the facility, it is a good practice to contact or notify the coroner, who may review the event for potential investigation. This does not mean the coroner will certify the file, it only means they have a responsibility to review the event(s) associated with the death to support the health care provider's determined manner of death.
The user will enter the immediate cause of death into question 24, Part I: following the instruction for the “cause” section, being sure to input the “onset to death” as well; e.g., minutes or immediate, or in the case of some diseases, years.

Part II, is for other significant conditions, see the example above. Complete the “Manner” section of the certificate and select save or validate prior to transitioning to another tab. When the validate button is selected, the system will verify the entries to ensure all required fields are completed prior to adding the signature.

If the file passes validation, transition to the signatures tab and select the “sign” button. If it fails, enter the required data for file validation. The file moves back to the funeral home for final demographic data entry, then to the local registrar and finally to the vital statistics services staff for review and recording.
If there are errors or questions associated with the file, the users may select the “notes” tab on the system to communicate with the other reviewers.
If there are conflicting data on the cause of death, the staff may reject the file back to the medical certifier to either verify the data or provide additional clarification. The staff member who rejects the file will leave a note on the appropriate area or question when this occurs.
Enter the updated cause information.

Once the date is entered, select “save” or “validate” and move to the signatures tab to complete the file.
The POC for filing deaths on the EDRS is Liz Sauced at liz.sauceda@wyo.gov or 307-777-6943.

The POC for obtaining and updating a username and profile for the EDRS is Laurie Holtz at lauri.holtz@wyo.gov or 307-777-6040.