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## EDRS/EBRS NEWSLETTER July 26, 2013

### **EDRS Participants Now Participating**

143 Funeral establishments  
411 Municipalities  
85 Medical facilities  
39 Medical examiners

### **All Users**

New Electronic Birth Registration System (EBRS) - We are pleased to announce that we will be implementing the new Electronic Birth Registration System (EBRS) on August 1, 2013. This electronic system is replacing the current process to register births utilizing the ADIOS system that has been in place in Maine since 1995, and will be used for data entry of births only through July 31, 2013. After July 31, 2013 the ADIOS system will be closed to hospitals and the new EBRS will be the only software used for entering birth information and for issuing certified copies of births occurring August 1<sup>st</sup> moving forward.

Thank you Jason for the kind words:

*"Despite many hurdles, the Vital Records department has provided a Customer Service on par or better than many private businesses I use and should be applauded for their efforts and efficiency."* Jason Wilson, Wilson Funeral Home

Operating Systems and Browsers - Below are the operating systems and browsers now supported by DAVE - version 12.1.

Operating Systems:


- XP
- Vista
- Windows 7
- Windows 8

Browsers:

- IE 8
- IE 9
- IE 10 (running in IE 8 compatibility mode)
- Chrome v26
- Firefox v20

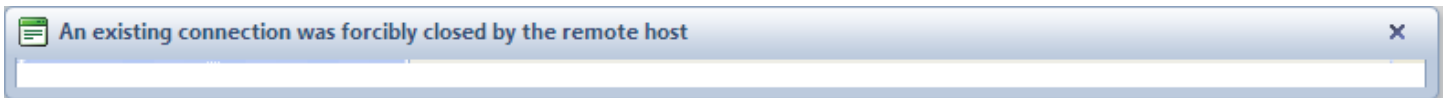
Please note that the Safari browser is NOT supported.

Attachments – (This function is available to all users. At this time, however, there is no need for Municipal Clerks to utilize this function.) There is a 4MB size limitation on attachments to DAVE records. If you are having difficulty attaching a document to a DAVE record, please check the size. You can check the size before you actually try to attach the file by just hovering over the file as shown pictured below. Should the size show 4MB or larger, you will need to reduce the attachment to successfully attach the document to EDRS.

 ATTACHMENT

Size: 12.4 KB  
Files: TEST.docx

If you try to attach a document that is 4MB or larger, you will get the error message below when trying to save the attachment.

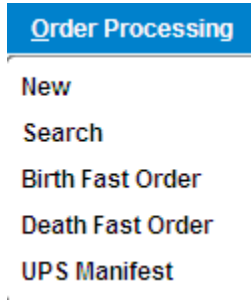


## Municipal Clerks

Births Occurring Outside of a Birthing Facility – Effective August 1, 2013, births that occur outside of a birthing facility will no longer be registered using the multi-part Certificate of Live Birth. The new procedure will require the person who delivers the child to complete worksheets that will be filed directly with the Data, Research, and Vital Statistics office. Once received, the data on the worksheets will be entered into the EBRs. The municipalities will then be able to access the record electronically.

Birth Certificate – Please be aware that the certificate that prints for an EBRs birth record is quite different from that of the current paper birth certificates. The EBRs certificates look much more like the old abstract birth certificates. The changes were intentionally made to print only legal items on the new birth certificate in order to protect the parents’ confidentiality and to be consistent with the National Center for Health Statistics (NCHS) recommended standards. Attached is a sample of a working copy of a birth certificate in EBRs. Mother’s residence no longer prints on the certificate.

Birth Fast Order – The steps for printing a birth certificate in EBRs are the same process you use to print a death certificate in EDRs. The only difference is that you will select “Birth Fast Order” from the Order Processing menu as shown below:



Safety Paper – The safety paper assigned for EDRs can also be used for EBRs.

Non-Certified Copies - The fees for a non-certified copy vary by municipality, based on your municipal ordinance. Therefore, municipal clerks should not use order processing to print a non-certified copy since the fee is fixed within the system. Instead, print off a working copy and stamp it to say “**not for legal purposes**”.

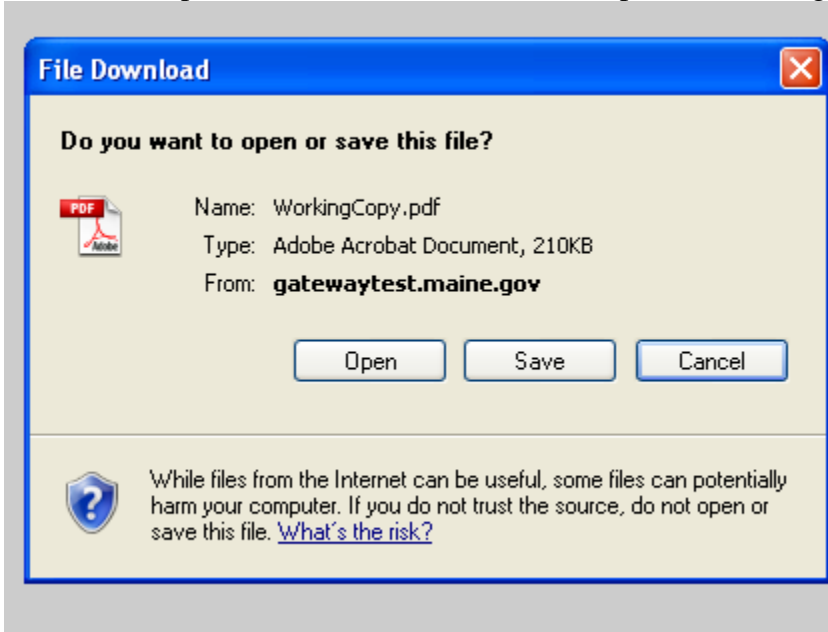
To obtain a working copy, open the registered case by going to Life Events – Birth – Search. Once the case is located you will select Print Forms from the Other Links section of the registration menu.



Once in the Print Forms menu, click on the Working Copy link as shown below.



Then select Open in the File Download box to open the working copy as shown below.



Once the death certificate is open, a printer icon will appear.



Select the printer icon to print the working copy of the death certificate. The working copy is printed on plain white copy paper, not safety paper.

Waiving Fees for Vital Records – Many municipal offices have had a long standing practice of waiving the fee for a vital record for municipal employees and municipal departments. The Maine Revised Statutes Annotated that governs vital records does not authorize the waiver of any vital record fee, in Title 22 or 30A. The municipal clerk is provided safety paper at no cost from Data, Research, and Vital Statistics (DRVS) and municipal clerks are expected to account for all certified copies issued. This accounting is done on the State Share of Vital Records Fees report (monthly/quarterly/semi-annually based on the size of your municipality) filed with DRVS.

To continue to provide complementary copies to municipal staff who are entitled to the records, please issue a non-certified or working copy and stamp it “Not for Legal Purposes”. This should only be done after receiving a written application and proof of identify from the requestor, as well as proof of relationship or direct and legitimate interest in the record. If certified copies are needed by staff, collection of regular fees apply. If there are any questions, please contact vital records staff.




## Funeral Directors

Two new questions have been added to the EDRS and/or the paper death certificate.

### The first item changed:

Was body embalmed? – This question has been added to both the disposition page, and to the paper death certificate – as item #18 pictured below:

#### Funeral Director or Authorized Person

License Number   Lookup   

First  Middle  Last  Suffix

Was Body Embalmed?

### Paper Certificate –Item 18:

14. Method of disposition <input type="checkbox"/> Burial <input type="checkbox"/> Cremation <input type="checkbox"/> Entombment <input type="checkbox"/> Use by medical science <input type="checkbox"/> Removal from state <input type="checkbox"/> Temporary storage <input type="checkbox"/> Burial at sea <input type="checkbox"/> Other (specify): _____	15. Date of disposition	16. Place of disposition (name of cemetery, crematory, or other place)
17. Disposition location (city, town, and state)		18. Was body embalmed? <input type="checkbox"/> Yes <input type="checkbox"/> No

### The second item changed:

Was body viewed after death? – A new death certificate will be released soon that will incorporate this new question. See Item #32 below. Currently, this question will only appear on the paper death certificate. In the near future, this question will also be in EDRS.

To be completed by person who certifies death		
Actual date of death (mm dd yyyy) (spell month)	31. Actual time of death _____ am   _____ pm   _____ military	32. Was body viewed after death? <input type="checkbox"/> Yes <input type="checkbox"/> No
Place of death (check only one; see instructions)		

### License Numbers

Funeral Directors who have enrolled in EDRS using a “temporary” professional license number should contact DRVS once he/she has received a permanent license number.