



BUREAU OF VITAL STATISTICS E-Physician Clerk User Support Document

This form may be used to establish or change user account access to the Electronic Death Registration System (EDRS) as an E-Physician Clerk

E-Physician Clerk: A staff member with an E-Physician Clerk role will have the ability to view and modify all death records associated with the below approving physician(s). They will not be able to certify a death; however, they can view all records no matter in what location the death occurred. For example, if as an E-Physician you service a hospice and a hospital and your E-Physician Clerk works at the hospice they will still be able to see all records from the hospital because they are associated with your name.

Choose One Action: Create a User Modify a User Remove a User

Clerk Full Name & Title: _____
(The new, current, or previous user depending on form action)

E-Mail Address: _____

Phone Number: _____

The above listed E-Physician Clerk is approved to provide support for the following E-Physicians:

E-Physician Name: _____	E-Physician Signature: _____	_____	Date
E-Physician Name: _____	E-Physician Signature: _____	_____	Date
E-Physician Name: _____	E-Physician Signature: _____	_____	Date
E-Physician Name: _____	E-Physician Signature: _____	_____	Date
E-Physician Name: _____	E-Physician Signature: _____	_____	Date

For large facilities, a Medical Director may sign in lieu of each individual physician.

Medical Director Signature: _____
_____ Date

Agreement: As a registered user of the system, you will be responsible for data entered into various electronic death records. By signing this document, I agree to abide by Ohio laws and regulations regarding the creation and submission of death certificates. Additionally, I agree that I will not divulge or share user authorizations and/or passwords concerning EDRS. The information provided on this application is true to the best of my knowledge.

E-Physician Clerk Signature:
Signature and Title of E-Physician Clerk: _____

Please fax this completed form to the ODH Helpdesk at (614) 564-2420. You will receive a username and password via e-mail within approximately five business days. If you have any technical concerns, please call the ODH Helpdesk at (614) 466-2531, option 3.