



Electronic Death Registration (EDR) - User Guide for Funeral Homes -

Vital Statistics
Service Nova Scotia

Purpose of EDR User Guide

The purpose of this user guide is to provide **Funeral Homes** with the step-by-step instructions for how to register a death electronically; and in the case of Funeral Homes already using the current version of the web application, it will highlight the new EDR system updates.

The processes in this course are specific to **Funeral Home Directors** and their **Administrative Staff**. Other roles using EDR (such as healthcare staff, physicians, and nurse practitioners) will have access to their own user guides.

This user guide can be accessed at any time should you need a refresher on the EDR death registration process.

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Why is Vital Statistics Updating EDR?

Introduction

Electronic registration of death information has been **available to Funeral Homes since 2013** through a web application. Since then, Funeral Homes have submitted over **100,000 death registrations digitally** to Vital Statistics. A new updated version of this web application is being launched in November 2025 and is called the '**Electronic Death Registration**' (EDR) system.

EDR will still **look and feel like** the current version. Funeral Homes currently using the web application will notice some **additional fields** as well as **easier more efficient** entry of data through '**smart forms**'.

The current Registration of Death form and Medical Certificate of Death form are being **combined into one electronic form** within EDR. This means, Medical Certifiers will now be able to enter the medical certificate of death (MCD) information digitally which will **reduce the burden on Funeral Homes** to track down the MCD.

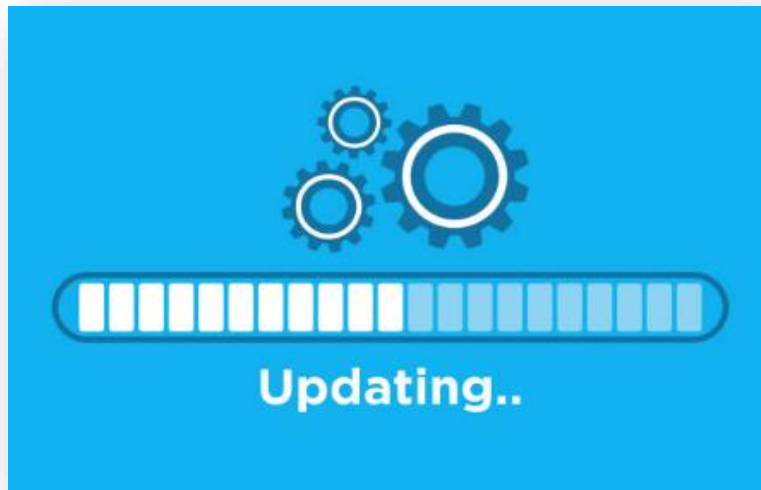
Some certifiers will continue to send the MCD using the paper form; however, it is our hope that they will **see the benefits** and begin using the new EDR System.

Why is Vital Stats Rolling Out Electronic Death Registrations?

- **Address Physician burden** related to the Medical Certificate of Death (MCD) process.
- **Create a fully digital death registration process** that includes funeral directors and medical certifiers.
- **Eliminate pain points for** medical certifiers regarding access to the forms, common errors and time-consuming amendments.
- **Eliminate pain points for** Funeral Homes around obtaining the MCD.
- **Employment and Social Development Canada** established and funded death registration project to improve timeliness of provision of death data.
- **Timely death information is needed by government agencies & programs** to trigger services and other program actions such as discontinuing a benefit.

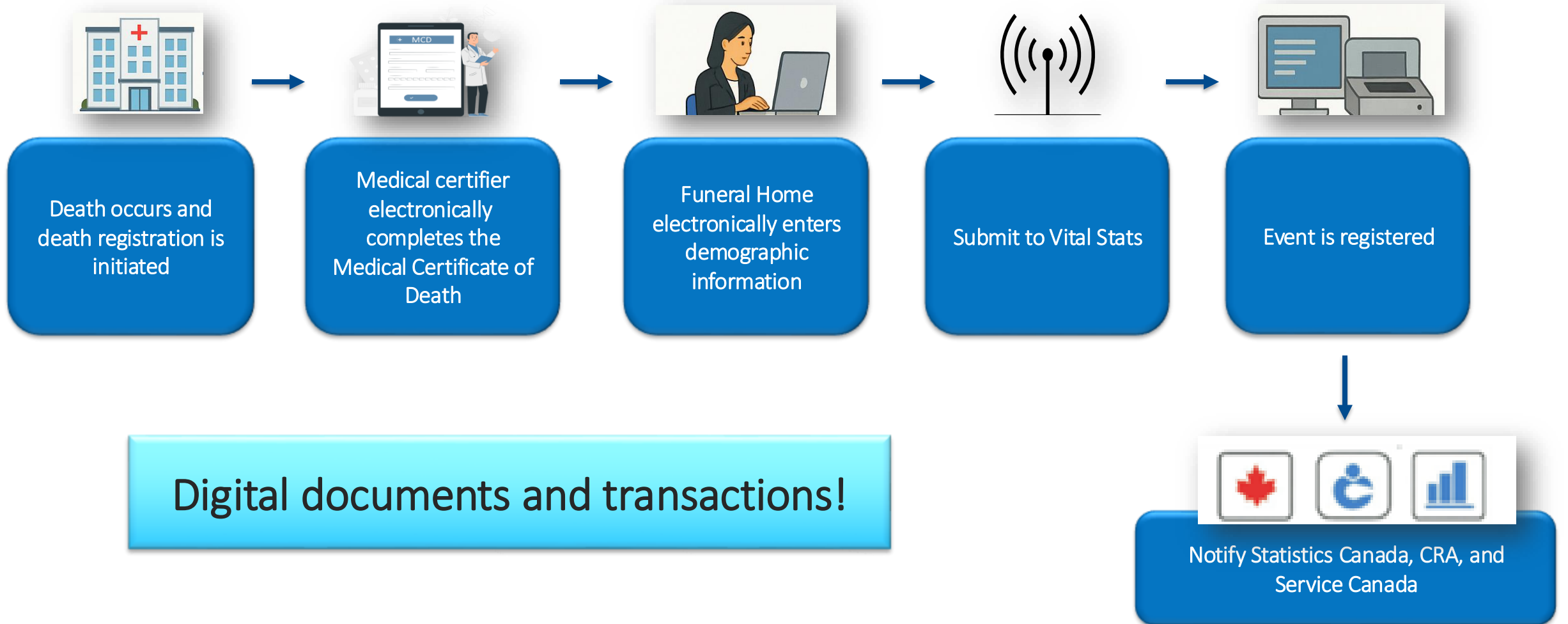


What Benefits are Being Introduced with the New Changes?



- **Electronic medical certificates of death** will be sent digitally from the certifier to the Funeral Home.
- **Medical Certifiers** will be able to complete the MCD from any device and send it directly to the funeral home.
- **Secure messaging** features to reduce need for e-mails.
- **Streamlined amendments/corrections** with no need to create a new amendment form.

The EDR Process



Access & Navigate the EDR System

Who Will Have Access to EDR?

Healthcare Staff:

- Initiate a death registration and assign to a Medical Certifier and Funeral Home

Physicians & Nurse Practitioners:

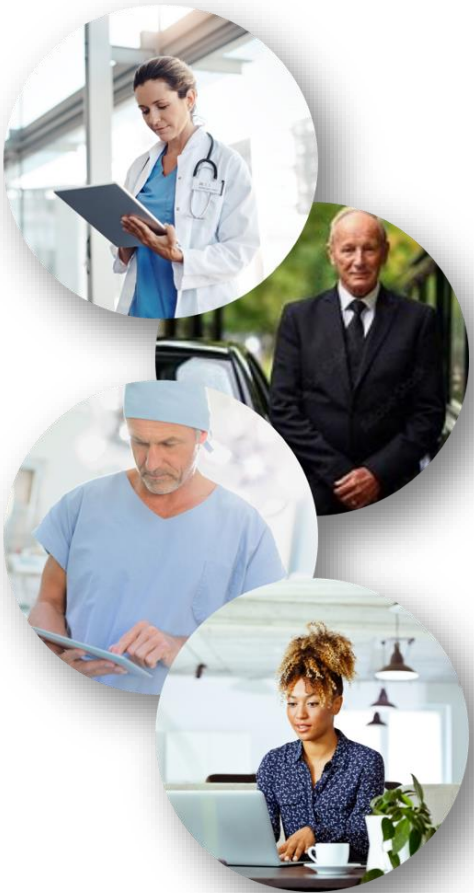
- Initiate a death registration and sign the Medical Certificate of Death

Funeral Directors & Administrative Staff:

- Initiate and complete a death registration and Submit to Vital Statistics

Medical Examiners & Administrative Staff (*Onboarding in 2026*)

- Initiate a death registration, sign the Medical Certificate of Death and approve cremation



Access to EDR

Current Users

Gaining access for existing users:

- Active users of the current web application will continue to use the web link and credentials they are using today to log into the new updated EDR system.

User Change Requests

- Keep Vital Statistics informed of any staff changes.
 - E.g., employee leaves or changes funeral home they are associated with.

New Users

Requesting access for new users:

1. Reach out to Vital Statistics support at Help.Vitalware@novascotia.ca and provide the First Name, Last Name, and Email Address.
2. Set up MyNS Account with same email address.
 - *(See next slide for details).*

Logging Into the EDR System

To log into EDR for the first time, open a web browser (Chrome, Edge, Firefox) and enter the following address:

<https://deathregistration.vitalstats.novascotia.ca>

Bookmark the address for quick access to EDR.

From there follow the sign-in prompts:

1. Click on **Funeral Home Sign in**.
2. Choose your **language** (*the system should remember your choice the next time you log in*).
3. Complete the **MyNS Account** login process.

NOVA SCOTIA

Vital Statistics Electronic Registration of Death

Registration of deaths occurring in Nova Scotia must be registered with Vital Statistics. The registration process should commence immediately following the death to ensure timely notifications to government agencies and programs.

The demographic information and cause of death can be completed electronically using this system and submitted directly to Nova Scotia Vital Statistics. After Vital Statistics receives the documents, the death will be registered.

To access the Vital Statistics Electronic Registration of Death ap

1

Medical Sign in Funeral Home Sign in

NOVA SCOTIA
NOUVELLE-ÉCOSSE

2

English Français

Terms of Use Conditions d'ut

MyNS Account

Your one account to securely access multiple provincial services.

Sign in

Username

3

Forgot username?

Continue Cancel

Create account

NOTE: Here is where you can create a MyNS Account if you do not already have one.

Navigating the EDR Home Screen

The screenshot shows the EDR Home Screen interface. At the top, there are five yellow boxes with red arrows pointing to specific areas: 'Button Panel' (points to the left sidebar), 'Actively Being Worked On' (points to the 'Open Registrations' tab), 'Assigned to FH – Awaiting MCD' (points to the 'Pending Registrations' tab), 'Submitted to Vital Statistics' (points to the 'Submitted Registrations' tab), and 'Messages Between FH and VS' (points to the 'Messages' tab). The main content area is titled 'Registration of Deaths' and contains a table of 'Open Registrations'. The table has columns for Case Number, Last Name, Given Names, Date of Death, Funeral Home, Name of Hospital or Facility, Status, Modified, Edit, Delete, and Submit. The first row is highlighted in pink and has a red box around the 'Status' column. The second row has a red box around the 'Submit' column. The left sidebar contains icons for Home, New, Search, Help, and Sign out, with a red box around the entire sidebar area.

Case Number	Last Name	Given Names	Date of Death	Funeral Home	Name of Hospital or Facility	Status	Modified	Edit	Delete	Submit
EDN10000300	GAUDET	PATTY ANN	2025/09/23	CHETICAMP FUNERAL SERVICES LTD.	DARTMOUTH GENERAL HOSPITAL	ASSIGNED	2025/09/23			
EDN10000284	GUERERRO	VLADY VICTOR	2025/09/17	CHETICAMP FUNERAL SERVICES LTD.		COMPLETE	2025/09/30			
EDN10000225	SMITH	AMY	2025/08/12	CHETICAMP FUNERAL SERVICES LTD.	COBEQUID COMMUNITY HEALTH CENTRE	IN PROGRESS	2025/09/24			
EDN10000226	GRUBER	KELLY	2025/08/12	CHETICAMP FUNERAL SERVICES LTD.	COBEQUID COMMUNITY HEALTH CENTRE	IN PROGRESS	2025/09/30			

Death Registrations have 3 statuses:

- Assigned** – A Medical Certifier started the registration and assigned to your Funeral Home.
 - Click *Edit* to begin working on it.
- In-Progress** – You are actively working on the death registration.
 - Click *Edit* to continue working on it.
- Complete** – All required demographic information has been entered but has not yet been submitted to Vital Statistics.
 - You can still edit a record that has a status of *Complete*.

NOTE: Submit will send to Vital Statistics. Only Funeral Home Directors can submit to Vital Statistics (Administrators cannot).

Searching for Submitted Records

The Search function allows you to look up any death registration that your Funeral Home has submitted to Vital Statistics. To begin searching for a record:

1. Click the **Search** button.
2. Enter any **known details** about the deceased E.g. First Name, Last Name, Funeral Home or any combination of details.
3. Click the **Search** button.
 - o *If the search is successful, the matching records will be listed.*
4. Click **Death Registration** icon to view the record.

Search Registration of Deaths

You can search for death registrations submitted to Vital Statistics. You will be able to view the death registration details, but will not be able to make changes.

Last Name: SMITH ✓ First name: EMILY ✓ Second name:

Nova Scotia health card number:









Funeral Home: CHETICAMP FUNERAL SERVICES LTD. ✓ Place of Death (Name of Hospital or Facility):

Exact date of death? Yes No

Start Date: YYYY/MM/DD End Date: YYYY/MM/DD

Clear Search Search

Search Results

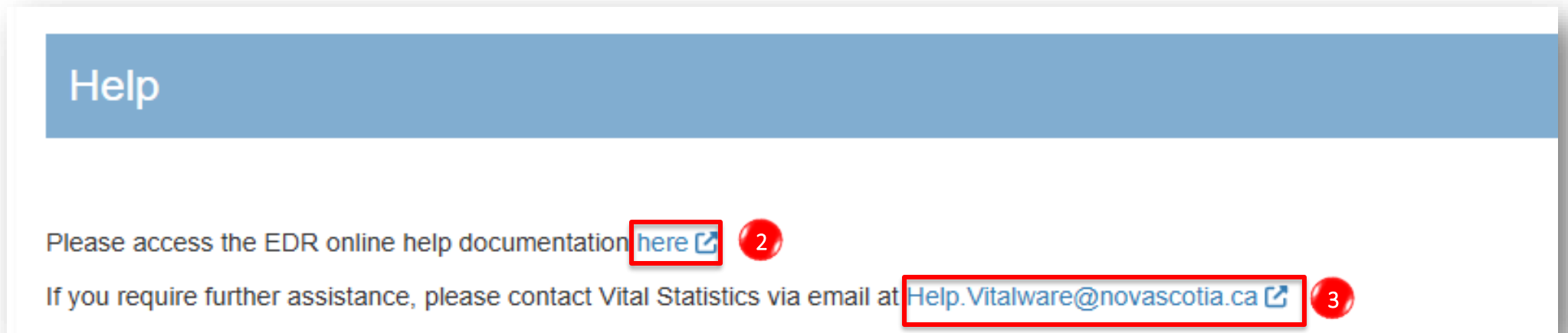
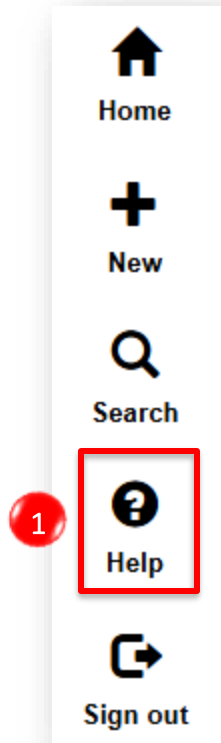
Case number	Last Name	Given names	Date of death	↓	Death Registration
EDN100000230	SMITH	EMILY JUNE	2025/08/14		
EDN100000249	SMITH	CATHERINE	2025/08/26		
EDN100000259	SMITH	GINA MAY	2025/08/27		
EDN100000260	SMITH	BARRY JOE	2025/08/27		
EDN100000264	SMITH	RODRIGO JULIAN	2025/08/29		
EDN100000267	SMITH	CELINE	2025/08/29		
EDN100000271	SMITH	GERALD HARRY	2025/09/04		
EDN100000293	SMITH	CHRISTPHER CHARLIE	2025/09/18		

Records: 8, Page 1 of 1 « < > » Show 10

Accessing Help

The Help button gives you quick links to handy resources:

1. Click the **Help** button.
2. For additional help and training documentation click the 'here' link to access the EDR help website: <https://novascotia.ca/electronic-death-registration-modernization/>
3. To reach out to Vital Statistics with questions, comments, or feedback about the EDR system click the email link to email directly to Help.Vitalware@novascotia.ca.



Create a New Death Registration

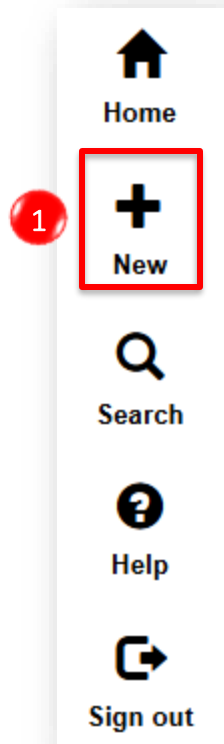
New Death Registration Steps

The following steps must be taken to create a new death registration and submit it to Vital Statistics:

- 1 Start the record and confirm that you have received a paper copy of the Medical Certificate of Death.
- 2 Fill out the Deceased Tab, Details of Deceased Tab, Parents Tab, Disposition Tab, and Informant Tab.
- 3 Click the Submit button to send the completed death registration to Vital Statistics.

Create a new Death Registration

As a Funeral Home, if you are creating a new Death Registration, you must have a copy of the paper Medical Certificate of Death (MCD) (*the paper MCD needs to be post mailed to Vital Statistics*). This scenario will be applicable when the Medical Certifier **did not** fill out the MCD **electronically**.



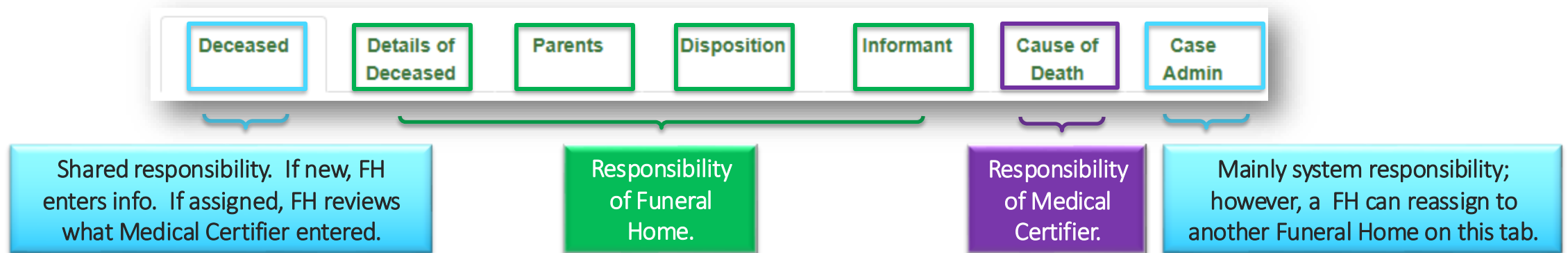
1. Click on the **New** button from the navigation button panel.
2. Check **'Yes'** to confirm that you **do** have a paper copy of the MCD.
3. Click the **Continue** button.

A warning dialog box with a white background and a grey border. At the top left is a warning icon (triangle with exclamation mark) followed by the text: "Only continue if a paper Medical Certificate of Death has been provided." Below this is a horizontal line. Underneath the line is the text: "The case will appear in your Open Cases queue when the medical informant certifies the Medical Certificate of Death." Below that is the question: "Has a paper Medical Certificate of Death been provided?" Underneath the question is a checkbox labeled "Yes" with a red circle containing the number '2' next to it. At the bottom right are two buttons: a red "Cancel" button and a green "Continue" button with a red circle containing the number '3' next to it.

Death Registration Tabs

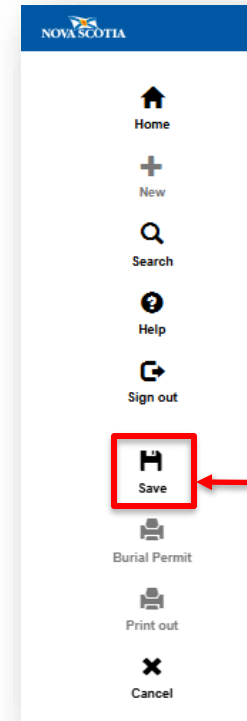
Once the new death registration launches, you will see **7 tabs** along the top. Each tab has a series of sections containing fields to enter demographic or medical information. Responsibility for the tabs will vary:

- If Funeral Home creates the new death registration:
 - **Enter** info on the Deceased, Details of Deceased, Parents, Disposition, and Informant Tabs
- If Medical Certifier creates the new death registration and assigns to Funeral Home:
 - **Review** the already filled out Deceased tab for accuracy (*Funeral Home can make edits if required*).
 - **Confirm** MCD is signed on the Cause of Death tab.
 - **Enter** info on the Details of Deceased, Parents, Disposition, and Informant Tabs



Saving the Death Registration

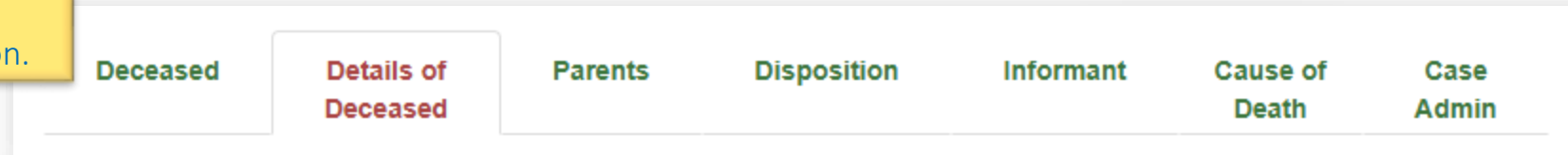
- You can save an incomplete death registration and return to it at any time to continue editing it.
- To save, you must have the **minimum required** information entered:
 - Entered on the Deceased Tab
 - First Name
 - Last Name
 - Date of Death
 - Entered on the Disposition Tab
 - Funeral Home



When the save button is **bold**, it means you have entered new data on the record that requires it to be saved. Once pressed, it will be greyed out.



Green tabs = complete.
Red tabs = missing information.



Deceased Tab

Section 1: Deceased Information

1. Enter the **Nova Scotia Health Card Number** if the deceased has one.
 - You can leave this field blank if they don't have one.
2. Enter the minimum required information to save (as mentioned on the previous slide): **Last Name, First Name, Date of Death.**
 - For date of death you will check **Yes** or **No** if Exact Date of Death of known
 - If Yes, the system will require you to enter the date.
 - If No, the system will prompt you to select a qualifier i.e. Between, Found On, or On or About and then enter the date information.

Continue entering all other known info. If info is not known, there will be an opportunity to provide a reason why it's not known when you submit to Vital Statistics.

Deceased Information

1 Nova Scotia health card number of the deceased

Unidentified body case?

Yes No

2 Last name

First name

 No first name

Second name

Any other given names in order

Date of birth

Is the exact date of death known?

Yes No

Date of death

Age in years Age in months Age in days Age in hours Age in minutes

Sex

Female Male

Primary Care Provider

NOTE: Sex on this tab refers to biological sex. Gender identity will be entered on the 'Details of Deceased' tab.

! You must enter the Date of death, Last name, and First name of the deceased, and select your Funeral Home in order to be able to save a draft.

Error pop-up message indicating required fields.

Ok

Deceased Tab

Section 2: Place of Death

The 'Place of Death' section will first allow you to pick the type of location and facility.

1. Click on the dropdown menu for 'Where did the death occur' and choose the appropriate location.
 - E.g. Hospital.
2. Select the correct facility from the dropdown menu.
 - E.g. Dartmouth General Hospital.

Place of Death

Where did the death occur?
HOSPITAL ✓

Name of hospital
DARTMOUTH GENERAL HOSPITAL

Street address
325 PLEASANT STREET

City / Town
DARTMOUTH

County
HALIFAX

Postal code
B2Y 4G8

Where did the death occur?
HOSPITAL ✓

Name of hospital

- ABERDEEN HOSPITAL
- ALL SAINTS HOSPITAL
- ANNAPOLIS COMMUNITY HEALTH CENTER
- BAYVIEW MEMORIAL HOSPITAL
- BUCHANAN MEMORIAL HOSPITAL
- CAPE BRETON REGIONAL (SYDNEY SITE)
- CAPE BRETON REGIONAL HOSPITAL (NORTH SYDNEY SITE)
- CAPE BRETON REGIONAL HOSPITAL (SYDNEY MINES SITE)
- COBEQUID COMMUNITY HEALTH CENTRE
- COLCHESTER EAST HANTS HEALTH CENTRE
- CUMBERLAND REGIONAL HEALTH CARE CENTRE
- DARTMOUTH GENERAL HOSPITAL**
- DIGBY GENERAL HOSPITAL
- EASTERN KINGS MEMORIAL HOSPITAL



Note: If you select **Home** or **Other**, you will need to manually enter the address using the system's smart look-up feature.

Details of Deceased Tab

Section 1: Deceased Information

Deceased Information

SIN number

 ✓

Gender

Female

Male

X

The first section of the Details of Deceased tab called 'Deceased Information' contains 2 fields: **SIN Number** and **Gender**.

The Gender field allows you to enter the gender that the deceased identified with (whereas the Sex field on the Deceased tab reflects the biological sex).

Details of Deceased Tab

Section 2: Usual Residence

1. Click the dropdown menu and select the correct **Country**.
2. Begin entering the address in the **Street address** field; the system provides handy shortcuts by narrowing down the exact address for you.
3. Select the correct **street address** and the remaining details will auto populate.

Usual Residence

If rural, give exact location (not post office or rural route address)

1 **Country**
CANADA ✓

2 **Street address**
242 WATERST

3 242 Waterstone Run Lucasville, NS, B4B 1X5

242 Water St Saint John, NB, E2L 0C5

242 Water St Yarmouth, NS, B5A 4P8

242 Water St St Jacobs, ON, N0B 2N0

242 Water St N Cambridge, ON, N1R 3C1

242-1475 Lower Water St Halifax, NS, B3J 3Z2

Usual Residence

If rural, give exact location (not post office or rural route address).

Country
CANADA ✓

Street address
242 WATERSTONE RUN ✓

City / Town
LUCASVILLE ✓

County
HALIFAX ✓

Province
NOVA SCOTIA ✓

Postal code
B4B 1X5 ✓

Note: This view shows the remaining address details after street that auto populated.

Details of Deceased Tab

Section 3: Place of Birth

Place of Birth	
Country	
CANADA ✓	▼
Province	
NOVA SCOTIA ✓	▼
City / Town	
HALIFAX ✓	▼
County	
HANTS	▼

Click the dropdown arrows in **Country**, **Province**, **City/Town**, and **County** and a convenient list of locations will display making for quick entry.

As you begin typing the name of the place the choices will begin to narrow down.

Details of Deceased Tab

Section 4: Marriage Details

Marriage Details

Marital status

- Never Married
- Married
- Widowed
- Divorced
- Unknown

2 Last name or maiden last name of spouse

3 First and middle names

1. Select the **Marital Status** of the deceased: **E.g Married**.
2. Enter in the **Last name** or **maiden last name** of the spouse.
3. Enter in the **First** and **middle names** of the spouse.

The spouse names will also be required if you choose Widowed or Divorced.



NOTE: In the case of someone who is legally separated, you will choose married as they are not legally divorced.

Details of Deceased Tab

Section 5: Deceased Occupation

The final section of the Details of Deceased Tab allows you to enter the occupation and industry of the deceased. This information is of particular interest to the Medical Examiner's office and the Worker's Compensation Board.

Deceased Occupation

Occupation

Kind of business or industry in which worked

[Continue >](#)

Parents Tab

Sections 1 through 4: Parent A and Parent B

Enter **Parent A** and **Parent B**'s information on this tab.

1. Select the **radio button** for the 'type' of parent.
 - *The system allows you to select Father, Mother, or allows you to generalize as Parent.*
2. Fill in the **Name** details.
 - *If the last name on the parent's birth certificate is different from their current last name, you may want to use birth certificate last name.*
3. Fill in the **Place of Birth** for each Parent being entered.
 - *As with previous address sections, EDR provides smart menus to easily select the address saving you time and reducing errors from entering details manually.*

The screenshot displays two side-by-side form panels for 'Parent A' and 'Parent B'. At the top, a navigation bar includes tabs for 'Deceased', 'Details of Deceased', 'Parents' (highlighted with a red box), 'Disposition', 'Informant', 'Cause of Death', and 'Case Admin'. Each parent section has a blue header and a 'Details of Parent' sub-section with radio buttons for 'Father', 'Mother', and 'Parent'. Below this are text input fields for 'Last name or maiden name', 'First name', 'Second name', and 'Any other given names in order'. A 'Parent's Place of Birth' section follows, featuring dropdown menus for 'Country', 'Province', and 'City / Town'. A 'Continue >' button is located at the bottom right of the Parent B section. Red callouts with numbers 1, 2, and 3 are overlaid on the form: callout 1 points to the radio buttons, callout 2 points to the name input fields, and callout 3 points to the place of birth dropdowns.

Disposition Tab

Section 1: Disposition

1. Click on the dropdown arrow for '**Method of disposition**'.
2. Choose the appropriate method for the deceased.
 - The **Burial** and **Cremation** options will display the same fields: Date of Disposition, Disposition Location, and the Name and Address of the Cemetery or Crematorium.
 - If **Ship Out** is selected the fields will adjust; select the country and then manually enter the address.
 - If **Other** is selected, you will need to describe the method of disposition.

Disposition

Method of disposition
BURIAL

Date of disposition
YYYY/MM/DD

Disposition Location
 Cemetery or Crematorium
 Other

Name of cemetery or crematorium

Street

City / Town

County

Province

Country

Postal code

Method of disposition

1

2

BURIAL
CREMATION
SHIP OUT
OTHER

Method of disposition
CREMATION

The Cremation Permit for this case will need to be manually obtained from the Medical Examiner.

NOTE: If the Funeral Home creates the death registration because the MCD was received on paper, this message will appear. More on obtaining cremation approvals will be shared in Lesson 7.

Disposition Tab

Section 2: Funeral Home

We previously learned that to **save** a record you must at least enter First Name, Last Name, and Date of Death (found on the **Deceased Tab**) and Funeral Home (found here on the **Disposition Tab** under section 2).

1. Click the dropdown menu.
2. Select your **Funeral Home**.
 - *Only the Funeral Homes you are associated with are listed.*



NOTE: If for any reason you need to reassign to another Funeral Home, you can do that on the **Case Admin** tab.

Funeral Home

Funeral home
CHETICAMP FUNERAL SERVICES LTD. 2

1

Street address
P.O. BOX 3, 15678 CABOT TRAIL

City / Town
CHETICAMP

County
INVERNESS

Province
NOVA SCOTIA

Country
CANADA

Postal code
B0E 1H0

Email
FUNERAL@CHETICAMP.COOP

Phone
902-224-3422

Continue >

Informant Tab

Section 1 and 2: Informant and Informant's Mailing Address

In these sections you will enter the information of the person who supplied the demographic details about the deceased.

Informant

Last name
SMITH ✓

First name
AMY ✓

Relationship of informant to deceased
FRIEND ✓

Region
CANADA or US ✓

Daytime phone number
902 123 4567 ✓

Extension (optional)

Informant's Mailing Address

Address same as deceased's usual residence

Country
CANADA ✓

Street address
205 GATEHOUSE RUN ✓

City / Town
HAMMONDS PLAINS ✓

County
HALIFAX ✓

Province
NOVA SCOTIA ✓

Postal code
B4B 0A3 ✓

Continue >



NOTE: The Continue Button will advance you to the next tab, Cause of Death; however, Funeral Homes will not edit this tab (it will be in view only mode). Instead click the 'Case Admin' tab at the top of the screen.

Case Admin Tab

Section 1: Case Admin

Deceased

Details of
Deceased

Parents

Disposition

Informant

Cause of
Death

Case
Admin

All fields in this section are auto populated.

The Cremation / Ship Out Permit field will remain blank until The Medical Examiner's Office onboard to EDR in 2026.

Until The Medical Examiner's Office is onboarded, you will still follow the same process you do today when seeking the Cremation / Ship Out Permit. More about this in **Lesson 6: Produce Burial Permits and Obtain Cremation & Ship-Out Approvals.**

Case Admin

Case number	Record status
EDN100000239	IN PROGRESS

Case Admin Tab

Section 2: Assigned to Facility

If a Funeral Home creates the death registration the Medical Facility field will remain blank. If a Medical Certifier created it (and assigned to you), they will have filled out this field.

If you need to reassign to another Funeral Home, you can do that here:

1. Click the **link button** and choose the new Funeral Home.
2. Click the **Funeral Home dropdown arrow**.
3. Find the **Funeral Home** by typing their name and select them.

Assigned To Facility

Medical facility

Funeral home

Assign Case

Funeral Home

A.H. BROWN FUNERAL SERVICE LTD.
A.L. MATTATALL FUNERAL HOME
ARIMATHEA FUNERAL CO-OPERATIVE LTD.
ATLANTIC FUNERAL HOMES-DARTMOUTH
ATLANTIC FUNERAL HOMES-HALIFAX
ATLANTIC FUNERAL HOMES-LOWER SACKVILLE
C.F. SWEENEY FUNERAL HOME LTD-NEW GERMANY
C.F. SWEENEY FUNERAL HOME LTD.- BRIDGEWATER
C.H. BOUDREAU FUNERAL HOME LTD.
C.L. CURRY FUNERAL SERVICES LTD.
CAMPBELL'S FUNERAL HOME (1979) LTD.
CAPE BRETON CREMATORIUM LIMITED
CHANDLER'S FUNERAL SERVICE LTD.
CHETICAMP FUNERAL SERVICES LTD.
COLCHESTER COMMUNITY FUNERAL HOME LTD.
COLE HARBOUR FUNERAL HOME & CREMATORIUM
COULTER'S FUNERAL HOME
CRUIKSHANK'S HALIFAX FUNERAL HOME
D.S. CROWELL & SON FUNERAL HOME LTD.

Case Admin Tab

Section 3: Assigned to Certifiers

If a Funeral Home created the record both fields will remain blank.

- If a Medical Certifier created the death registration (and assigned to the Funeral Home), their name will be visible in the Medical Attendant or Nurse Practitioner field.
- The Medical Examiner field will remain blank until they are onboarded in 2026.

Assigned To Certifiers

Medical Attendant or Nurse Practitioner

ANNA GOLDSMITH

Medical Examiner

Assigned Death Registrations

Assigned Death Registrations

The new EDR system allows Healthcare Staff, Physicians, and Nurse Practitioners to also create **new** electronic death registrations and then **assign** to Funeral Homes. Here is what that process will look like:

1. Death occurs, Medical Certifier creates the new death registration and fills out the 'cause of death' details.
2. Medical Certifier signs the MCD and assigns the death registration to the designated Funeral Home.
 - In some cases, the Funeral Home can be assigned before the Medical Certifier signs the electronic MCD. If this happens, you will see the new death registration on the '**Pending Registration**' tab. It will not be editable, and is not a trigger to pick-up the remains, but it is an early view of cases that are queuing up for your Funeral Home.
3. The Funeral Home can see the death registration in the '**Open Registration**' tab with a status of '**Assigned**'.
 - FH can now begin to edit the electronic death registration and enter demographic details.
 - FH can also print the registration in lieu of the paper MCD and use that when picking up the remains.
4. The Funeral Home can now complete the registration and submit to Vital Statistics.

Access an Assigned Death Registration

In the last lesson you learned how to **create a new** death registration and learned the reasons why a Funeral Home would create new vs. opening an assigned one. This lesson will cover opening a death registration that was started by someone else and **assigned to you**.

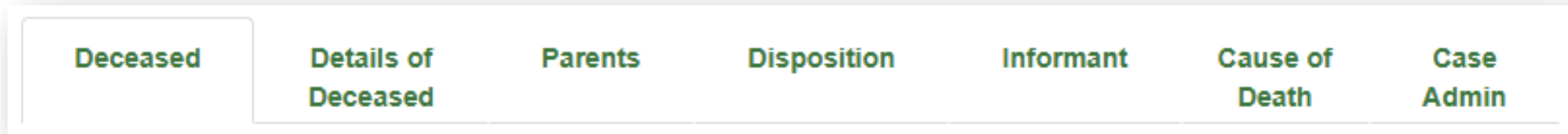
Registration of Deaths										
Open Registrations		Pending Registrations		Submitted Registrations		Messages 3				
Open Registrations										
Case Number	Last Name	Given Names	Date of Death	Funeral Home	Name of Hospital or Facility	Status	Modified	Edit	Delete	Submit
EDN100000300	GAUDET	PATTY ANN	2025/09/23	CHETICAMP FUNERAL SERVICES LTD.	DARTMOUTH GENERAL HOSPITAL	ASSIGNED	2025/09/23 1			
EDN100000284	GUERERRO	VLADY VICTOR	2025/09/17	CHETICAMP FUNERAL SERVICES LTD.		COMPLETE	2025/09/30			
EDN100000225	SMITH	AMY	2025/08/12	CHETICAMP FUNERAL SERVICES LTD.	COBEQUID COMMUNITY HEALTH CENTRE	IN PROGRESS	2025/09/24			
EDN100000226	GRUBER	KELLY	2025/08/12	CHETICAMP FUNERAL SERVICES LTD.	COBEQUID COMMUNITY HEALTH CENTRE	IN PROGRESS	2025/09/30			

On the Home Screen of EDR you will see all the Open Registrations that are active at your Funeral Home.

This will be a combination of ones you created and ones that a Medical Certifier assigned to you.

1. Click on **Edit** of any death registration that has a status of **Assigned** to begin working on it.
 - o *Once you start working on the record the status will change to In Progress.*

Editing an Assigned Registration



When a death registration has been created by someone other than the Funeral Home, the Deceased, Cause of Death, and Case Admin Tabs will have information contained in the fields. Read through the boxes to learn what to expect when someone else starts the death registration.

Deceased Tab

The Medical Certifier will have entered the required information to save the record. You will need to review the data and fill in any blank fields.

Details of Deceased, Parents, Disposition, and Informant Tabs

The Funeral Home will need to complete the data on these tabs.

The majority of Funeral Homes will be quite familiar with these tabs. You will notice a few additional fields on each tab. You will also notice handy dropdown picklists that make address entry quicker.

Cause of Death Tab

The Medical Certifier will have electronically completed and signed the Medical Certificate of Death on this tab.

Case Admin Tab

Most fields on this tab are in read-only view. The data in the fields will either have been auto-populated by the EDR system or was entered in by the Healthcare Staff or Medical Certifier who initiated the death registration.

Verify Completion of Medical Certificate of Death

Cause of Death Tab

Funeral Homes will **not** be responsible for entering any information on the **Cause of Death** tab; however, it is on this tab that a Funeral Home can verify the completion of the electronic Medical Certificate of Death.

To verify that the MCD has been signed scroll to the bottom of the tab and find the **Certification** section. Here you can see **who** signed it, what their **designation** and **license number** is, and the **signature date**.

Deceased	Details of Deceased	Parents	Disposition	Informant	Cause of Death	Case Admin
----------	---------------------	---------	-------------	-----------	-----------------------	------------

Certification

I certify that to the best of my knowledge and belief the above named person died on the date and the cause(s) stated herein

Signature of the medical practitioner, nurse practitioner or medical examiner

ANNA GOLDSMITH

Designation	Licence/Registration number
PHYSICIAN	1234567889

Date of Signature

2025/08/12

Printing Proof of MCD Completion

- Home
- New
- Search
- Help
- Sign out
- Save
- Burial Permit
- Print out**
- Cancel

Once the Medical Certificate of Death has been electronically completed and signed by the Medical Certifier, it can be printed and used to pick up the remains.

Start by opening the death registration and finding the navigation buttons on the left-hand side:

1. Click the **Print out** button from the button panel.
2. View the **pdf** in the browser window.
3. Find **Medical Certifier signature** at the bottom.

You will be able to download and print the death registration from the browser window.

NOVA SCOTIA Date Generated: 20251009

THIS IS NOT A CERTIFIED DOCUMENT
Death Registration Printout

Registration of Death	
Field	Data
Deceased Information	
Health card number	4433543212
Social insurance number	
Last name	BARGER
First name	ADDISON
Second name	BILLY
Any other given names in order	
Sex	MALE
Gender	
Date of birth	1991/02/27
Date of death	2025/08/15
Age	34 Years
Family Physician	DR TED JONES
Place of Birth	
City / Town	
County	
Province	
Country	
Usual Residence	
Street address	
City / Town	
County	
Province	
Postal code	
Country	
Place of Death	
Where did the death occur	HOSPITAL
Facility name	QUEEN HEALING
Street address	1796 SUMMER ST
City / Town	HALIFAX
County	HALIFAX
Province	NOVA SCOTIA
Postal code	B3H 3A7

Registration of Death		
Field	Data	
Cause of Death Part I		
1a.	STROKE	2 DAYS
1b.		
1c.		
1d.		
Cause of Death Part II		
1d.		
Additional Information		
Autopsy being held	NO	
Does the cause of death take into account the autopsy findings		
May further information relating to cause of death be available later	NO	
Manner of Death	NATURAL	
Date of injury		
Place of injury		
How did injury occur? (Describe circumstances)		
If a woman has died as a result of complications during pregnancy, indicate the death occurred		
Certification		
Signature of the medical practitioner, nurse practitioner or coroner	ANNA GOLDSMITH	
Designation	PHYSICIAN	
Licence/Registration number	38188	
Date of Signature	2025/08/12	
Division Registrar		
Division Registrar		
Division Registrar ID Number		

Produce Burial Permits, and Obtain Cremation & Ship-Out Approvals

Producing Burial Permits

Disposition

Method of disposition

BURIAL

A Burial Permit can be generated and printed once all required information has been entered.

The **Method of Disposition** on the **Disposition** tab must be **Burial** and the record must be **saved**.

1. Click the **Burial Permit** button.
2. View the **pdf** in the pop-up window and print.

NOVA SCOTIA

Home

New

Search

Help

Sign out

Save

Burial Permit

Print out

Cancel



NOTE: Registrations that are COMPLETE or SUBMITTED will have all information required for the burial permit.

2

NOVA SCOTIA
Service Nova Scotia
Vital Statistics

CANADA

THIS PERMIT IS THE AUTHORITY FOR BURIAL OR OTHER DISPOSAL (INCLUDING TRANSPORTATION)
OF THE BODY OF THE DECEASED PERSON HEREIN NAMED.

BURIAL PERMIT

2025-T-900032
Pending Registration Number

A Statement respecting the death of EMILY JUNE SMITH
of BEDFORD in the County of HALIFAX
Province of NOVA SCOTIA which occurred at LOWER SACKVILLE
in the County of HALIFAX, Nova Scotia, on the
14TH day of AUGUST A.D. 2025, having been completed and delivered to me in accordance
with the *Vital Statistics Act* of Nova Scotia, permission is hereby granted for burial or other disposal of the body.

Given under my hand at CHETICAMP, in the County of
INVERNESS, Nova Scotia, this 14TH day of AUGUST
A.D. 2025.

Signature of Division Registrar
DALE LARADE 269
Name of Division Registrar Division Registrar ID Number

A hard copy(s) of the electronic burial permit is required:

- for the cemetery and / or crematorium owner ;
- for the funeral director if there is no cemetery or crematorium owner;
- if the body is being transported by common carrier, two copies must be attached to the casket;
- upon request of the person conducting the service.

The Burial Permit must accompany the body.

Cremation & Ship Out Approval

Until the Medical Examiner's office is integrated with EDR, the Cremation / Ship Out Permit field in EDR will not be used.

Funeral Homes will need to follow the same steps they take today to obtain Cremation & Ship Out approvals.

Deceased	Details of Deceased	Parents	Disposition	Informant	Cause of Death	Case Admin	Messages
Case Admin							
Case number	Record status	Cremation / Ship Out Permit					
EDN100000304	SUBMITTED						

Method of disposition

CREMATION ✓ v

The Cremation Permit for this case will need to be manually obtained from the Medical Examiner.

If the MCD has been done electronically, you can print using the Print button and provide that document to the Medical Examiner's Office.

Submit Death Registrations to Vital Statistics


Submitting to Vital Statistics

Case Number	Last Name	Given Names	Date of Death	Funeral Home	Name of Hospital or Facility	Status	Modified	Edit	Delete	Submit
EDN100000239	JOHNSON	JEFF	2025/08/04	CHETICAMP FUNERAL SERVICES LTD.	FISHERMEN'S MEMORIAL HOSPITAL	COMPLETE	2025/09/23			
EDN100000225	SMITH	AMY	2025/08/12	CHETICAMP FUNERAL SERVICES LTD.	COBEQUID COMMUNITY HEALTH CENTRE	IN PROGRESS	2025/09/24			
EDN100000226	GAUDET	PATTY-ANN	2025/08/12	CHETICAMP FUNERAL SERVICES LTD.	COBEQUID COMMUNITY HEALTH CENTRE	IN PROGRESS	2025/09/24			
EDN100000227	SMITH	ALEXA MAY	2025/08/12	CHETICAMP FUNERAL SERVICES LTD.	BAYVIEW MEMORIAL HOSPITAL	IN PROGRESS	2025/08/12			

Once you have entered all **required** and **known** information on the tabs that you are responsible for filling out, you can return to the **Home Screen** and find your complete death registration on the **Open Registrations** tab.

The status will have changed to **Complete**, and an **arrow icon** will be visible in the Submit column.

1. Click on the **Submit** button.

 **NOTE:** Only Funeral Directors have access to the Submit button

Viewing Submitted Registrations

After clicking **Submit** on the death registration from the **Open Registrations** tab, navigate to the **Submitted Registration** tab to view the record. The record is now visible to Vital Statistics.

Records will remain on this tab for 60 days, after that if you need to reference it, you can use the Search button. In **Lesson 2: Access and Navigate the EDR System** you learned how to search submitted records.

Registration of Deaths								
Open Registrations			Pending Registrations			Submitted Registrations		Messages 1
Submitted Registrations								
Case Number	Last Name	Given Names	Date of Death	Pending Registration Number	Funeral Home	Name of Hospital or Facility	Date Submitted	View
EDN100000304	VIESCH	JELLIE	2025/09/04	2025-T-900086	CHETICAMP FUNERAL SERVICES LTD.	DIGBY GENERAL HOSPITAL	2025/09/24	
EDN100000229	POTTER	HARRY TWO	2025/08/12	2025-T-900031	CHETICAMP FUNERAL SERVICES LTD.	DARTMOUTH GENERAL HOSPITAL	2025/09/24	
EDN100000303	SPAM	BACON	2025/09/15	2025-T-900085	CHETICAMP FUNERAL SERVICES LTD.	DIGBY GENERAL HOSPITAL	2025/09/23	
EDN100000299	FRIES	VICTOR	2025/09/03	2025-T-900084	CHETICAMP FUNERAL SERVICES LTD.	DARTMOUTH GENERAL HOSPITAL	2025/09/23	



NOTE: Once the death registration has been submitted, you will no longer be able to edit the record. You can open it, but all data will be in 'view-only' mode.

Data Validation – Empty Fields

Sometimes you might not have all information at the time you submit the registration to Vital Statistics.

After clicking Submit on the registration, the system will pop-up a form asking you to explain the reason why the fields are blank. Enter the reason(s) and click Submit on this form.

If you find out the information after you have submitted, you can send a message through EDR to share the information. More about messages in the next Lesson.

Confirm Empty Fields

Please enter the reason why the following fields have been left blank.

Field name	Enter the reason why this field is blank
Social insurance number	
Father's last name	
Father's first name	
Father's city / town of birth	
Father's country of birth	
Mother's maiden surname	
Mother's first name	
Mother's city / town of birth	
Mother's country of birth	

Send and Receive Messages Through EDR

Message Tab from the Home Screen


Messages within EDR allow **Funeral Homes** and **Vital Statistics** to communicate with each other about death registrations that have been **completed & submitted** (*you cannot add messages to a death registration that has not yet been submitted*). Here are some common scenarios when messages might be used:

Scenario 1: Vital Statistics has received the submitted registration and has a question, or, needs a correction or additional information.

Scenario 2: The Funeral Home needs to initiate a correction to the submitted death registration.

To see your new messages:

1. Click on the **Messages** tab from the Home Screen.
2. Click on the icon in the **View Case** column of the registration requiring attention.
 - *If multiple registrations have messages, you will see more than one record in this list.*

 **NOTE:** The number of **new unread** messages.




Registration of Deaths

Open Registrations Pending Registrations Submitted Registrations **1** **Messages 1**

New Messages

Date	Time	Surname	Message	View Case
2025/09/24	12:18:25	VIESCH	test amend	2 

Records: 1, Page 1 of 1 « < > » Show 10 ▾

 **NOTE:** We encourage you to use the message function in EDR. Vital Statistics staff are monitoring their message queues daily and will respond promptly.

View Received Message

Once you have opened the record from the Messages tab on the Home Screen, the system will automatically take you to the Message tab of the death registration where you can read and reply to messages.

PATTY ANN GAUDET, DATE OF DEATH 2025/09/23

Deceased	Cause of Death	Details of Deceased	Parents	Disposition	Informant	Case Admin	Messages
----------	----------------	---------------------	---------	-------------	-----------	------------	-----------------

Messages

2025/10/08 15:03:52 Vital Statistics:

Please provide the missing Parent information

Reply

Characters remaining: 2500

Send 

Unread messages appear in **bold** for a few seconds.

You can review any of the details on the other tabs of the loaded registration record.

You can also initiate a new message to Vital Statistics on the Messages tab on any submitted registration.

NOTE: The Message tab will show up as a new tab along the top once the registration has been Submitted. It will show up as the eighth tab.



Reply to a Message

PATTY ANN GAUDET, DATE OF DEATH 2025/09/23

Deceased Cause of Death Details of Deceased Parents Disposition Informant Case Admin **Messages**

Messages

2025/10/08 15:03:52 Vital Statistics:

Please provide the missing Parent information

2 Reply

The mother's name was Amy Smith, she was born in Bedford Nova Scotia.

Characters remaining: 2500

3 Send ↗

To send a reply to Vital Statistics with required information:

1. Click on the Messages tab.
2. Enter your message under **Reply**.
3. Click the **Send** button.

Supports & Resources

Supports & Resources

- Reach out to Vital Statistics at Help.Vitalware@novascoita.ca if you need help with your user account or have general inquiries or feedback.
- Navigate to the [Electronic Death Registration](#) help page to access recordings, self-paced training, and user guides.