



Electronic Death Registration (EDR) - User Guide for Healthcare Staff -

Vital Statistics
Service Nova Scotia

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Purpose of EDR User Guide

The purpose of this user guide is to provide **Healthcare Staff** with the step-by-step instructions for how to initiate a medical certificate of death electronically when a death occurs at your facility.

The processes in this user guide are specific to **Healthcare Staff**. Other roles using EDR (such as Physicians and Nurse Practitioners, Funeral Homes) 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 medical certificate of death process.

What is EDR and What Are the Benefits?

Introduction

The Electronic Death Registration (EDR) system is a new **online web application** that allows for **death registration information** and the **medical certificate of death information** to be submitted **electronically** to Vital Statistics.

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.

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 admin burden** associated with the current paper form.

Nova Scotia is the **fifth province** to rollout 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.

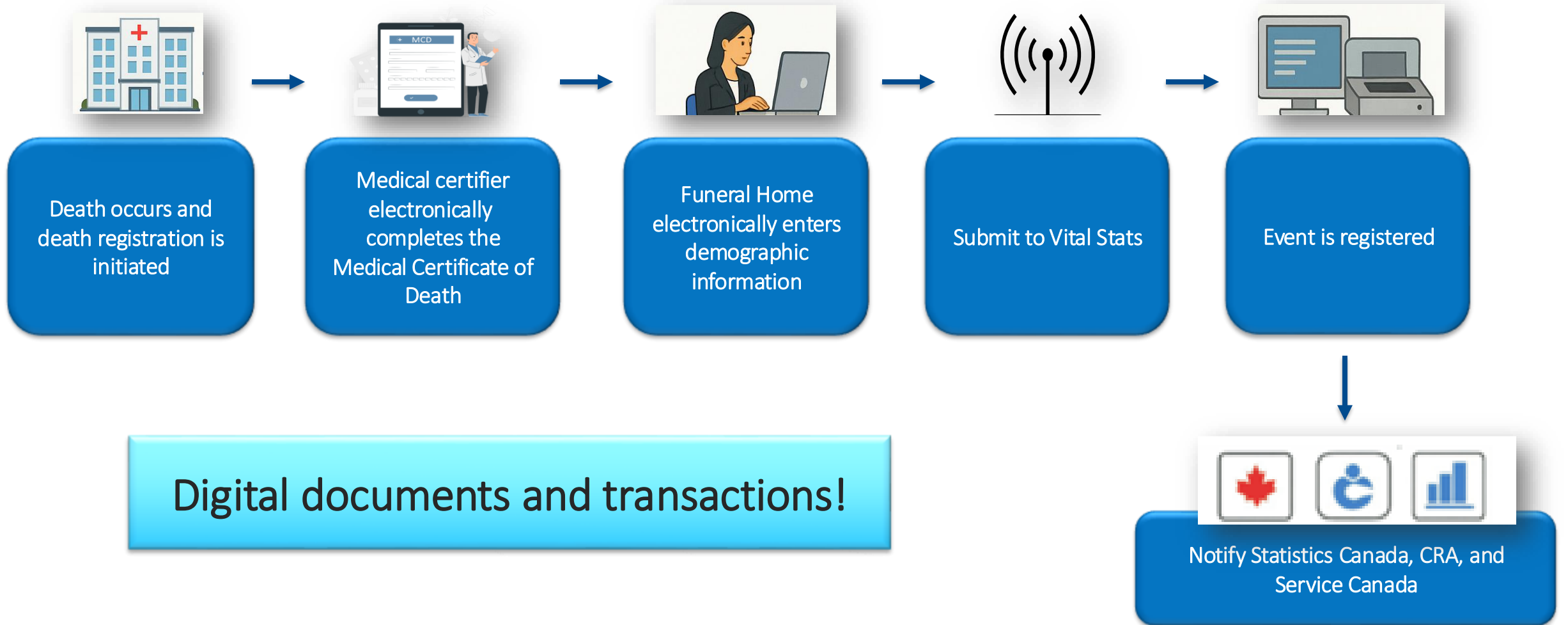


What Are The Benefits?



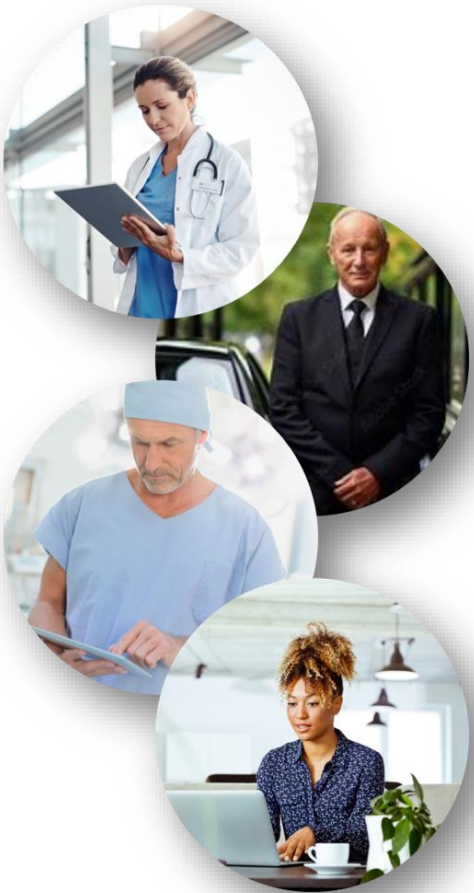
- Healthcare staff will be able to initiate electronic death registrations as soon as a death occurs and assign to a medical certifier and a funeral home.
- Medical certifiers will be able to complete and submit medical certificate of death (MCD) information electronically and assign to other parties in real-time.
- In the future, integration with DHW client registry will allow for the auto-population of basic data associated to a Health Card Number i.e.: last name, first name, date of birth.
- The EDR system also has the capacity for interoperability with OPOR (One Person One Record) and the medical examiner's office Vertiq system.

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

Who Can Access EDR

Note about access to EDR:

As of November 2025, Healthcare staff who have the following email addresses will be able to access EDR:

- nshealth.ca
- iwk.nshealth.ca
- Novascotia.ca
- Some other government email extensions.

We are working to expand access to other groups and will be providing more information when we have finalized additional pathways.

EDR Access Points

EDR can be accessed using single sign-on from:

1. [The Compass](#) (NSH) – under Clinical Applications.
2. [The Pulse intranet](#) (IWK) – under Quick Links.
3. On your NSH desktop.
4. Direct link:
<https://deathregistration.vitalstats.novascotia.ca>

Logging into the EDR System

Once you have chosen your 'access point' to log in (as per the previous slide) you will be presented with a login screen.

As a healthcare staff member, you will click on the **Medical Sign in** button.



 NOVA SCOTIA

Vital Statistics Electronic Registration of Death

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 application you must sign in below.

[Medical Sign in](#) [Funeral Home Sign in](#)

Logging into the EDR System

After signing in you will be asked to select the facility where you are working.

1. Click the dropdown menu.
2. Find your **facility** and select it.
 - o E.g., Dartmouth General Hospital.
3. Click the **Sign in** button.

Vital Statistics Electronic Registration of Death

Please select your facility for this session

DARTMOUTH GENERAL HOSPITAL

Sign in

Back

QEII HEALTH SCIENCES CENTER
BAYVIEW MEMORIAL HOSPITAL
COBEQUID COMMUNITY HEALTH CENTRE
DARTMOUTH GENERAL HOSPITAL
ABERDEEN HOSPITAL
ALL SAINTS HOSPITAL
ANNAPOLIS COMMUNITY HEALTH CENTER
BUCHANAN MEMORIAL HOSPITAL

NOTE: Frequently used facilities will appear at the top of your list.

Navigating the EDR Home Screen

Navigation Buttons.

- Home
- New
- Search
- Help
- Sign out

Registrations that are actively being worked on at your facility.

Registrations that a Medical Certifier has signed the MCD on at your facility.

Message feature will only be used by Medical Certifiers.

Registration of Deaths

Open Registrations Submitted Registrations Messages

Open Registrations

Case Number	Last Name	Given Names	Date of Death	Status	Modified	Certifier	Funeral Home	Edit
EDN100000272	ARMSTRONG	LOUIS	2025/01/20	IN PROGRESS	2025/08/11			
EDN100000261	DEVEREAUX	BLANCHE	2025/02/01	COMPLETE	2025/08/05			
EDN100000304	NYLUND	ROSE	2025/03/26	IN PROGRESS	2025/08/05			
EDN100000388	ZBORNAK	DOROTHY	2025/04/01	IN PROGRESS	2025/08/05			
EDN100000309	DOE	JOHN	2025/04/07	IN PROGRESS	2025/04/07			

Records: 18, Page 1 of 2 « < > » Show 10

Quickly view details of open registrations in your queue.

Click the edit button to continue working on a death registration.

Open death registrations have 1 of 2 statuses:

1. **In-Progress** – You are actively working on the death registration, or the physician or nurse practitioner you assigned it to is actively working on it.
2. **Complete** – All required fields have been filled in, and the death registration is ready for the physician or nurse practitioner to sign the MCD.

NOTE: Death registrations will remain on this tab until the MCD has been signed AND a Funeral Home has been assigned.

Searching for Submitted Records

The Search function allows you to look up any death registration that you have signed the MCD on and has been submitted to Vital Statistics. To begin searching for a record:

1. Click the **Search** button on the left side of the home screen.
2. Enter any **known details** about the deceased E.g. Last Name, Funeral Home etc.
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.

1 Search

2 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

3 Search

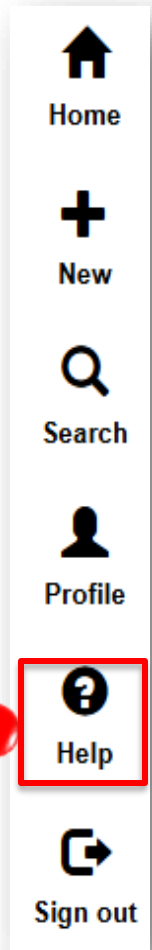
Clear Search

Search Results

Case number	Last Name	Given names	Date of death	↓	Death Registration
EDN100000230	SMITH	EMILY JUNE	2025/08/14		4 []
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		[]

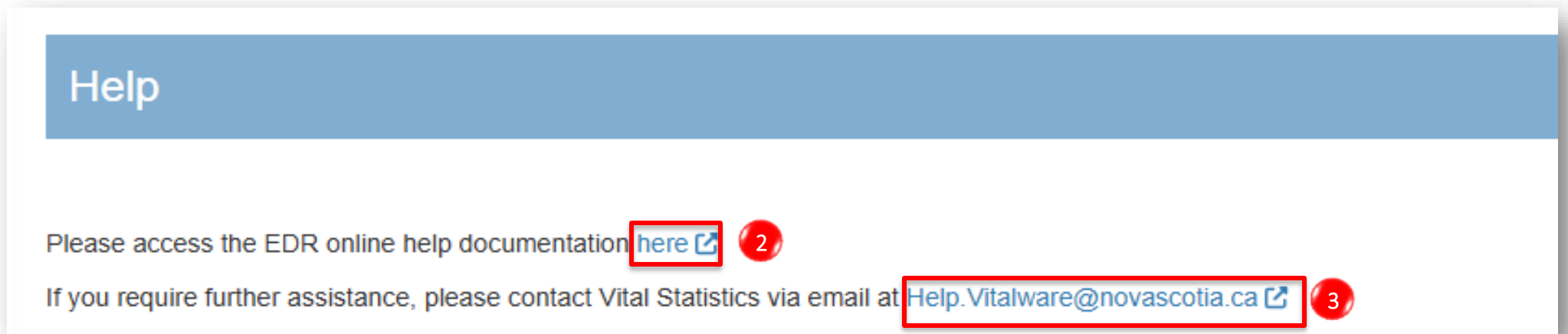
Records: 8, Page 1 of 1 « < > » Show 10 ▾

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 Overview

As a Healthcare staff member, you can initiate an **electronic death registration** by filling in some of the demographic details on the **deceased tab** and medical details on the **cause of death** tab (we will learn about the tabs in the next few slides). Depending on your facility you may or may not fill out the cause of death tab.

Once you have entered all the details on the tabs you can assign the record to a Medical Certifier who will review and/or complete the record so that they can electronically sign the Medical Certificate of Death (MCD).

IMPORTANT: In order to assign to a Medical Certifier, they must appear in the '**Medical Attendant or Nurse Practitioner**' dropdown list on the **Case Admin** tab. They will only appear in this list if they have previously logged into the EDR system. As soon as you open a new Death Registration you may want to first head over to the **Case Admin** tab and check if their name exists in this dropdown list. If it doesn't, you can ask them to log in to EDR so the system will capture their name in this list going forward.



More to come on this Tab and Field later in this lesson.

A screenshot of a software interface titled "Assign Case". It features a dropdown menu labeled "Medical Attendant or Nurse Practitioner". The dropdown is open, showing a list of names: ANNA GOLDSMITH, DR AMY SMITH, and DR NICHOLAS HOGG. The interface has a white background with a grey border and a close button (X) in the top right corner.

New Death Registration Steps

There are 4 main steps to complete when creating a new death registration in EDR.

- 1 Enter basic information about the deceased.
- 2 Enter any known Cause of Death information (*optional depending on your facility*).
- 3 Assign the record to a Medical Certifier so they can complete the Cause of Death and sign the electronic Medical Certificate of Death.
- 4 Assign to the designated Funeral Home so they can complete the demographic information and submit to Vital Statistics.

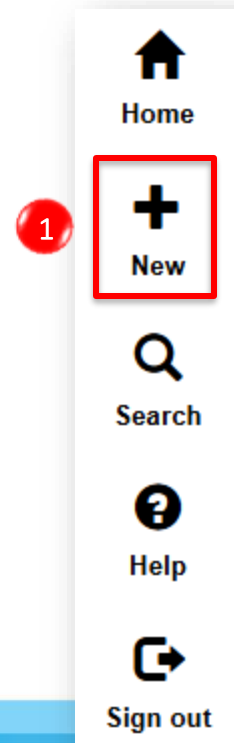
Create a New Death Registration

As a Healthcare staff member, you can initiate an **electronic death registration** by filling in some of the basic details as well as some of the cause of death details (similar to the paper MCD form if you are familiar with it).

Once you have entered all the details you can assign the record to a Medical Certifier who will review and/or complete the record so that they can electronically sign the MCD. (**TIP:** Make sure that the Medical Certifiers that you work with are also using EDR to complete MCDs, you wouldn't want to start the process if they are not going to use EDR to complete it).

To get started with creating a new electronic death registration, navigate to the home screen of EDR and find the **New** button on the left side button panel.

1. Click the **New** button.

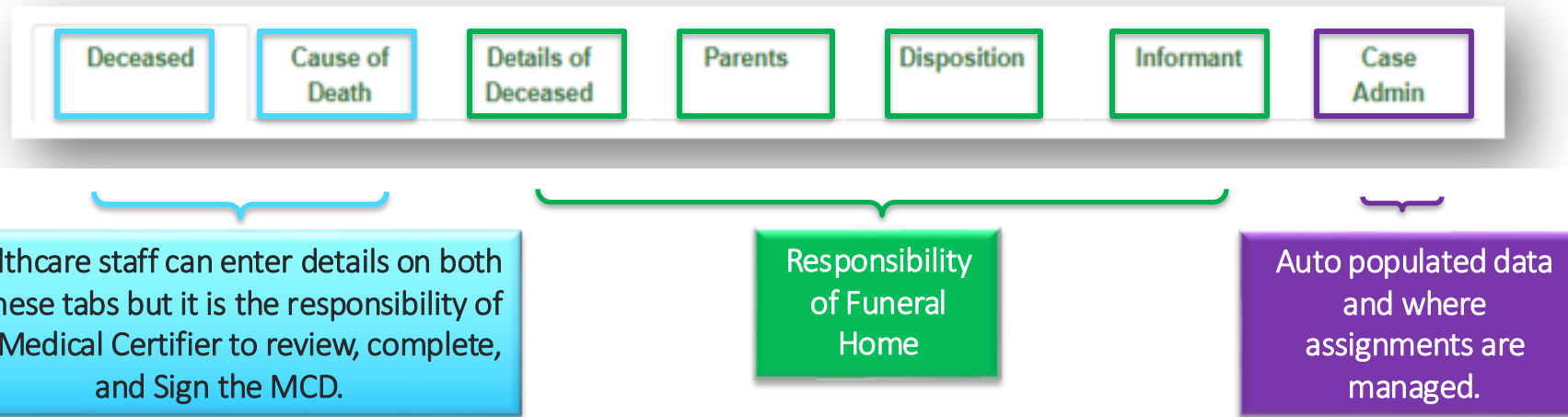


NOTE: At this time, cases to be assigned to the Medical Examiner's Office are not to be entered into EDR. Follow the process you know today. Stillbirths will also not be recorded in EDR at this time.

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.

Depending on the facility you work at, and what your defined processes are you can enter data on the **Deceased**, **Case of Death**, and **Case Admin** tabs.

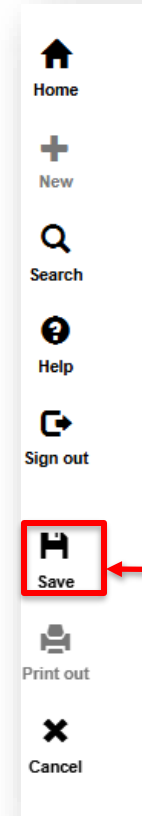


NOTE: The electronic MCD is signed on the 'Cause of Death' tab

Saving the Death Registration

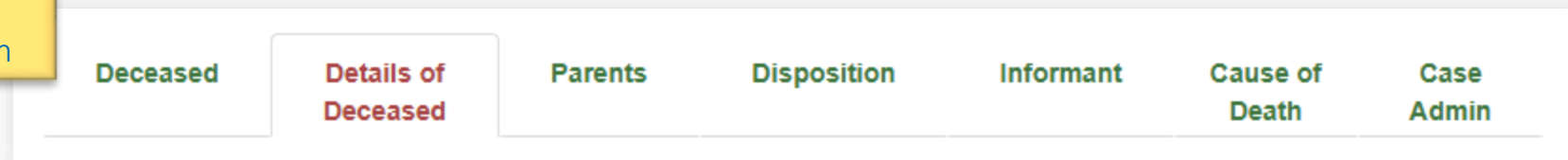
Before we continue creating a New Death Registration, let's understand a few things about **saving** first:

- 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 on the Deceased tab:
 - First Name
 - Last Name
 - Date of Death



NOTE: When the save button is **bold**, it means you have entered new data in 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

Deceased

Cause of Death

Details of Deceased

Parents

Disposition

Informant

Case Admin

Deceased Information

Nova Scotia health card number of the deceased
4564567821 ✓

Unidentified body case?
 Yes No

Last name
GREEN ✓

First name
ARTHUR ✓ No first name

Second name
LOUIS ✓

Any other given names in order
[Empty field]

Date of birth
1954/12/12 ✓

Is the exact date of death known?
 Yes No

Date of death
2025/09/17 ✓

Age in years: 70 ✓ | Age in months: [Empty] | Age in days: [Empty] | Age in hours: [Empty] | Age in minutes: [Empty]

Sex
 Female Male

Primary Care Provider
DR. POTTS ✓

NOTE: Sex on this tab refers to biological sex. The Funeral Home can enter the Gender identity on the 'Details of Deceased' tab.

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.

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

Pop-up message indicating required fields

Ok

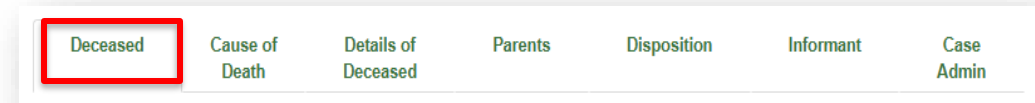
Deceased Tab

Section 2: Place of Death

The Place of Death section is not editable. This section will auto populate with the details of the facility that you chose when you logged into EDR.

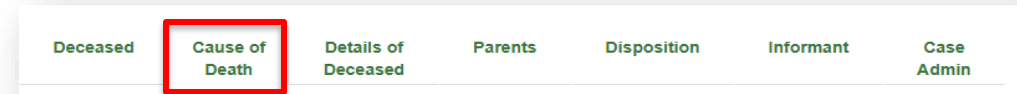
Once you have filled out the previous section (*Deceased Information*) you can move on to the next tab.

1. Click on the **Save** button on the left-hand side of the death registration.
2. Click on the **Continue** button.

A screenshot of the 'Place of Death' form. The form has a blue header with the title 'Place of Death'. Below the header are several input fields: 'Where did the death occur?' (dropdown menu with 'HOSPITAL' selected), 'Name of hospital' (dropdown menu with 'DARTMOUTH GENERAL HOSPITAL' selected), 'Street address' (text field with '325 PLEASANT STREET'), 'City / Town' (text field with 'DARTMOUTH'), 'County' (text field with 'HALIFAX'), and 'Postal code' (text field with 'B2Y 4G8'). At the bottom right of the form, there is a blue 'Continue >' button, which is highlighted with a red box and a red circle with the number 2.

Cause of Death Tab

Section 1: Date of Death



The **Cause of Death** tab and all its sections, is akin to the paper MCD form. Your facility may or may not require you to fill out this tab; consult with your manager on what your facility's process is regarding this tab.

- If you are not required to fill out this tab, you can skip to the **Case Admin** tab.

This first section: **Date of Death**, is one of seven sections on the **Cause of Death** tab. The Date of Death section has only one field 'Date of Death' which is auto populated based on what was entered on the Deceased Tab.

- *If you need to edit the date, go back to the Deceased Tab.*

A screenshot of the 'Date of Death' section. At the top, there is a blue header bar with the text 'Date of Death' in white. Below this, the label 'Date of death' is displayed in a small, bold font. Underneath the label is a date input field containing the text '2025/08/10' and a small calendar icon to its right.

Cause of Death Tab

Sections 2 & 3: Cause of Death

Cause of Death Part I

Immediate Cause of death (Due to, or as a consequence of)

1a.

Antecedent causes, if any, given rise to the immediate cause(a) above, stating the underlying cause last:

1b.

1c.

1d.

Cause of Death Part II

Other significant condition(s)

2.

Enter the **immediate** and **antecedent** causes of death in the 'Cause of Death Part 1' section. In the 'Cause of Death Part 2' section you will enter any **other significant conditions**.

1. Enter the **immediate cause of death** in field and the **interval** between onset and death.
2. Enter any **antecedent causes** included their **intervals**.
3. Enter any **other significant conditions** that may have contributed to the cause of death.

Cause of Death Tab

Section 4: Additional Information

Consult your manager if you should enter the information this 'Additional Information' section. Most Healthcare staff will not enter data in this section and will leave the fields blank for the Physician or Nurse Practitioner to fill out.

If you were to fill it out, here is what you can expect:

1. If an **Autopsy is being held** set it to Yes, otherwise select No.
 - o *If the answer is Yes, additional fields will be displayed.*
2. Select **Yes** or **No** if further information relating to the cause of death will be available.
3. Click the drop-down menu on the **Manner of Death** field and select the appropriate option.
 - o *The option you choose may display additional fields; fill them out accordingly.*

Additional Information

1 Autopsy being held?
 Yes No

2 May further information relating to cause of death be available later?
 Yes No

Manner of Death
NATURAL ✓ 3

If a woman has died as a result of complications during pregnancy indicate if death occurred:
-

ACCIDENT
HOMICIDE
NATURAL
PENDING INVESTIGATION
SUICIDE
UNDETERMINED

Cause of Death Tab

Sections 6 through 8: Medical Attendant, Medical Attendant Information & Certification

Medical Attendant

Medical Attendant Designation

Medical Attendant Information

Street Address

City / Town

Province

Postal code

Daytime telephone number

Email address

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.

Signature of the medical practitioner, nurse practitioner or medical examiner

While the system does allow you to select the designation of the Medical Attendant, you can leave this for the assigned Medical Attendant to select.

The remainder of the fields are all read only for Healthcare staff. They will be auto populated when the Medical Attendant signs the electronic Medical Certificate of Death.

At this point, you have completed data entry of demographic and medical information about the deceased. You can now advance to the **Case Admin** tab to complete the 'assignments'.

Case Admin Tab

Section 1: Case Admin

The first section of the Case Admin tab is called 'Case Admin'. This section contains 3 fields that are auto populated based on the actions you have taken on the other tabs.

- **Case number** – Auto Generated once you save the death registration.
- **Record status** – Will update based on the stage you are in with the death registration.
- **MCD certification status** – This field will indicate if a Medical Certifier has been assigned or not. The field will show 'UNASSIGNED' until you select the actual name of the Medical Certifier in section 3 of this tab.
 - Once you choose a Medical Certifier in section 3 of this tab it will change to "ASSIGNED".
 - Once the Medical Certifier has signed the MCD it will change to 'CERTIFIED'.

The screenshot displays the 'Case Admin' section with three data fields:

Case number	Record status	MCD certification status
EDN100000352	IN PROGRESS	UNASSIGNED

A callout box titled 'MCD certification status' shows the value 'ASSIGNED', with a red arrow pointing from the 'UNASSIGNED' field in the table above to this callout.

Case Admin Tab

Section 2: Assigned to Facility

The 'Assigned to Facility' section has 2 fields:

- **Medical Facility** which will default to the facility you chose when you logged in (the field will populate once you hit Save). You can override the system selected facility by clicking on the link and selecting from the drop-down menu.
- **Funeral Home** must be filled in (or the 'No funeral home involved' check box checked). Either you or the assigned Physician or Nurse Practitioner can fill this in.
 - **Important note about this field:** Physicians and Nurse Practitioners might leave this blank if they don't know who the Funeral Home is. Until a Funeral Home is assigned, it will remain visible on your 'Open Registrations' tab on the Home Screen of EDR. Keep an eye out as you might have to finish the death registration process by assigning the Funeral Home.

Assigned To Facility

Medical facility

DARTMOUTH GENERAL HOSPITAL

Funeral home

No funeral home involved

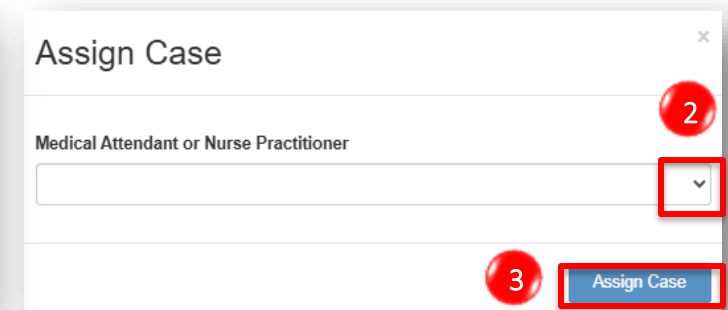
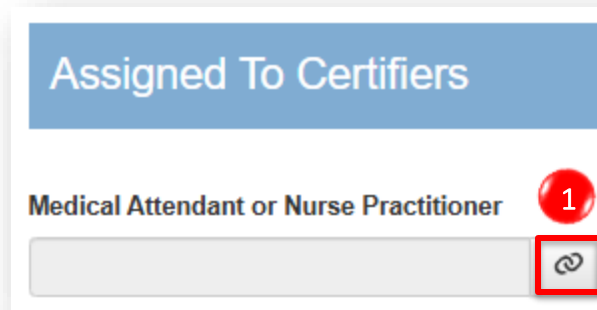
Case Admin Tab

Section 3: Assigned To Certifiers

The third and final section on the **Case Admin** tab is called '**Assigned to Certifiers**'. This is where you can select the name of the Medical Certifier that you will **assign** the death registration to.

After you have assigned the death registration the Medical Certifier, if they have not actioned it within 2 days they will receive an email notification letting them know the record is waiting to be actioned. They will receive an additional reminder email after 10 days. The record will remain visible to you in the **Open Registrations** tab on the **Home Screen** of EDR until both the MCD is signed and a Funeral Home has been assigned.

1. Click the **button** to get the popup menu.
2. Click the **dropdown menu** to select the physician or nurse practitioner that you will assign the case to.
3. Click **Assign Case**.



NOTE: If the Physician or Nurse Practitioner does not appear in the list, ask them to log into the EDR system to verify their account which will add their name to the list.

Support & Resources

Support

- 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.