

Guide to Using the EDRS Print Disposition Permit Function

For Funeral Homes and Other EDRS Users with Demographic Permissions

Background

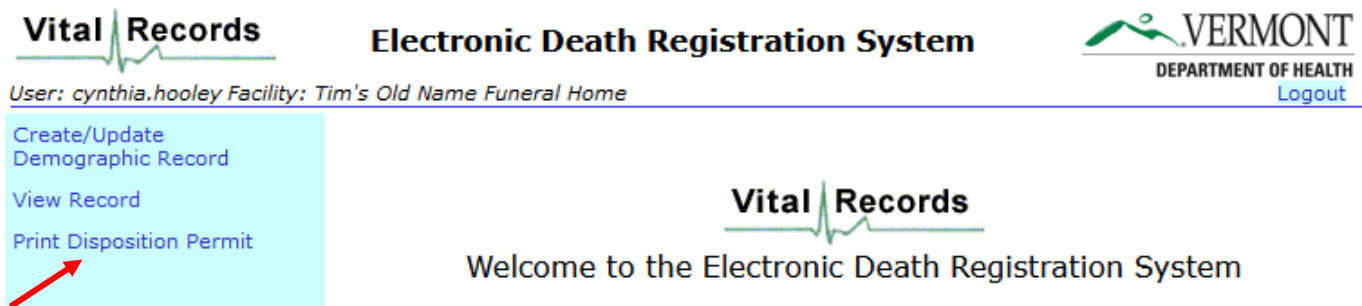
A disposition permit is required prior to any cremation or natural organic reduction in Vermont. Disposition permits are granted under the authority of the Office of the Chief Medical Examiner (OCME). EDRS users who are authorized to enter information into the demographic section of a record may generate a permit from within the application at any point after the medical section of a record has passed review by the OCME. This includes both users with permissions to sign a death record and users with clerk permissions.

Only one permit will be created for a decedent; however, this permit may be printed multiple times. Hard copies of the permit will reflect the information on the EDRS record *at the time it is printed*, but all copies of a permit for a given decedent will bear the same permit number and the date issued.

There is a one-time charge of \$25.00 for a disposition permit. This cost is the same regardless of how many copies are printed and must be paid within 30 days of the date the permit is first generated. An invoice will be printed with the permit every time a copy is produced. This invoice will not reflect payments received.

To Generate a Disposition Permit within the EDRS

1. Select **“Print Disposition Permit”** from the menu in the blue bar on the left of the screen. This can be selected any time you are in the application. If selected while you have another function open, you will be closed out of that function.



2. **Search for the record of the decedent** for which you wish to produce a Disposition Permit.

To search for a record by name you must provide the Last Name. If you include the First Name or Date of Death, this will narrow the search. However, additional information may also cause you to miss a record if you do not know exactly how this was saved on the record.

[Create/Update Demographic Record](#)
[View Record](#)
[Print Disposition Permit](#)

Search for a Record

Search by:

Name Disposition Permit Number

First Name:

Last Name:

Date of Death:

If you have previously produced a disposition permit and are returning to print another copy (including copies with updated information), you have the option to search for the record by entering the Disposition Permit Number. To do so, you must first change the search option by selecting “Disposition Permit Number”.

[Create/Update Demographic Record](#)
[View Record](#)
[Print Disposition Permit](#)

Search for a Record

Search by:

Name Disposition Permit Number

Disposition Permit Number: -

3. **Select the EDRS record** from the search results.

You will only be able to select a record if:

- 1) The demographic side of the record has been started by someone associated with your funeral home or organization.
- 2) The medical side of the record has been certified; and
- 3) The record has passed review by the OCME (medical certification is required prior to review).

If a record is eligible, the select button will be enabled. If it is not, the select button will be disabled.

Search for a Record

Search by:

Name Disposition Permit Number

First Name:

Last Name:

Date of Death:

	Last Name	First Name	Middle Name	Date of Birth	Date of Death	OCME Review Status	Disposition Permit Number
<input type="button" value="Select"/>	Eagle1			10/18/1954	12/1/2022	Passed OCME Review	

The **OCME Review Status** column in the search results allows you to monitor whether a record has been approved for printing a disposition permit.

Passed OCME Review – Indicates that the record is eligible for a disposition permit.

Blank – Indicates the record has not yet been reviewed. This includes records not yet certified by the physician as well as records that have been certified but not yet reviewed by the OCME.

Under Review – Medical certification is currently under review by OCME Staff.

OCME Takes Case – A medical examiner has taken over the case from the original certifier and is in the process of completing a new medical certification. The record will have a “Passed OCME Review” status as soon as this new certification is complete.

OCME review can not start until the record has been certified by the physician. If you are not certain whether the record has been certified by the physician, open the record using the **View Record** function. Within **View Record**, check the status at the top of the Medical Information section. Records completed by the physician will have a status of “Certified” or “Certified with Exceptions”.

OCME staff review records throughout the day, including weekends, with the goal of reviewing all records in a timely manner. If a record you know to be certified has not passed review, please check the EDRS again later in the day. If after several hours the record has not passed review AND you have an **emergency**, you may contact the local assistant medical examiner (1-888-552-2952) who can investigate the death and issue a paper permit. **The Vital Records Office will not be able to provide updates regarding the status of OCME review.**

4. Print the Permit and Invoice

When you select a record the EDRS will generate a disposition permit in PDF format with an invoice on the second page. Payment for permit is due within 30 days of the date the permit is originally generated.

5. Send Payment of \$25.00 to the Vermont Department of Health; ATTN: Business Office; PO Box 70; Burlington, VT 05402.

Checks should be made payable to the State of Vermont.

Special Scenarios

Incorrect or Missing Information

The minimum requirement for approval of a Disposition Permit is review of the medical certification. Therefore, it is possible to produce a permit in the EDRS prior to signing the demographic information as final. While this provides some flexibility in the process, be aware that the information on the Disposition Permit comes from the demographic side of the EDRS record at the time it is printed. If information is blank or incorrect on the EDRS record, it will be blank or incorrect on the permit.

The following fields come from the information you have entered on the EDRS record:

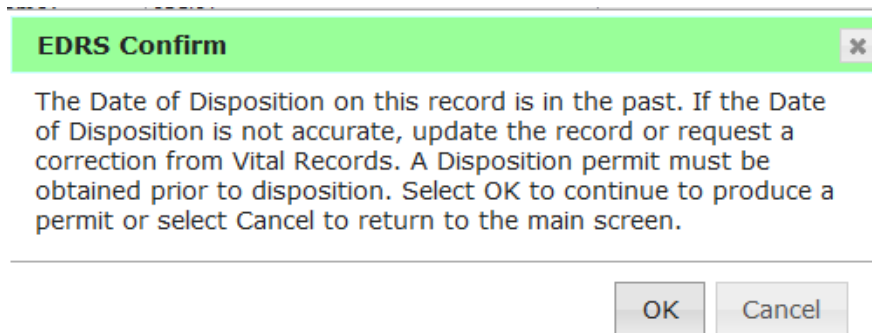
- Full name of decedent
- Decedent's Address (residence address)
- Permission to cremate or process by natural organic reduction the body of this decedent at (place of disposition facility name)
- Has been requested by: (name of signer)
- Vermont Funeral Director License Number

If any of this information is incorrect, please make the appropriate changes on the EDRS record. You can then print another copy of the permit and it will contain the updated information. However, the permit number and date issued will always remain the same.

If the demographic side of the record has not yet been signed, then changes may be made to the EDRS record by any user associated with your organization. However, **if the record has been signed, a correction must be requested from Vital Records.**

Date of Disposition on the EDRS Record is in the Past

If the Date of Disposition on the EDRS record is in the past, you will receive the following reminder from the application prior to printing a permit.

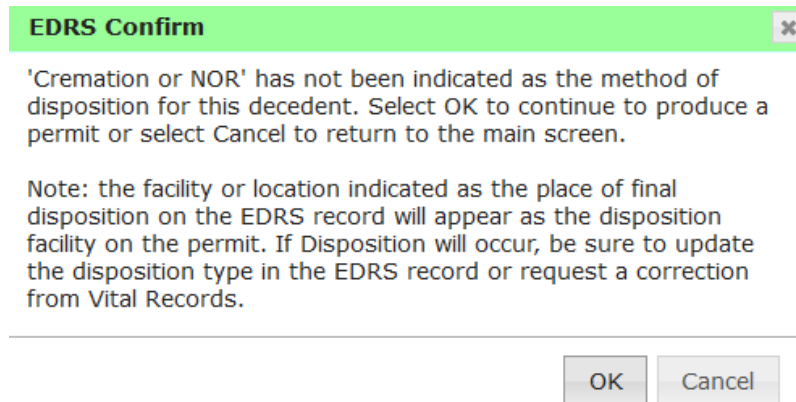


The date of disposition does not appear on the permit; however, it is considered by the application whenever a permit is printed. This message will appear even if you are printing a copy of the permit for your records after disposition has occurred.

If the date of disposition on the record is incorrect, you should either change the date on the EDRS record or, if it has been signed, submit a correction request to Vital Records. You are allowed to print a permit even when the date of disposition on the record is in the past to ensure you will not be “stuck” due to a clerical error. However, you must always obtain a permit prior to disposition.

Method of Disposition on the EDRS Record is Not “Cremation” or “Natural Organic Reduction (NOR)”

If the Method of Disposition indicated on the EDRS record is not “Cremation” or “NOR” you will receive the following message:



If you decide to proceed with printing a permit:

- 1) **You WILL be charged and must pay for a disposition permit even if cremation or natural organic reduction does not occur.**
- 2) The information that appears on the permit will reflect the information on the demographic record. So, for example, if “Burial” is indicated as the method of disposition and a cemetery has been listed as the place of final disposition, the name of the cemetery will appear on the permit in the field “Permission to cremate or process by natural organic reduction the body of this decedent at:”
- 3) If the record has been signed in the EDRS and the disposition is not correct, submit a request for correction form to the Vital Records Office.

Questions

If you have any questions related to the Disposition Permit process or a specific case, contact the Office of the Chief Medical Examiner 1-888-552-2952. Before calling, be sure you have checked the status of the record in question. If a record has not been certified by the physician, it will not be eligible for review and the OCME will not have additional information. OCME review of certified records occurs throughout the day. If a record has not been reviewed, check again later in the day.

If you are having difficulty navigating the Disposition Permit function, contact the Vital Records Office: vitalrecords@vermont.gov; or by phone 802-863-7275 or 800-439-5008.