

MEDSTAFF - CMO Blast: Electronic Death Registry System (EDRS)

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Subject: CMO Blast: Electronic Death Registry System (EDRS)
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New York State requires that deaths be registered online through the Electronic Death Registry System (EDRS). To certify a death, physicians, nurse practitioners, and physician assistants must have a health commerce system (HCS) account; this is the same account used to update your NY state profile online. Instructions for applying are attached. Application is done online: <https://apps.health.ny.gov/pub/top.html>. Instruction in using the EDRS is available online: https://www.health.ny.gov/vital_records/edrs/ (training information is at the bottom of the page).

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Paperless HCS Medical Professions Account

The Health Commerce System (HCS) Medical Professions account request has gone paperless! No more signatures and notary. Applying for an HCS account is as simple as filling out an online form and having a NYS DMV Driver License or NYS DMV Non-driver Photo ID. Medical Professionals that do not have a NYS DMV Driver License or NYS DMV Non-driver Photo ID can still apply for an HCS medical professions account using the existing process which requires signatures and a notary.

Important information!

To enroll using the paperless process you must have a:

- NYS DMV Driver License or NYS DMV Non-driver Photo ID
- NYS Education Department registered medical professional license

Where do I go to apply for an HCS account?

1. Open your web browser and enter this website in the address bar

<https://apps.health.ny.gov/pub/top.html>

How do I apply for an account?

1. Click '**Apply**' for an HCS Medical Professions account'
2. Click '**I have a NYS DMV driver license or NYS DMV Non-driver Photo ID**'

NOTE: If you do not have a NYS driver license, you can still apply by clicking 'I do not have a NYS DMV driver license or NYS DMV Non-driver Photo ID'

3. Enter your medical profession information, click **Submit**
4. Enter your DMV information from your driver license or non-driver photo ID exactly as it appears on your driver's license, click **Submit**

Important! Your first and last name, license type, Professional license number, and SSN must match what is in the NYSED Office of the Professions

Important! Your first and last name, license number, date of birth, gender, and zip code must match what is on your NYS driver license or NYS Non-driver photo ID

5. Enter your contact information (fields marked with an asterisk are required)
6. Agree to the terms outlined in the Security and Use Policy (SAUP), check the box, and **Submit**
7. Create your new password, confirm the password, click **Submit**
8. Congratulations, you have an HCS account. Keep your userid as it will be required for all HCS access

How do I sign on the HCS?

1. Click the HCS website link in your congratulations page when applying OR your congratulations email that you received

<https://commerce.health.state.ny.us>

2. Enter your **User ID** in the appropriate field
3. Enter your **Password** in the appropriate field
4. Click **Sign in**