



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Acting Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

March 25, 2015

Dear Funeral Director:

The Department of Health Bureau of Vital Records has made great progress with the Electronic Death Registration System (EDRS). It is now time for funeral directors to register for the Health Commerce System (HCS). HCS will be the portal to EDRS.

HCS is a secure means by which you may communicate with the Department and for the Department to communicate with you. HCS is already being used by various professionals across the health care community.

Please complete the attached form and e-mail to: BFD-VR-EDRS@health.ny.gov. Once the Department receives your completed form, this information will be used to add your organization, and begin the process of generating your accounts. A DOH Program Commerce Coordinator (PPC) will contact you via e-mail to notify you when your account information has been submitted and provide you with further instructions for completing the account process. Additional information about e-training to learn how to navigate the system will be forthcoming. Once HCS accounts are established, information about implementation of the EDRS system will be provided via HCS e-mail distribution.

If you have questions, please call the Bureau of Funeral Directing at (518) 402-0785 or e-mail via BFD-VR-EDRS@health.ny.gov.

Thank you.

Sincerely,

Deborah H. Orecki
Director
Bureau of Funeral Directing

Guy Warner
NYS Registrar
Bureau of Vital Records

The Health Commerce System (HCS) is a secure means by which health organizations or health personnel may communicate with the Department. To gain access to HCS, please complete this form and fax it to: EDRS at (518) 408-0935. The Department will use this information to add you and/or your organization to the system and begin the process of generating your account. An e-mail from the Department will then be sent to your facility's HCS Director and Coordinator with additional documentation to complete.

Please provide the following information and return via fax to: EDRS at (518) 408-0935

Funeral Director Information

(PLEASE PRINT CLEARLY)

Organization Type:	FUNERAL DIRECTOR		
Name of Funeral Director:			
Funeral Director's Registration #:	Funeral Director's License #:		
Funeral Director's Home Address Line 1:			
Funeral Director's Home Address Line 2:			
City:	State:	Zip:	County:

HCS Director Information (Person who binds the organization with NYSDOH. The HCS Director can be the Funeral Director and is also a HCS Coordinator by default.)

Full First Name (DO NOT use nicknames):			
Full Middle Name (No initials):	Full Last Name:		
Month/day of birth:			
Exact job title:			
Home phone#:	Fax #:	E-mail:	

Once the application information is submitted, the HCS Director and Coordinator identified above will receive an e-mail from the Department that will include Security and Use Policy (SAUP) forms and important informational material as attached PDF documents. The attachments must be completed with signature and notary and returned to a Health Department address included in the material. Once the completed original, signed and notarized forms are received by the Department, the Department's Health Commerce System Call Center will mail the HCS Director and HCS Coordinator their own HCS PIN and account activation instructions.

If you have questions on completion of this form, you may e-mail them to:

BFD-VR-EDRS@health.ny.gov

Return completed forms by May 1, 2015