

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Maine Center for Disease Control and Prevention  
11 State House Station  
220 Capitol Street  
Augusta, Maine 04333-0011  
Tel: (207) 287-3181; Toll Free: (888) 664-9491  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-1093

## HOW TO SUBMIT A MEDICAL CORRECTION IN THE EDRS

1. Go to [Life Events/Death/Locate Case](#) and find the death record that needs the correction/amendment.
2. Check the Status Bar to make sure the death certificate is registered. The status bar should read [Personal Valid \(with exceptions\)/Medical Valid \(with exceptions\) /Signed/ Certified /Registered](#) and a state file number will be assigned.
3. On the left-hand navigation menu under [Other Links](#); select [Amendments](#).
4. The [Amendment Page](#) will be displayed.
5. Select [Medical](#) from the amendment [Type](#) dropdown.
6. Enter a comment (Medical SCOD) in the [Description](#) field; select [Save](#).
7. The page will now display an [Amendment Menu](#) on the left-hand navigation menu above the [Death Registration Menu](#).
8. In the middle of the page, select the correct [Page to Amend](#) from the dropdown. The contents of the selected page will appear. Make the correction in the field where the error exists and select [Validate Page](#).
9. If there are additional errors to correct now start at step 8.
10. After all corrections are made select [Validate Amendment](#).
11. The “[Item in Error](#), [Item as it Appears](#) and [Item as it Should be](#)” will appear. If the information is correct; select [Save](#).
12. On the upper left-hand navigation menu under the [Amendment Menu](#); select [Amendment Affirmation](#). The [Affirmation page](#) will appear. Affirm the correction by [checking the box](#) and select [Affirm](#). The page should now read [Authentication Successful](#).
13. The correction has now been submitted to Data, Research, and Vital Statistics (DRVS) for review and approval.
14. The record will indicate that an [Amendment Exists](#) in the header (located after the state file number, decedent’s name and date of death).