

eCedent “Quick Start” User Guide

Health Information Management Edition

- 1) Using your Internet browser, go to www.ecedent.com. Enter your username and password. The system will open the main My Records page -- a list of all Your Open Records and an overview of each.
- 2) To create a new record, click on the green Create A New Record button. Enter the decedent's full name and social security number, then click on Continue.
- 3) In the Decedent section, begin by clicking on the green Edit Information button. This gives you the ability to enter death-related data. Be sure to click on the green Save Information button to save your work.
- 4) In the Record Status section, click on the green Assign Physician button. This takes you to the screen where you choose a name either from your shortlist OR from a list of all eCedent members. Choose the appropriate name from *either* list, then click on the white Assign button.
- 5) eCedent will return you to the previous screen. Follow the same steps to assign a funeral home, using the green Assign Funeral Home button. The system will contact the physician and funeral home via whatever electronic method(s) they have chosen. When the physician has signed, you will be notified.

Additional Information:

- We want to make your eCedent experience easy! For online demos, detailed Help, and a list of Frequently Asked Questions, visit our website.
- To contact eCedent's friendly customer support team, email support@ecedent.com or call toll free, 1-866-472-0367.
- Please note that if you create a new record, you MUST assign the physician; if you try to exit without doing so, eCedent will remind you.
- In cases involving a non-participating funeral home, click on the green Manual Print button to print the signed death certificate yourself. The funeral home can then pick up the hard copy and fill in the remaining data by hand.
- You can change your password anytime after logging in, as often as you choose. Simply go to My Account and the system will guide you through the steps. If you forget your password, click on Forgot My Password.