

Dear Health Information Management Director,

Welcome to eCedent! We're delighted you've become a customer of our secure, online death certificate processing system.

eCedent is here to “end the death certificate paper chase” – serving you and your facility. Included in this packet are some useful items to help you get off to a great start with us:

- **eCedent Introductory Letter** -- You can modify/customize this letter as needed (see yellow highlighted areas). Please send it to everyone in your facility (HIM professionals as well as physicians) who'll be using eCedent. It provides a quick, friendly overview of what eCedent is and what it does, along with some vital user information.
- **eCedent Physician Data Form** – You can modify/customize this form as needed (see yellow highlighted areas). Each physician whom you may ask to sign a death certificate will need to complete this form and return it to you; upon receipt, you will assign each physician a temporary password and PIN, and inform him or her of that information. The physician will then be able to begin certifying death certificates at www.ecedent.com.
- **eCedent Quick Start Guide for HIM Professionals** – Enables new users to get started using eCedent to create and manage death certificates in just minutes, using these simple steps.
- **eCedent Quick Start Guide for Physicians** – Enables new users to get started using eCedent to complete and sign death certificates in just minutes, using these simple steps.
- **eCedent Funeral Home Contact Sheet** -- Please take a moment to tell us the names (and contact information, if available) of the funeral homes most often used in your area. We want to be sure they've all been invited to join eCedent. *Each and every new participating physician and funeral home* enables us to make *your* job that much faster and easier, because you'll be able to share data, eliminate reminder phone calls, and receive electronic signatures from eCedent users anytime you need to.
- **eCedent Easy Guide to Printing A Completed Death Certificate** – Health information management professionals at hospitals and skilled nursing facilities have never been able to print file copies of completed death certificates – until now! Print one for your records in just moments using these simple steps.

As always, if you have any questions, please contact us via email at support@ecedent.com, or call toll-free, 1-866-472-0367.

And remember, to view online demos of eCedent in action, visit us at:

- www.ecedent.com (Health Information Management Demo)
- www.ecedent.com (Physician Demo)

Dear _____ **Health Information Management Professional OR Physician**,

We're happy to inform you that _____ **Name of Hospital or Skilled Nursing Facility** has become a member of eCedent, a complete online service for creating, processing, signing, and printing death certificates. Our facility is asking all Health Information Management professionals, as well as all physicians, to take a moment now to review this letter.

What does eCedent mean to you and your role in the death certificate process? The system was created to "end the death certificate paper chase" -- saving time, eliminating frustration, and making everyone's job easier. It is entirely web-based, which means you can log on and use it anytime, 24/7, from any computer with an Internet connection. There is no special hardware or software; all you need is a username and password, which will soon be provided to you.

eCedent is quick and easy to use. (Quick Start Guides, tailored to HIM professionals and to physicians, are being provided to you separately.) For HIM professionals, eCedent will reduce your workload and allow you to create death certificates onscreen. You'll enter the same information you do now when working with paper death certificates. With the click of a mouse, you can assign the physician, assign the funeral home, and let eCedent do all the contacting and reminding for you. When the physician has signed, you'll be notified electronically. eCedent also allows you to print perfect death certificates for your records.

For physicians, eCedent will provide electronic notification when a death certificate requires your signature (via your choice of email, fax, or text message). Then you simply go to our website, log in with your username and password, and receive full access to all of your cases. Certify and sign electronically in minutes, at your convenience, and you're done! To enable us to create your eCedent username, password, and PIN, please fill out and return the **attached eCedent Physician Data Form** within **10** days.

You can find out more about eCedent by visiting www.ecedent.com. Please let us know if you have any questions. We're confident you will soon be enjoying the convenience and time-saving benefits of eCedent!

eCedent Physician Data Form

Dear Physician Name,

Completing this form will enable us to create your user account in eCedent, the revolutionary new online service that's ending the death certificate paper chase! When you receive your password and signature PIN from us, you'll then be able to log in 24 hours a day, 7 days a week, from any computer with an Internet connection. Using eCedent, you will be able to certify and securely, electronically sign death certificates at your convenience.

As a Name of Hospital or Skilled Nursing Facility physician,
*there is absolutely **no cost to you** for using eCedent.*

Please fill out and return by DATE to:

Contact Name: _____

Phone number: _____

Name of Hospital or Skilled Nursing Facility: _____

.....
First Name: _____ Middle Name: _____

Last Name: _____

Suffix (Jr., Sr., III): _____ Medical Degrees (M.D., D.O., etc.): _____

I WOULD LIKE ECEDENT TO **NOTIFY ME** ABOUT DEATH CERTIFICATES REQUIRING MY REVIEW
VIA THE FOLLOWING METHOD(S):

email fax text message to my cell phone

Cell phone: _____ (*needed ONLY if you wish to receive death certificate notifications via text message*)

Office fax: _____ (*needed ONLY if you wish to receive death certificate notifications via fax*)

Office Street Address: _____

City: _____ State: _____ Zip: _____

Office phone: _____ License Number: _____

ECEDENT LOGIN INFO:

Primary email address: _____ (*will be used as your eCedent login name*)

Secondary email address: _____ (*optional; a second account where you wish death certificate notifications to be sent; could be your office manager or assistant*)

Important: The information below will be ASSIGNED TO YOU BY THE HEALTH INFORMATION MANAGEMENT DEPARTMENT. Upon your first visit to eCedent.com, you can change your password and PIN if you like. You may also change them again at any time.

Password: _____ Signature PIN: _____

Please note – your password and pin must have at least 8 characters one upper case or lowercase letter and one number or symbol

Thank you! For more information about eCedent and all it can do for you, visit www.ecedent.com.

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.

eCedent “Quick Start” User Guide

Physician Edition

- 1) Using your Internet browser, go to www.ecedent.com. Enter your assigned username and password. (To easily change these, and your signature PIN, go to My Account, and the system will guide you through the steps. We suggest you change your password and PIN *immediately after your first login.*)
- 2) After login, the system will open your main page -- a list of Certificates Awaiting Your Signature (cases you have previously agreed to certify via eCedent, but have not yet completed), and a list of Certificates Assigned to You (brand-new cases you have not yet opened on eCedent).
- 3) Click on the decedent name to open any record. Fill out the Cause of Death information as completely as possible.
- 4) In the Certification section at the bottom of the page, click to indicate your status on this case. You may save all the information you've entered by clicking Save Data Only, and return to sign later. OR, you may complete and sign the certificate by entering your PIN and clicking on the Certify Death button.
- 5) eCedent will show you the certificate as a .pdf file, automatically loading it in Adobe Reader. (If you do not have this useful software, it is available for free download at www.adobe.com.) Follow the simple steps given by the Adobe Reader. Your actual signature will appear in the correct location. You can also print and/or save a copy for your records.

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.
- Remember, you can change your password and PIN anytime after logging in, as often as you like. Simply go to My Account and the system will guide you through the steps. If you forget your password, click on Forgot My Password.

eCedent Easy Death Certificate Printing Guide

Health Information Management Edition

*Want to print a completed death certificate copy for your file?
In the past, you never could – but with eCedent, it's easy!*

- 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. In the lower left of the screen, select the blue View Completed Records option.
- 2) In Your Completed Records, you can search by decedent last name or date created; or, simply scroll through the list and select the record you need to print.
- 3) In the decedent's screen, click on the green Print Certificate button. eCedent will download the certificate to your computer as a .pdf file, automatically loading it in Adobe Reader. (If you do not have this useful software, it is available for free download at www.adobe.com.)
- 4) In Adobe, click on the printer icon in the upper left-hand corner. (To adjust the printer settings first, under File, select Page Setup or Print, make your changes, then click OK.)
- 5) Check your printer to find a signed, perfectly printed death certificate!

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.

eCedent Funeral Home Contact Sheet

Dear Health Information Management Director,

Please take a moment to tell us the names (and phone numbers, if available) of the funeral homes most often used in your area. We want to be sure they've all been invited to join eCedent.

Each and every new participating funeral home enables us to make *your* job that much faster and easier, because you'll be able to share data, eliminate reminder phone calls, and receive electronic signatures from eCedent users anytime you need to.

Names and Phone Numbers of Funeral Homes Used in Your Community:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

(Please add more spaces if needed.)

Thank You from eCedent!

Your Name: _____ Phone number: _____

Name of Your Hospital or Skilled Nursing Facility:
