

# Oregon Vital Events Registration System

## Disposition Approval

The **Disposition Approval** page is used to approve the transport of decedent remains. **Disposition Approval** serves as the transit and disposition permit for transporting the remains of the decedent and authorization for the crematory or cemetery for final disposition.

To access the **Disposition Approval** page, select **Other Links -> Disposition Approval** from the **Death Registration Menu**.

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### Disposition Approval

Save button is disabled until an affirmation is checked and physician contacted and date contacted are populated.

Authorization For Final Disposition

Alternative Authorization for Final Disposition

Physician Contacted

Physician Contacted >  ...

Facility name  v

Certifier Address  Edit Certifier Address

Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

City or Town  State  Country  Zip Code

Date Contacted

Date of disposition

Clear Save Return

**Note: the ability to select the Disposition Approval link is based on user security privileges. You may or may not have access to this page.**

Note: The **Disposition Approval** page will be slightly modified in a future update, with the removal of the **Facility Name** and **Certifier Address** sections, and adding a **Time Contacted** section. This manual will be revised when those changes are made.

There are two affirmation checkboxes on the **Disposition Approval** page:

1. **Authorization for Final Disposition** is used when the **Personal Information** pages have been completed *and* the **Medical Certification** pages have been signed. This requires a status of Personal Valid or

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Valid with Exceptions and Medical valid or Medical Valid with Exceptions and the record has been certified status. Otherwise, the **Authorization for Final Disposition** affirmation checkbox is grayed out with no ability to select.

2. **Alternate Authorization for Final Disposition** is used when only the **Personal Information** pages have been completed. This requires a status of Personal Valid or Valid with Exceptions. Otherwise, the Alternative Authorization for Final Disposition Affirmation Checkbox is grayed out with no ability to select.

As you can see from the example below, only the **Personal Information** pages have been completed. This is indicated by the fact that **Authorization For Final Disposition** is disabled, or grayed out.

To complete the **Disposition Approval** page, follow these steps. Locate the **Physician Contacted** tab in the middle of the page. Notice that there are two **Lookup** controls on the tab. Begin by selecting the **Physician Contacted** lookup control.

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Authorization For Final Disposition

Alternative Authorization for Final Disposition

Physician Contacted

Physician Contacted  ...

Facility name  v

Certifier Address  Edit Certifier Address

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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

City or Town  State  Country  Zip Code

Date Contacted

Date of disposition

Clear Save Return

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Selecting the **Physician Contacted** control will launch the **Certifier Lookup** control, as shown below. Key in the name of the certifier associated with this record; then, select **Search**.

The screenshot shows a window titled "60 :Test Test AUG-08-2006". Inside, there's a "Disposition Approval" section with a message: "Save button is disabled until an affirmation is checked and physician contacted and date contacted are populated." Below this are two checkboxes: "Authorization For Final Disposition" and "Alternative Authorization for Final Disposition". The "Physician Contacted" field is highlighted with a red oval. A dialog box titled "DAVE - OR - Certifier Lookup" is open over it, containing a "Certifier Search" form with "Last Name" and "First Name" fields, and "Search", "Clear", and "Cancel" buttons.

The **Certifier Lookup** control will then provide a list of certifiers for you. Choose the appropriate certifier by clicking the **select** button of your certifier.

The screenshot shows the "DAVE - OR - Certifier Lookup" dialog box. The "Last Name" field contains "Smith" and the "First Name" field is empty. Below the search fields is a table of certifiers with columns for License Number, Last Name, Suffix, First Name, Middle Name, and a "select" button. The table contains 10 rows of data. At the bottom of the table, there are navigation links "First 1 2 3 Last" and "Total records : 26".

License Number	Last Name	Suffix	First Name	Middle Name	
000024201N6	Smith		Patricia	Lou	<a href="#">select</a>
000028103N1	Smith		Jennie	Gayle	<a href="#">select</a>
000030966N7	Smith		Joan	B	<a href="#">select</a>
000033738N2	Smith		Wilma	J	<a href="#">select</a>
079042695N3	Smith		Marguerite	Jean	<a href="#">select</a>
081000907N3	Smith		Jennifer	Elizabeth	<a href="#">select</a>
085073692N1	Smith		James	Dennis	<a href="#">select</a>
095006901N3	Smith		Cynthia	Jean	<a href="#">select</a>
200150032NP	Smith		Kirk	Macdonald	<a href="#">select</a>
200250149NP	Smith		Susan	Irene	<a href="#">select</a>

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In an upcoming software release, the **Facility Name** and **Certifier Address** sections will be removed and a new **Time Contacted** section added. Until this change is made, enter the **Time Contacted** by just typing the text in the existing **Facility Name** field. The time contacted will print on the **Disposition Permit** just as you type it in the field.

Except as described above to enter time contacted information, do not complete any further information in the **Facility Name** and **Certifier Address** sections.

Key in the date contacted in the **Date Contacted** field. **Date of disposition** is auto-filled based on the date provided in the **Disposition** page.

Once all the controls have been filled in and at least one affirmation selected, the **Save** button at the bottom of the page will be enabled. Select **Clear** to clear your entries and start again, **Save** to save your changes, or **Return** to return to the **Death Registration Menu** without saving your changes.

If you have saved your changes, you should be able to print the **Disposition Permit**. To do this, return to the **Print Forms** page where the **Disposition Permit** link should now be enabled. Click on the link to open a completed **Disposition Permit**, which can then be printed with the Adobe application.