From the Center for Health Statistics

Matters of Record

Birth certificate news

Inside

Archived Articles

Oregon Health Authority

When a Birth Information Specialist needs to change a name

A birth certificate is an extremely important vital record. All of the information on it needs to be accurate. The birth certificate establishes a person's identity. It is used for many purposes for example, getting a social security number, into school, a job, a passport, insurance, and many benefits. Even a slight error can cause a multitude of problems for the child or parent(s). If an error occurs, the parent(s) must contact multiple agencies for corrections which takes up a lot of their time. Each item on the legal record can be amended only once without a court order unless it's a very minor misspelling. However, if an error is caught before the record is registered, the correction is much easier to make.

A birth information specialist can change the child's or parents' names on the birth record if it has not been registered and the mother has not yet left the facility with her child. If the parents want to change the child's name while they are still at the facility with the child, the birth information specialist should:

• locate the worksheet that the parent(s) filled out,

• have them line out the name they are changing, and

• write the name they want to change it to and initial it.(see example)

The birth information specialist can then change the child's name to the new name as requested. Please do not change the birth record without updating the worksheet if the information is different.

Once the record has been registered, any change to the child's name will need to go through the Center for Health Statistics Office. If the parent(s) contact the Center for Health Statistics

prior to the child's first birthday, they can change the child's name by filling out an Affidavit to Correct a Birth Certificate. If they wait until the child turns a year old, a Court Ordered Name Change will be required.

If the parent(s) are not sure what name they want to give the child, please tell them the name can be blank when the record is registered. This will limit the usefulness of the legal record.

If you have questions now or as situations arise, you can reach us by email at chs.amendments@state.or.us or Amanda Vega, Amendment Specialist for births under one year: 971-673-1169 Johanna Collins, Amendment Staff Lead: 971-673-1147

Ryan Sanders, Amendment Manager: 971-673-1178 chs.amendments@state.or.us or by phone: Information on changing or correcting birth records is available for parents at http://www.oregon.gov/oha/PH/BirthDeathCertificates/ChangeVitalRecords/Pages/LegalAmendVR.aspx.

When a baby is not named at birth

When registering birth records, you may occasionally have a birth record where the family did not name the baby upon leaving the birth facility. Do not delay completing the record in this situation. If the baby's name is left blank, it can be added to the record up to a year without an amendment fee. If the family chooses to wait to name the baby, you should inform the parents of the following:

• Social Security will not issue a card for the baby if it has not been named. The family will have to apply for a card at the Social Security Office after the baby is named.

• The Center for Health Statistics will register the birth certificate but will not issue the birth certificate until the baby is named.

When using OVERS to create an electronic birth certificate for a baby that has not been named, take the following steps:

1. Leave the name field blank. Do not use a placeholder such as a dash or the word "baby" in the name field. It will be more difficult for the parents to add the baby's name if the field is filled in rather than left blank. A word or symbol intended as a placeholder might become the baby's legal name. In those cases, a court order might be required to correct the child's name.

2. When selecting an answer to the "Request SSN for child" field, select either "yes" or "no". However, even if "yes" is selected, the Social Security Administration will not issue a card if the child is not named.

3. When validating the birth record, override the messages related to the blank name field. Then complete the record and sign it.

4. Include a comment in the comment field stating the parents have not selected a name. Parents should be directed to our Amendments unit to add the child's name.

If you have any questions, please contact Cody Pergram at 971-673-1151 or at cody.c.pergram@state.or.us

What are some commonly requested birth amendments within the first year?

Here are some of the most commonly requested amendments to birth records within the first year.
1. Parents and infant have the same last name, but one is misspelled. For example, the infant's last name is "Smith," mother's last name is "Smith," and father's last name is "Smiht." Avoid these errors by reviewing the record before certifying.

Errors in names. This is probably the most common correction. Please make sure that each name in the birth record matches the worksheet. Don't make assumptions that the name is spelled incorrectly and then correct it. Please remind parents that information on the worksheet will be entered exactly as written. Therefore it is important for them to write clearly and review the worksheet.

2. Wrong sex on birth record. This happens more often than you might think. Always double-check to make sure you have entered the correct sex. New worksheets are now available that have the sex of the child listed in the same order as in OVERS.

3. Adding a hyphen between last names when the parents didn't include it. We see several records each year incorrectly registered with a hyphenated last name. Often, when we review the Parent Worksheet, we see that the parents did not include the hyphen. Always enter the information exactly as the parents wrote it on the worksheet.

We have a handy amendment guide at http://www.oregon.gov/oha/PH/ BIRTHDEATHCERTIFICATES/REGISTERVITALRECORDS/OVERS/Documents/Amendment%20 Guide.pdf
Please contact Amanda Vega at amanda.l.vega@state.or.us. with further questions regarding first year birth amendments.

Improving accuracy

What can be done to improve accuracy when entering birth records? Here are a few tips:

- Remind parents completing the worksheet that the information on the worksheet will be on their baby's birth certificate.

- Remind parents to review the worksheet before they sign it.

- Try to verify the birth worksheet is correct before the family leaves.

- Double check to make sure the OVERS record you are working on and the worksheet match. This is especially important if you are not able to complete a birth record in one sitting.

- Review entered data, especially names, before you certify the record.

When birth records are registered accurately, there will be fewer amendments, less contact with the State Vital Records, and happier customers and families.

If you have any questions, please contact Cody Pergram at 971-673-1151 or cody.c.pergram@state.or.us.

NEW – Birth Information Specialist training eLearning tool update

As of June 1, 2018, the Center for Health Statistics (CHS) implemented the new training package for birth information specialists and midwives. All new staff who report births and/or fetal deaths electronically must complete this training before access will be provided to the OVERS system. All existing birth information specialists and midwives must complete this training package by June 30, 2020. The training package includes three parts:

1. Oregon laws and policies for reporting births and fetal deaths;
2. A demonstration of entering a report and an amendment into the OVERS system; and
3. The new eLearning training, "Applying Best Practices for Reporting Medical and Health Information on Birth Certificates," created by the National Center for Health Statistics (NCHS). The guidebooks previously provided to your facility complements this training.

The Health Licensing Office of Oregon approved the "Applying Best Practices for Reporting Medical and Health Information on Birth Certificates" training as acceptable Continuing Education (CEU's) for Licensed Direct Entry Midwives (LDM's). Information on how to get CEU for this course can be found on the Birth Information Specialist page of our website.

This training for birth information specialists was held in July 2018. If you were unable to attend, you will be able to take the training through our e-Learning module on the Birth Information specialist page of our website. You will need to provide certificate of completion for each module to access OVERS. For questions about the training package, contact Judy Shioshi at 971-673-1166 or judy.shioshi@state.or.us.

Don't Forget! New form number for fetal death disposition Permit

The new form number for the Fetal Death Disposition Permit is 45-3D. You can access the form in OVERS by clicking on Forms Print Forms Fetal Death Disposition Permit (45-3D).
You can access the Quick Reference Guide, fetal death worksheets and more, click on the link below:
http://www.oregon.gov/oha/ph/BirthDeathCertificates/RegisterVitalRecords/Pages/
InstructionsFetalDeath.aspx
If you have a laminated Fetal Death Reporting Quick Reference Guide, please change the form number on the guide. If you have any question regarding the fetal death report, please contact Cody Wang at 971-673-1151 or cody.c.pergram@dhsoha.state.or.us.

Always validate a record

Validating a record prior to completing it assigns the record to a queue. This makes it easier to locate in OVERS even if you must step away from a case before completion for any reason. Validating the record puts the record into the appropriate queue under "Current Activities." Validating and returning to the original record for completion will also help avoid creating a duplicate record.

A helpful hint: When starting a birth record, write down the Case ID number in the top left corner of the birth worksheet. Writing down the Case ID number can help locate a case if it has not been validated and:
1. The record has timed out before completion;
2. There has been an interruption while entering the record; or
3. It is the end of the work day and the record will be completed the next day.
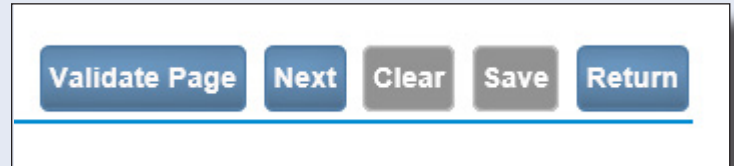
In all these instances the record will not be saved to a queue under "Current Activities" because is not validated. By writing down the Case ID number in the top left corner of the birth worksheet. You can retrieve the record by searching using the Case ID and complete the original record.
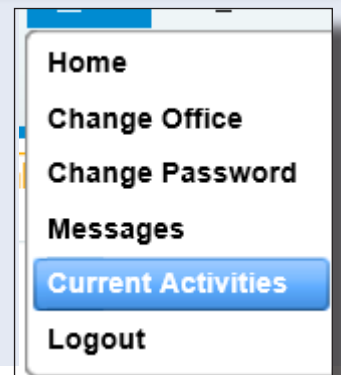
Utilizing these steps will allow easier ability to locate incomplete records in the queues and reduce duplicate records. Following these steps will also help minimize contact from the state office.

The Vital Records Registration team is always available to answer any questions you may have. Contact names and numbers are: Cody Pergram - 971-673-1151; Ange Bataluna - 971-673-1183; Tien So - 971-673-1185. For questions with the OVERS program, contact the OVERS Help Desk at 971-673-0279

Add comments

Comments can clear things up and help avoid receiving calls for clarification from the state office, saving you and all of us time and effort!

Please add a comment when overriding the following yellow edits: (suggested comments are in italics).

- Child has no first name
    - *parent has not decided the child's first name*
- Child's name is complete blank
    - *parent has not named the child*
- Father's information is blank
    - *mother is married but husband is not the father of the baby, or mother refuses to put the father's information*
- Date last normal menses (when the yellow edit shows up)
    - *last normal menses is correct*
- Mother weight gain (when a yellow edit shows up)
    - *weight is correct,*
- Previous live births or other pregnancy outcomes number (when the yellow edit shows up like below)

> BR0554: Other Pregnancy Outcomes is outside of normal range.
> Verify entry for Other Pregnancy Outcomes.

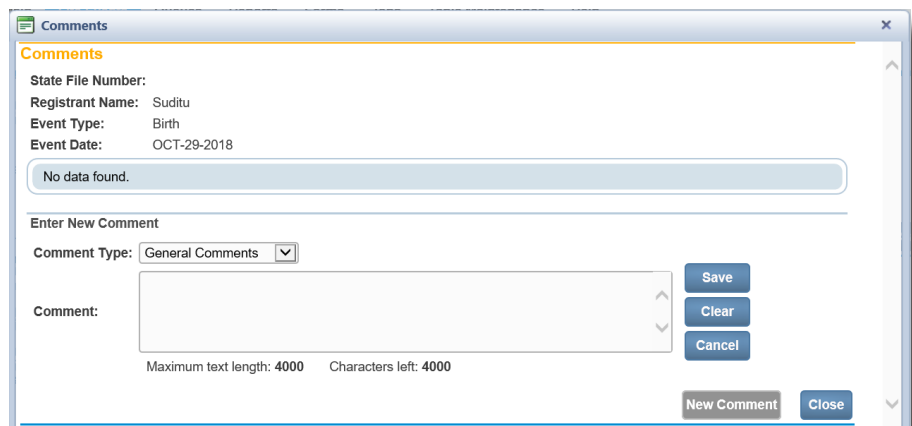- *other pregnancy outcome is correct*
- Any other unique situation,
    - *e.g. mother refused to fill birth worksheet, adoption, not born at the facility, etc.*

Other Links
✓ Assign Status
Attachments
Print Forms
✓ Comments
Correspondence
Event and Issuance History
Geo Codes
Mother's MRE
Validate Registration

How do I add a comment to a record in OVERS?

Each record has a 'Comments' link in the left-hand column to add a comment.

In the **Comments** section, you can be more specific about the details of the override.

You can save yourself from a follow up call and clear things up in advance with a comment! If you have questions or would like to talk with a specialist, please contact Ange Bataluna by phone at 971.673.1183 or by email at ange.j.bataluna@state.or.us.
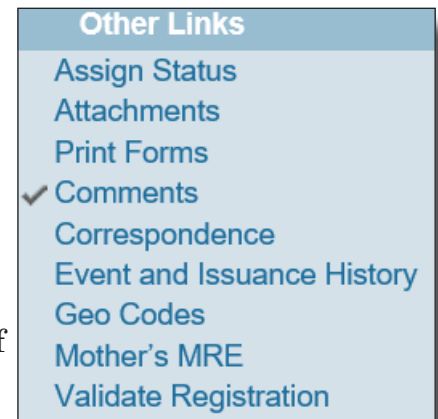
Comments

Comments
State File Number:
Registrant Name: Suditu
Event Type: Birth
Event Date: OCT-29-2018

No data found.

Enter New Comment

Comment Type: General Comments

Comment:

Maximum text length: **4000**   Characters left: **4000**

Save
Clear
Cancel

New Comment   Close

Staff Changes

Please note we have had a few changes in our staff, all contacts have been updated.

- **Karen Hampton** accepted a promotion to the position of All Payer All Claims (APAC) Program Manager in the Oregon Health Authority's Health Policy and Analytics Division. **Marsha Trump** joined the Center for Health Statistics in April as the vital statistics and systems manager.

- **JoAnn Jackson** retired as the State Registration Manager in March of 2018. **Karen Rangan** is the new state registration manager for the Center for Health Statistics since April. **David Tyner** started this January as the new Certifications Manager.

- **Cody Pergram** promoted into the data processing unit team lead position.

- **Debbie Gott** retired as the Paternity Specialist for the Center for Health Statistics. Kristen Farrell joined our team as the new paternity specialist in 2018

- **Lindsay Blum** has joined as the amendments team in place of Derrick Patterson who has been promoted within the Public Health Division

Wanted – newsletter topics

Have a question or idea for a future newsletter article? Contact Judy Shioshi, at 971-673-1166 or judy.shioshi@state.or.us. Judy collects ideas for articles and then shares them with the writing team.

Frequent contacts

Paternities
Kristen Farrell
971-673-1176

Birth Corrections
<1 year, Amanda Vega
971-673-1169
1 year +, Vanessa Grayson
971-673-1137

Death Corrections
Lindsay Blum
971-673-1163

Delayed Filings
Johanna Collins
971-673-1147

Filiations
Laura Hunsinger
971-673-1143

Adoptions
Debbie Draghia
971-673-1152

OVERS Helpdesk
971-673-0279

CHS managers

State Registrar
Jennifer Woodward
971-673-1185

Vital Statistics and Systems Manager
Marsha Trump
971-673-1191

Registration Manager
Karen Rangan
971-673-1160

Certification Supervisor
David Tyner
971-673-1182

Amendments Manager
Ryan Sanders
971-673-1178

You can get this document in other languages, large print, braille or a format you prefer.
Contact the Center for Health Statistics at 971-673-1173 or 711 for TTY.