Oregon Health Authority

Steps to implement OVERS at your facility

It may seem like a daunting task to implement OVERS at your facility. However, you will see that there are only a few key steps that need to be taken to make this process run smoothly.

Below you will find information that will help in making sure everything is in place and that nothing is missed.

Tasks that will need to be completed

- ➢ Determine who will be the external administrator(s) and certifying physicians
- ➢ Submit OVERS user enrollment forms for all users
- ➢ Schedule training
- ➢ Install the biometric device(s)
- ➢ Enroll medical providers' fingerprints

External Administrator:

The external administrator will be the 'super user' of the system, and point person for the medical providers to go to with questions when completing a death certificate.

We have seen great success with medical facilities that have one or more external administrators in place. Providers feel more comfortable working with someone in-house, and not having to call a help desk.

The main duties of an external administrator are to reset a user's password, enroll providers' fingerprints, and help answer questions in regards to completing a death certificate.

User enrollment forms:

For every user needing an OVERS account, an enrollment form must be completed and sent to our office to have an account created for them. Please keep in mind that it may take 1-2 days for the user account to be completed, so we strongly recommend sending these in as soon as possible.

Schedule training:

We offer an online, interactive web based training that can be scheduled simply by calling our office, as well as a self paced training found on this website:
http://public.health.oregon.gov/BirthDeathCertificates/RegisterVitalRecords/overs/Pages/index.aspx

Attendees can be external administrators, providers and or medical assistants.

Biometric devices:

One or more biometric devices will need to be installed within your facility in order for providers to certify death certificates.
Some facilities have chose to install a couple of devices in a common or shared space such as a doctor's lounge or nurses station, while others have the drivers installed on multiple workstations, and only connect the biometric device when needed.
Please keep in mind that it is impossible for us to supply a dedicated biometric device to each provider at your facility due to the associated cost.
Most facilities will need to submit a ticket with their IT group to have these installed, as security measures will prevent an individual from installing software/hardware. Also, the device drivers can only be downloaded from our site. No other drivers for these devices found on the internet are compatible.
If your IT department has questions regarding these devices or needs assistance with the install, please have them contact Carlos Herrera at 971.673.0629.

Enrolling fingerprints:

Once all providers have their accounts created and have received their user ID and password, the external administrator can begin enrolling their fingerprints.
Providers will not be able to certify a death certificate until they have their fingerprints enrolled.