Birth Information Specialist and Midwife Training 2024



Training Requirement

- This training is required to file Oregon birth records and to use the Oregon Vital Events Registration System (OVERS).
- If you are a new Birth Information Specialist (BIS) or Midwife needing to file Oregon birth records and use OVERS, this training must be completed before you can get a login and password to OVERS.
- Certificates of completion must be provided.







Laws, Policies & Procedures

- □ An introduction to the worksheets
- □ A link to a demonstration of OVERS entry
- Birth Information Specialist training from CDC Train
- □ What is needed for an OVERS account
- □ Resources and Contacts



The work you do is of VITAL importance

For the individual:

The birth certificate is the most important document used to establish an individual's identity.

For the family:

It allows the parents to establish the child's identity and claim a range of benefits like tax credits and health care.

For public health partners:

It helps identify trends and indicators of health, which can assist in policy development, funding and research.



Laws, policies and procedures



Highlights of the laws and policies

□ All births that occur in Oregon must be filed with the state.

- Each birth must be submitted to the state within 5 calendar days after the live birth.
- The hospital or licensed birthing facility where the birth occurred is responsible for filing the birth record with the state.
- Births that occur in a hospital or licensed birthing facility must be filed electronically using OVERS.





Highlights of the laws and policies

The hospital or licensed birthing facility must make voluntary acknowledgment of paternity forms available to unmarried parents.

Once filed and registered with the state, the birth record becomes the permanent record of the birth.

Any changes to the birth record after it is registered must be done through an official amendment process and the change becomes permanent.



Oregon Revised Statutes Chapter 432 (2021 Edition)

432.088 Mandatory submission and registration of reports of live birth; persons required to report; rules.

(1) A report of live birth for each live birth that occurs in this state shall be submitted to the Center for Health Statistics, or as otherwise directed by the State Registrar of the Center for Health Statistics, within five calendar days after the live birth and shall be registered if the report has been completed and filed in accordance with this section.



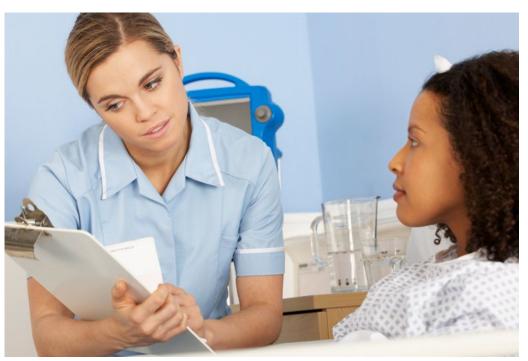
Oregon Revised Statutes Chapter 432 (2021 Edition)

ORS 432.093 Availability of voluntary acknowledgment of paternity form; responsibility of health care facility and parents. Any health care facility as defined in ORS 442.015 shall make available to the biological parents of any child born live or expected to be born in the health care facility, a voluntary acknowledgment of paternity form when the facility has reason to believe that the mother of the child is unmarried. The responsibility of the health care facility is limited to providing the form and submitting the form with the report of live birth to the State Registrar of the Center for Health Statistics. The biological parents are responsible for ensuring that the form is accurately completed. This form shall be as prescribed by ORS 432.098. [Formerly 432.285]



In 2022, 39,388* births occurred in Oregon *2022 preliminary data

PUBLIC HEALTH DIVISION Center for Health Statistics



99%

of birth records are electronically registered at medical facilities and birthing centers.

How are birth records completed?

- 1. Birth Information Specialists or Midwives gather information from parents and medical record.
- 2. Information is entered into OVERS.
- 3. The birth records will automatically register and become the official birth record once it is certified by the Birth Information Specialist or Midwife.

All within 5 days





Worksheets

- There are two worksheets used to collect the information for the completing the birth record.
 - 1. Parent worksheet
 - 2. Facility worksheet
- The worksheets are standardized so that all information is collected the same way for all births in Oregon.
- □ The worksheets provided or approved by the Center for Health Statistics must be used to collect the information.
- Completed worksheets should be filed in a separate file and are not part of the medical record. They need to be kept for two years and then shredded.



Parent Worksheet

Completed by the parent(s)

This is where the parents name the baby and provide information for their baby's legal birth certificate.

Please remind parents to:

- Read the cover sheet carefully.
- Write clearly and review the information.
- Provide precise and correct information.
- Answer every question as much as possible, even if the answer is "don't want to answer."
- Sign the worksheet.



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Slavic Western European	Middle Eastern/			Opt out options:	
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Hospital Staff: No individual or agency other than the Center for Health Statistics should be provided with a copy of this completed worksheet.

PUBLIC HEALTH DIVISION Center for Health Statistics

Parent Worksheet

- Baby's information
- Parents' address and demographics
- Legal relationship of parents
- Mother's health
- Prenatal information
- Social Security Number
 authorization



Facility Worksheet

- Completed by the BIS or designee. The process for gathering the information may vary among hospitals or birthing facilities.
- Usually from medical record or provided by labor and delivery nurses at time of birth.
- You must use the facility worksheet provided or approved by the Center for Health Statistics.
- Parents do not see this worksheet.
- Completed worksheets should be filed in a separate file and are not part of the medical record. They need to be kept for two years and then shredded.



Facility Worksheets

- Medical and health information for the mother
- Prenatal information
- Pregnancy factors
- Labor and delivery information
- Newborn factors
- Hearing screening
- Immunization

IMPORTANT: The worksheet is designed to flow with OVERS data entry

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Recap: Parent and Facility Worksheets

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Mother's Mailing Address (if	f different) No. & Street or PO Box AptUnit/Space City County	State ZIP
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If yes, the planned primary type at onset to labor was:	attendant Traditional Midwife Naturopathic Doctor Licensed Direct Entry Midwife	Certified Nurse Midwife Medical Doctor
No individual or agency o	Hospital Staff ther than the Center for Health Statistics should be provided with a copy of	OHA 9704 (03/18) this completed worksheet.

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Male
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Private insurance
Self-pay
Indian Health Services Champus/Tricare Mother's Medicaid # Other government Other: Date of Last Menses (date of last period): Previous Live Births Prenatal Care Check if none # now living_____ # now dead Date of last live birth Date of 1st visit Total # of visits

2) <u>Facility Worksheet:</u> Completed by the facility staff (BIS, Labor/Delivery Nurse)

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Final Route and Method of Delivery: Vaginal/Spontaneous Vaginal/Fo	
If Cesarean, was a Trial of Labor Attempted? Yes No	
Maternal Morbidity (check all that apply)	
Maternal transfusion Unplanned hysterectomy	None of the above
Third or fourth degree perineal laceration Admission to intensive care	
Ruptured uterus	—
Mother transferred to this facility prior to delivery? Yes No If yes,	name of facility
Infant transferred from this facility after delivery? Yes No If yes,	name of facility
Hospital	Staff Last revised: March 2018
No individual or agency other than the Center for Health Statistics	should be provided with a copy of this completed worksheet.



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PUBLIC HEALTH DIVISION Center for Health Statistics

Did you know there are two Acknowledgement of Paternity (AOP) forms?

- Choose the right form:
- Hospital 45-31 or
- notarized affidavit **45-21**?

AOP's are required to establish paternity if the mom is unmarried at conception, delivery or within 300 days prior to delivery.

Use AOP 45-31: Hospital or Birthing Center



Use AOP 45-31

- While the mother is still a patient at the facility
- It must be signed and dated WITHIN 5 days after the date of birth
- Must be signed and dated IN FRONT of birth facility witness



...OR

- Send parents home with the Affidavit 45-21 if the parents leave without signing the hospital form
- It must be signed before a notary



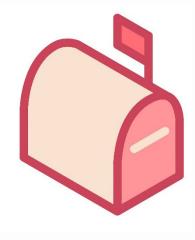


Responsibilities of the Birth Information Specialist or Midwives within a Facility:

- Provide the Voluntary Acknowledgment of Paternity (45-31) form.
- ✓ Ensure parents have heard the Rights and Responsibilities before completing form. They are found on the back of the form.
- ✓ Check the form for accuracy and completeness before submitting to the state.
- ✓ Make sure parents have signed and dated the form.
- ✓ Make sure the form is witnessed and dated by hospital staff.
- \checkmark Make sure the dates the parents sign match the witness dates.



Submitting the AOP form to the State



- The form should be submitted as soon as possible – do not hold to mail in batches.
- Order and use white prepaid envelopes.
- The form *must* be mailed by the facility and postmarked within 14 days of the child's date of birth.



Want more information on paternity establishment?

FAQ: Establishing Paternity

Paternity Forms and Instructions



Responsibilities of Birth Information Specialists: Reporting Fetal Deaths

What is a fetal death?

ORS 432.005 (14) "Fetal death" means death prior to the complete expulsion or extraction from its mother of a product of human conception, irrespective of the duration of pregnancy, that is not an induced termination of pregnancy. The death is indicated by the fact that after such expulsion or extraction the fetus does not breathe or show any other evidence of life such as beating of the heart, pulsation of the umbilical cord or definite movement of the voluntary muscles.



Highlights of the laws and policies related to fetal deaths

- □ All fetal deaths that occur in Oregon must be filed with the state.
- Each fetal death of 350 grams or more or if the weight is unknown, of 20 completed weeks gestation or more, must be submitted to the state within 5 calendar days after delivery.
- □ The hospital or licensed birthing facility where the fetal death occurred is responsible for filing the record with the state.
- Fetal deaths that occur in a hospital or licensed birthing facility must be filed electronically using OVERS.
- □ Information is gathered using the fetal death report worksheets.





Responsibilities of Birth Information Specialist: Fetal Deaths

- **432.143 Mandatory submission and registration of reports of fetal death; persons required to report; rules.** (1)(a) A report of each fetal death of 350 grams or more or, if the weight is unknown, of 20 completed weeks gestation or more, calculated from the date the last normal menstrual period began to the date of the delivery, that occurs in this state shall be submitted within five calendar days after the delivery to the Center for Health Statistics ...
- (2) When fetal death occurs in an institution or on route to an institution, the person in charge of the institution or an authorized designee shall obtain all data required by the state registrar, prepare the report of fetal death, certify by electronic signature that the information reported is accurate and complete and submit the report as described in subsection (1) of this section.



For more information specific to Fetal Death

Visit our Fetal Death website.

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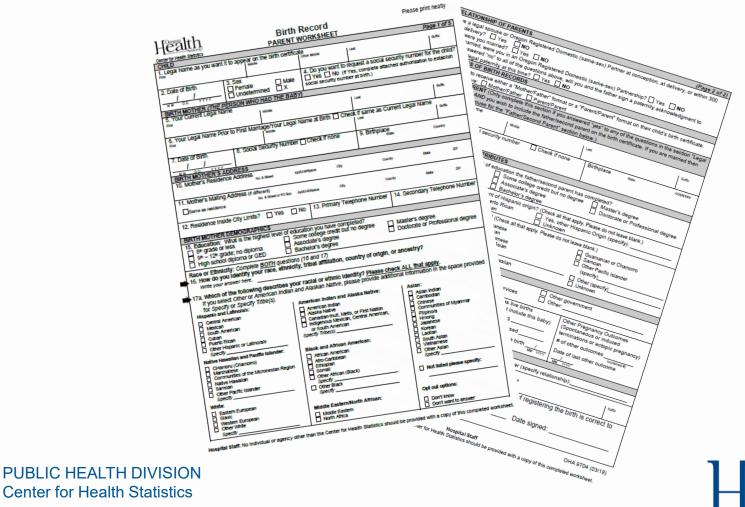


The Oregon Vital Events Registration System (OVERS)

A brief introduction and live demonstration



Use the *Birth Record <u>Parent</u> Worksheet* to create a record in OVERS





Birth Record Facility Worksheet and OVERS

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- Consult with your facility about correct ways to gather information for the worksheet.
- Use the <u>Guidebook</u> to locate detailed definitions



Use the Guides for help with definitions. Click the image to view the guides.

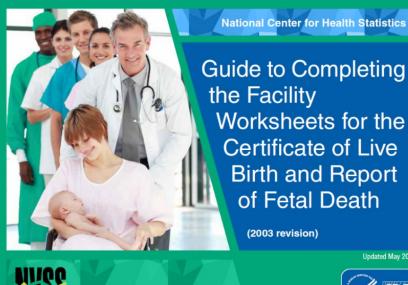


Oregon Vital Events Registration System (OVERS) Oregon Birth Report Instructions

Birth Information Specialist User Guide Revised September 2023



PUBLIC HEALTH DIVISION Center for Health Statistics



Guide to Completing the Facility Worksheets for the Certificate of Live **Birth and Report** of Fetal Death









Watch the OVERS Demonstration Tutorial



PUBLIC HEALTH DIVISION Center for Health Statistics

<u>Click here for the OVERS</u> <u>**Demonstration tutorial**</u>

Learn how to:

- Become familiar with OVERS
- Enter a birth record
- What to do in case of errors
- Certify a record



Remember!

□ Entries in OVERS create an official birth record.

□ Review your entries for errors.

□ Amendments are listed on the certificate permanently.

□ Worksheets should inform OVERS entry.





Print your Certificate of Completion

- After completing this training and watching the OVERS
 Demonstration Tutorial, print your Certificate of Completion by clicking here.
- Enter your name on the certificate before printing it.





Birth Information Specialist training from CDC Train



NEXT

Take the required eLearning training and print the certificate found at the link below: <u>Applying Best Practices for Reporting</u> <u>Medical and Health Information on Birth</u> <u>Certificates</u>*

(Created by CDC Train).



Start Course

*You must create a CDC Train account to receive a certificate at the end of the training.

Health

Login to CDC Train and complete your profile.

 You can find step-by-step instructions by clicking <u>here</u>.

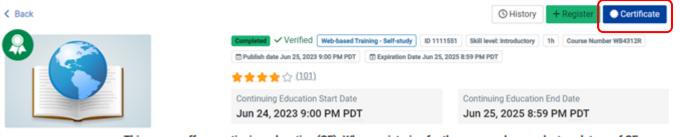
	CDC TRAIN	
100	Create Account Create Login Name	
-	Create a Password	
	Password must be at least 0 characters in length and contain at least one lower case letter, one capital letter, and one number. Confirm Password	
these	Your Email Address	
	Please enter your work email editives. If you do not have one, enter your school or personal email. First Name	
	Last Name	
	Time Zone	
	(GMT-08:00) Pacific Time (US & Canada) Zip/Postal Code	
	Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.	
	I agree to all <u>TRAIN policies</u> Next Step	
	Have an account?	
	Log In	



Print the certificate for the Applying Best Practices for Reporting Medical and Health Information on Birth Certificates course.

- Click on the Certificate button which will appear when the course is complete.
- Click the download link.
- Print the certificate.

Applying Best Practices for Reporting Medical and Health Information on Birth Certificates (Web-based) - WB4312R



This course offers continuing education (CE). When registering for the course, please select each type of CE you would like to apply for. To earn CE, you must pass the post-assessment and complete the evaluation by June 25, 2025.



What is needed for an OVERS account



To complete your enrollment in OVERS

Fax the following completed documentation to 971-673-1201:

- 1. OVERS Enrollment Form
- 2. OVERS Training Certificate of Completion
- 3. Applying Best Practices Certificate from CDC Train.
- 4. Letter on letterhead from your supervisor granting you permission to access the records at your facility.
- 5. Two pieces of ID

Once we receive the documentation, you will receive your OVERS log in and password information.



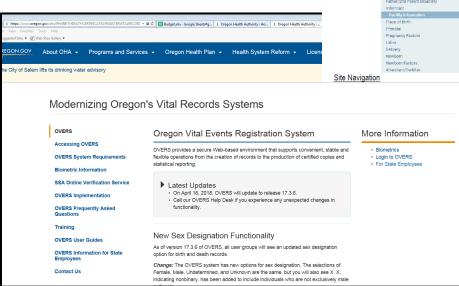


Resources and Contacts



CHS Resources

- <u>Quick Start Guide</u>
- Birth Facility User Guide
- Instructions and Worksheets
- Birth Page



PUBLIC HEALTH DIVISION Center for Health Statistics

Cetting Started a. Login at: <u>https://or-vitalevents.hr.state.or.us/overs</u> b. To start a new record or locate a record that needs to You m

be completed go to Life Events > Birth > Start/Edit New Case

2. <u>Entering Birth Certificate Data</u> Complete each page under the Parent Information and Facility Information subheading in the Birth Registration

Menu



[Green check mark] There are no errors on the page. You may certify the report. (See step 4 below.)

For the proof of the proof o

K [Red X] Go to the page with the red x symbol. You must edit the item highlighted in red to complete the report.

4. Certify the Birth Record

OVERS Quick Start Guide for Birth Information Specialists (revised 6/2022)

After all corrections and overrides are complete, the Certify link will appear below the Attendant/Certifier link. Click on Certify.

- Read the affirmation statements. Click the check boxes to affirm the statements.
- c. Click Affirm. The page will refresh then observe authorities to a support of the statements.
- show Authentication Successful. d. The report is complete.

. The report is complete.

Labor Delivery Newborn Newborn Factors Attendant/Certifier Certify

Pregnancy Factors



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Contacts

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