Quick Reference



24-Hour Notice - Funeral Home

Summary:

The 24-Hour Receipt of Body Notice is electronic for fully electronic and drop-to-paper records. It is called 24-Hour Notice in OVERS. The 24-Hour Notice begins when the funeral home starts the death record or assumes ownership of the death record. The 24-Hour Notice status is then assigned to the death record.

For **fully** paper records, you will still need to fax or mail in the 24-Hour Receipt of Body Card (45-106) to the county of death Vital Records Office. For **electronic** and **drop-to-paper** records the county will receive an electronic notification automatically.

Step by Step Process:

Start/Edit New Case:

Enter information in the Start/Edit New Case.

Click Search.

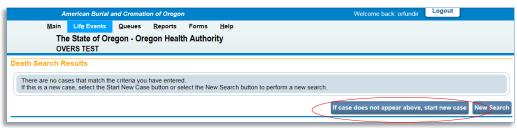
Death Search Results:

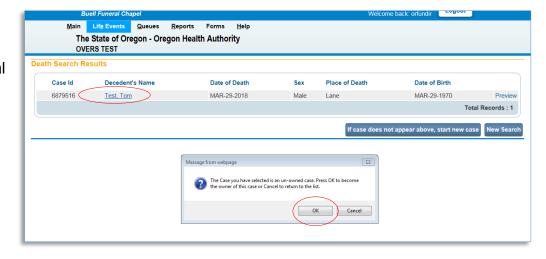
If no records are returned and you are starting a new case then click **If case does not appear above, start new case** button.

or

If you are searching for a case that was started by the Medical Examiner or another funeral home, you will to take ownership of the case. Select the record and assume ownership by selecting **Ok** in the pop-up box.







Decedent Page:

Verify the **24-Hour Notice** status is applied and the **24-Hour Notice Submitted to County on [date]** is displayed on the decedent page.



If you have any questions please contact the OVERS Help Desk at 971-673-0279.

No other action is needed by the funeral home to notify the County of death. If you are interested in learning more about the county process for 24-Hour Notices, check the quick reference guide for counties on the OHA website.