

Amending an Electronic Death Record That Was Certified in OVERS

It may sometimes be necessary to make corrections to a death certificate after it has been registered at the State and assigned a State File Number (SFN).

Locate the record in OVERS that needs to be amended. After a record is registered, different options will appear under **Other Links**. To request an amendment to a record, select **Amendments** from the **Other Links** section of the **Death Registration Menu**.

The **Amendment Page** will appear. Choose the **Type** of amendment from the dropdown list. Your only option is **Medical**. Then click **Save**.



Amendment Page

Death Registration Menu
Personal Information
Decedent
Resident Address
Medical Certification
Pronouncement
Place of Death
Cause of Death
Other Factors
Injury
Certifier
Registrar
Amendment List
Other Links
Amendments
Comments
Print Forms

The page will refresh automatically and a new dropdown list appears for **Page to Amend**. Select the page from the dropdown that contains the information you need to change.

OCT-21-2024 Medical ✓ Amendment Date Type Amendment Year 2024 666752 Number Order Number Description Amendment Keyed (Requires Affirmation) Status Page to Amend Death - Certifier Death - Other Factors Death - Place of Death Cancel Amendment Save Clear Return Death - Injury Death - Pronouncement Death - Cause of Death Amendment Page OCT-21-2024 Amendment Date Type 2024 Amendment Number 666752 Order Number Description Amendment Status Keyed (Requires Affirmation)

The screen will refresh and show the Page to Amend at the bottom of the Amendment Page. Scroll down to the field where the changes need to be made, enter the updates to the record and then click **Save.**

Page to Amend Death - Cause of Death • Cause of Death NCHS Recommendations for Entry of Cause of Death Enter the chain of events- diseases, injuries, or complications- that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO NOT ENTER OLD AGE. Enter only one cause on a line. Add additional lines if necessary. Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST Immediate Cause (Final disease or condition resulting in death) PART | Pulmonary Embolism 30 Minutes Line a Deep Vein Thrombosis of the right thigh Update the field on the page of 2 Days Line b the record you are changing.

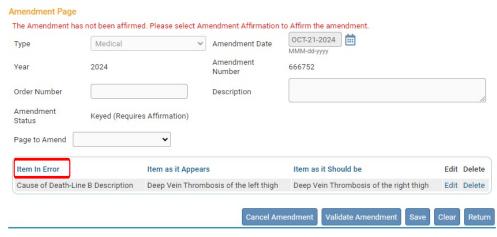
The page will refresh and show the information that has changed in the Item in Error section. In this example, the Cause of Death Line B Description was changed. A message in red will appear at the top of the Amendment Page alerting that the amendment must be affirmed.

Amendment Page The Amendment by Year

Order Number Amendment Status

Page to Amend

For amendments involving multiple pages select the additional pages to amend from the drop-down. If all the changes are complete and correct, click **Save**.



Complete the Amendment

Click **Amendment Affirmation** in the **Amendments Menu**. The menu will appear in the left-hand menu above the Death Registration Menu after an amendment has been entered.

Amendments Menu

Amendment

Amendment Affirmation

You will be taken to the **Affirmations** page. Read the affirmation and click the check box to affirm the statement. Click **Affirm** to complete the amendment.





Affirm an Amendment Previously Entered in OVERS

Amendments are sometimes entered on a death record without being affirmed. All amendments must be affirmed to be valid.



To locate an entered amendment that needs to be affirmed, search for and open the decedent's record in OVERS. Click on **Amendment List** from the from the left-hand Death Registration Menu. The Amendment Status will show as "Keyed (Requires Affirmation)". Click on the **Amendment Id** to open the amendment and review the data that has been entered.

If any changes are made, click **Save** and then **Validate Amendment**. You will receive the message that the Amendment had not been affirmed. Click on the Amendment Affirmation link from the left-hand menu.



You will be taken to the **Affirmations** page. To Affirm the amendment, see **Complete the Amendment** above.