

OVERS Quick Start Guide for Medical Examiners (revised 01/2026)

1. Getting Started

- Login at: <http://bit.ly/overslogon>.
- To pick up a case referred by a funeral director, click **Current Activities** found under the **Main** tab and then click on the **Medical Certification Requested** link. Click on the **Decedents Name** to open the record.
- Or, search for a case by clicking **Life Events > Death > Locate Case**, enter the decedent name and click Search.

2. Entering Death Certificate Data

- Complete each page under the **Medical Certification Heading**. If you are entering personal information for the decedent then the pages in the **Personal Information** section must be completed as well.
- Click on **Pronouncement** to begin the **Medical Certification** section.



Site Navigation: Use the buttons at the bottom of the page.

Saves data on the current page and moves to the next page in the record. 'Next' is the preferred action to navigate through the record

Only saves data on the current page without going to the next page



Checks for errors on all pages

Deletes data entered on the current page since the last save

Exits the case and takes you to the search page

Regarding Cause of Death:

You may sometimes be confused about errors that appear for cause of death. Most errors are related to using terminology to report the cause of death that does not comply with national standards for reporting. For more information about reporting cause of death, visit: <https://bit.ly/orvrMEDCERT>.

3. Validating Death Certificate Data

After you enter the information on the last page, click **Validate Page**. This will check for errors on all medical pages. A symbol will appear to the left of each page, which tells you what to do next.
After you make the necessary corrections, click **Validate Page** again.

- [Green check mark] There are no errors on the page. You may certify the report. (See step 4 below.)
- [Yellow circle] Click on the page with the yellow circle next to it. *Carefully read the error message.* You may: 1) edit and save the information, then click **Validate Page** again, or 2) confirm your entry is accurate by clicking the **Override** box, then click **Save Overrides**. *It will remain a yellow circle even after you override the message. This is acceptable.*
- [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 Death Certificate

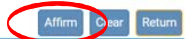
- After all corrections and overrides are complete, the **Certify** link will appear below the **Certifier** link. Click on **Certify**.
- Read the three affirmation statements. Click the check boxes to affirm the three statements.
- Click **Affirm**
- The report is complete.



Affirmations

Affirm the following:

- I certify that on the basis of examination and/or investigation that death occurred due to the causes and manner as stated herein.
- I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate.
- I certify that death occurred at the time, date and place indicated.



Making Corrections or Amendments

Before the report is registered:

- Click on **Certify**, then click the **Uncertify** button. Make the necessary changes, then click **Validate Page**. Follow Step 4 above to **Certify** the report again.

After the record is registered:

- Under **Other Links**, you will see a link for **Amendments**. (If you do not see this link, the record is not yet registered.) Choose the type of amendment (Medical) and click **Save**, then select the page you want to amend. Make the changes and choose **Save**.
- In the **Amendments Menu**, click on **Amendment Affirmation**.
- Read and click the check box to certify the changes.
- Click **Affirm**.
- The amendment must be approved by the vital records office before the new information will appear on the death certificate.



Other Links

- Select Print Forms and print a Working Copy for the patient's file. By clicking the Working Copy link, it will open the death certificate in a PDF document, which will then allow you to print the record in its entirety.
- Select Refer to Medical Examiner if applicable.
- Select Transfer Case to send to another medical certifier who is enrolled in the system.

Checking the status of a record

Look at the top of the record where the decedents name is shown:

7322469 :Adam Test SEP-01-2020

/Personal Valid/Medical Valid With Exceptions/Not Registered/Signed/Certified/NA/Birth Death Linkage Required Over 1 Year/Registration Approval Required/24-Hour Notice

- Personal Valid means all Personal Information screens are okay.
- Medical Valid means all Medical Certification screens are okay.
- With Exceptions means an override has been accepted.
- Signed means a funeral director has signed electronically.
- Certified means a medical certifier has signed electronically.
- Registered means the record is registered, and certified copies can be made.
- When a record is Signed and Certified, but Not Registered, State review is required.