1. Getting Started
a. Login at: https://or-vitalevents.hr.state.or.us/overs
b. 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.
c. Or, search for a case by clicking Life Events > Death > Locate Case, enter the decedent name and click Search.
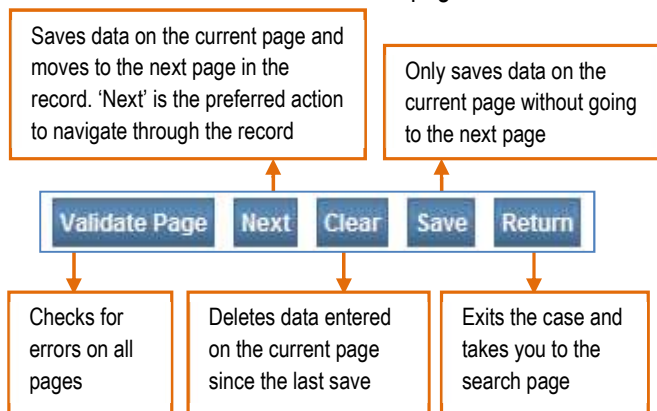
2. Entering Death Certificate Data
a. Complete each page under the **Medical Certification Heading**. If you are entering personal information for the decedent then the pages in the Personal Information section must be completed as well.
b. Click on **Pronouncement** to begin the Medical Certification 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: http://bit.ly/ordeathreg.

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

Making Corrections or Amendments

Before the report is registered:
a. 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:
a. 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**.
b. In the **Amendments Menu**, click on **Amendment Affirmation**.

c. Read and click the check box to certify the changes.
d. Click **Affirm**.
e. The amendment must be approved by the vital records office before the new information will appear on the death certificate.

Questions? Contact the OVERS Help Desk Technical Support at 971-673-0279, Monday through Friday 8:00 am – 5:00 pm.

Oregon Health Authority

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.
> • Choose Drop to Paper Medical only if you started the case and the funeral director is not using OVERS.
> • 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.

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