The Oregon Birth Certificate

*Birth Information Specialist Training*

*2018*

Public Health Division
Center for Public Health Practice
Center for Health Statistics
July 10 & 12, 2018
Presenters

Lindsey Zapata, OVERS Training Coordinator
Judy Shioshi, Vital Records Field Liaison
Today’s Agenda

Policies & procedures for Birth Information Specialists

- Birth
- Paternity
- Fetal Death

An introduction to the worksheets

A live demonstration of OVERS entry

Next Steps
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:**
Cannot establish an identity for this child. No benefits, tax credits, health care… no identity.

**National health:**
The information from the records you enter is critical to identifying and quantifying health related issues and measuring indicators of the nation’s health. Policy development, funding and research depend on this important information – that you are entering!
Policies and Procedures for Birth Records
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.
In 2017, 44,159 births occurred in Oregon.

99%
Birth Records

• When Birth Information Specialists (BIS) or midwives certify birth records in OVERS, birth records will automatically register - if there is no override or error on the record.
Worksheets
Parent and Facility Worksheets

- Parent Worksheet: Completed by the parent

- Facility Worksheet: Completed by the facility staff (BIS, Labor/Delivery Nurse)

- Consult with your manager about your facility’s procedure for completing the worksheets.

IMPORTANT: This is a legal document, once filed it is part of the permanent birth record.
### Parent Worksheet

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

**Birth Record**

**PARENT WORKSHEET**

<table>
<thead>
<tr>
<th>Baby’s information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents’ address and demographics</td>
</tr>
<tr>
<td>Legal relationship of parents</td>
</tr>
<tr>
<td>Mother’s health</td>
</tr>
<tr>
<td>Prenatal</td>
</tr>
<tr>
<td>Social Security Number authorization</td>
</tr>
</tbody>
</table>

**Birth Mother:**

- **Legal Name:**
- **Social Security Number:**
- **Birthplace:**
- **Country:**

**Birth Mother’s Address:**

- **Residence Inside City Limits:**
- **Primary Telephone Number:**
- **Secondary Telephone Number:**

**Birth Mother’s Attributes:**

- **Education:**
- **Hispanic Origin:**
- **Race:**
- **Birth Mother’s Health:**

**Hospital Staff**

**IMPORTANT:**

The parent must read the cover sheet.
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 correlates with OVERS

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Center for Health Statistics
Paternity
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]
Responsibilities of the Birth Information Specialist:

- Provide the correct and most recent form -- use the 2016 form only
- Ensure parents have heard the Rights and Responsibilities before completing form
- Check the form for accuracy and completeness before submitting to the state
- Submitting the form to the state use prepaid envelopes
- The form should be submitted as soon as possible – do not hold to mail in batches
- To avoid amendment fees, the form must be mailed by the facility and postmarked within 14 days of the child’s date of birth

IMPORTANT: This is a legal document, once filed it is part of the permanent birth record
Mother is unwed
(and has not been married for 300 days prior to birth) --

Complete the
AOP 45-31: Hospital or Birthing Center form

Use AOP 45-31
- Completed by parents while mother is still a patient at the facility
- Must be signed and dated by parents WITHIN 5 days after the date of birth
- Must be signed and dated IN FRONT of birth facility staff witness

...OR provide parents with the AOP 45-21:

Use AOP Affidavit 45-21
- Provide this form if AOP is not completed within 5 days of date of birth or after mother leaves the facility
- Must be signed before a notary
Fetal Death
For more information specific to Fetal Death Visit our web page.
The Oregon Vital Events Registration System
The Basics

Birth Registration Menu

Parent Information
- Child
- Mother
- Mother Address
- Mother Attributes
- Mother Health
- Marital Status
- Father
- Father Attributes
- Informant

Facility Information
- Place of Birth
- Prenatal
- Pregnancy Factors
- Labor
- Delivery
- Newborn
- Newborn Factors
- Attendant/Certifier

Certify

Other Registries
- Hearing Screening
- Immunization

Other Links
- Print Forms
- Comments
- Validate Registration

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Using the Birth Record Parent Worksheet to create a record in OVERS
Pay close attention to names, sex designation and dates!
Don’t forget to add the mother’s name prior to first marriage.
Remember: “Marital status” applies to the time at birth.
Pay close attention to names, sex designation and dates!
Birth Record **Facility** Worksheet and OVERS

- Consult with your facility about correct ways to gather information for the worksheet.
- Use the Guidebook to locate detailed definitions.
Use the guide book for help with definitions.
Use the guide book for help with definitions.
Below items should be reported as soon as information is available. These items are not required to certify the birth and can be added after the birth report is certified.

HEARING SCREENING

<table>
<thead>
<tr>
<th>Was hearing test performed?</th>
<th>Not Screened – Medical Reason</th>
<th>Test date: / / YYYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inpatient</td>
<td></td>
<td>MM DD YYYY</td>
</tr>
<tr>
<td>Outpatient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deceased</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Missed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refused</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refused – Religion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Test Results

<table>
<thead>
<tr>
<th>Left Ear</th>
<th>Pass</th>
<th>Refer</th>
<th>Equip. failure</th>
<th>Physical condition</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Equipment type used: A-ABR, OAE
Pay attention to...

- Names
- Sex Designations
- Dates
- Hyphens
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.
Resources
References

• Quick Reference Guide and User Guides

• Instructions and Worksheets

• Birth Page
Next Steps
Take the new eLearning training found on our website.

“Applying Best Practices for Reporting Medical and Health Information on Birth Certificates”
created by the National Center for Health Statistics (NCHS).
Login to CDC Train and complete your profile.

**CDC Birth Training Page**

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### Course Accreditation Statements and Instructions

To complete the online evaluation and posttest:

- Go to the page on CDC TRAIN.
- Once you have read the course details page and are ready to register for the course, select the Log In button and follow the steps below to complete the course.
  - Create an account:
    - Click on the course catalog and type “applying best practices” into the search box near the top.
    - Click on the course name then click on the green “Register” tab on the course page, then click OK to confirm registration in the pop-up.
    - You may get a message that says you need to complete your profile. If so, click “Go to profile.”
    - Fill in required fields, save, then click “Close.”
    - Once back at the course page, click again on “Register” then click “OK.”
    - Choose the credits you want; if you are not seeking continuing education credits, choose “none.” Then click the “Ok” button.
    - Click “Launch” to go directly to the course page; if you have already taken the course and want to get to the assessment, click “Mark Completed” and then “Ok” in the pop-up.
  - Click Assessment:
    - Answer the 8 questions and then click “Close.”
  - Click Take Evaluation:
    - Answer questions and then click “Close.”
  - On course page, click “Print Certificate” and either open or save the pdf certificate.
  - See also detailed directions on creating the account and accessing the course and post-course activities (PDF, 787 KB).

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Review the guide found on the CDC website.

How to register in OVERS:

Send the following completed documentation to Megan Welter
MEGAN.L.WELTER@dhsoha.state.or.us

1.) OVERS enrollment form
2.) CDC training certificate
3.) confirmation of attendance at this webinar (Sent by Lindsey)
Upcoming Opportunity!

Birth Information Specialist Workgroup Reconvening

• Meets quarterly for process improvement and system development.

• Contact Lindsey at lindsey.m.Zapata@state.or.us for more info.
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