Birth Information Specialist and Midwife Training 2020



Training requirement

- □ This training is required to file Oregon birth records and to use OVERS.
- ☐ If you are currently filing Oregon birth records and using OVERS, this training must be completed by June 30, 2020.
- ☐ If you are a new BIS or Midwife needing to file Oregon birth records and use OVERS, this training must be completed before you will get a login and password to OVERS.
- ☐ Certificates of completion must be provided.



Agenda

- ☐ Laws, Policies & Procedures
- An introduction to the worksheets
- ☐ A link to a demonstration of OVERS entry
- ☐ Birth Information Specialist training from NCHS
- Contacts and resources



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:

It allows the parents to establish the child's identity, claim a range of benefits like tax credits and health care.

For public health partners:

It helps identify trends and indicators of health, which can assist in policy development, funding, and research.



Laws, policies and procedures





Highlights of the laws and policies

- □ All births that occur in Oregon must be filed with the state.
- ☐ Each birth must be submitted to the state within 5 calendar days after the live birth.
- ☐ The hospital or licensed birthing facility where the birth occurred is responsible for filing the birth record with the state.
- □ Birth that occur in a hospital or licensed birthing facility must be filed electronically using OVERS.





Highlights of the laws and policies

- ☐ The hospital or licensed birthing facility must make voluntary acknowledgment of paternity forms available to unmarried parents.
- ☐ Once filed and registered with the state, the birth record becomes the permanent record of the birth.
- □ Any changes to the birth record after it is registered must be done through an official amendment process and the change becomes permanent.



Oregon Revised Statutes

Chapter 432 (2017 Edition)

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.



Oregon Revised Statutes

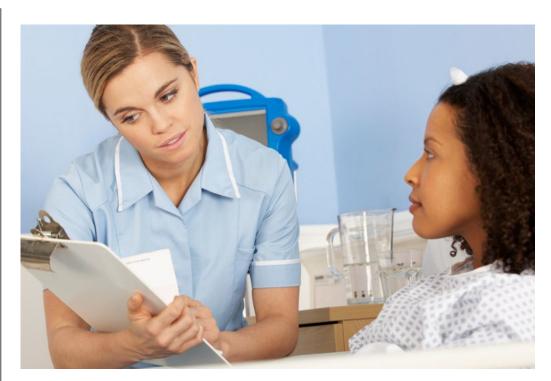
Chapter 432 (2017 Edition)

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]



In 2019, 42,288 births occurred in Oregon

PUBLIC HEALTH DIVISION Center for Health Statistics



99%

of birth records are electronically registered at medical facilities and birthing centers.

How are birth records completed?

- Birth Information Specialists or Midwives gather information from parents and medical record.
- 2. Information is entered into OVERS.
- 3. The birth records will automatically register and become the official birth record once it is certified by the Birth Information Specialist or Midwife.

All within 5 days





Worksheets

- ☐ There are two worksheets used to collect the information for completing the birth record.
 - 1. Parent worksheet
 - 2. Facility worksheet
- □ The worksheets are standardized so that all information is collected the same way for all births in Oregon and in the US.
- ☐ The worksheets provided or approved by the Center for Health Statistics must be used to collect the information.
- ☐ Completed worksheets should be filed in a separate file and not part of the medical record. They need to be kept for two years and then shredded.



Parent worksheet

Completed by the parent(s).

This is where the parents name the baby and provide information for their baby's legal birth certificate.

Please remind parents to:

- Read the cover sheet carefully.
- Write clearly and review the information.
- Provide precise and correct information.
- Sign the worksheet.



Health Statistics		_		ecord	ΕΤ		Pleas	e print neatly
CHILD								(Page 1 of 2
Legal Name as you want it	to appear on	the birth certi	ficate					
First	Mids	de	Ott	ner Middle	Lest			Suffix
Date of Birth	Sex			Do you w	ant to request	a social se	curity numb	er for the
1 1	Female Undeterm	☐ Ma	ale	child? (con	piete attached authoriza	don to establish o	ecial security num	ber at birth)
MM DD YYYY				Yes	No			
BIRTH MOTHER (THE PE	RSON WHO	HAD THE BA	ABY)					
Your Current Legal Name								1
First		Midde			Lest			Suffix
Your Legal Name prior to f	irst marriage/	Your Legal Na Middle	ame at Bi	nth ∐C	heck if same as	s Current I	egal Name	Suffix
Date of Birth	Social Secur	ity Number	Check	if none	Birthplace	State	COUNT	BY
I I	Occidi Occidi	ny reamber	_ oncon	ii iioiic	Birtipidoc		COUNT	
MM DD YYYY								
BIRTH MOTHER'S ADDR								
Mother's Residence Addre	55 N	lo. & Street	Apt/Unit/Sp	ice	City Cour	ty	State	ZIP
Mother's Mailing Address (if different\							ZIP
Same as residence	ii dillerent) N	o. & Street of PO Box	Aptunisp	ace	City Cour	ty	State	ZIP
						-		
Residence Inside City Limi	its? Yes	No	Primary 1	elephone	Number	Secon	dary Teleph	none Numbe
BIRTH MOTHER'S ATTR	BUTES							
Education: What is the hi	ghest level of	education yo	u have co	mpleted?				
8th grade or less		☐ Some co				Master's		
9th – 12th grade; no di		Associat				Doctorate	or Profess	ional degree
High school diploma of								
Hispanic Origin: Are you								
No, not Hispanic	Yes	, Puerto Ricar	n		other Hispanic	Origin (spe	ecity):	
Yes, Mexican Race: What is your race?		, Cuban		Unkn				
	(Check all tha			eave blank				
☐ White ☐ Black or African America	_	☐ Japanese ☐ Korean	e				or Chamorro	•
American Indian or Alask	n ra Nativa	☐ Vietname	oca.		H	Samoan Other Pacifi	ic Islander	
(specify tribe(s))		Other As				cify)	o isidirioci	
Asian Indian		(specify)				Other (spec	ifu)	
Chinese		■ Native H	awaiian			Unknown	y)	
Filipino	T11							
BIRTH MOTHER'S HEAL								
Did you get WIC food for y					Cigarettes Sr			heck if none
Height	Weigh		Weig		3 months before	pregnancy	#C	Igarettes
	(Pre-pregn	nancy)	(At deli	very)	1# 3 months of	pregnancy	#0	Igarettes
A :-		lb-c		lb-e	2 nd 3 months of			Igarettes
<u>ft. in.</u>		lbs.		lbs.	3rd 3 months of			Igarettes
					-			_
Did you drink alcohol durin	g this pregna	ncy? 🗌 Yes	□ No	If yes, ave	rage number o	of drinks pe	er week?	
Did you go into labor plann ☐ Yes ☐ No	ing to deliver	at home or at	a freesta	inding birth	ing center (exc	dudes hos	pital birthing	g center)?
If yes, the planned primary	attendant	ПТ	raditional	Midwife		ПС	ertified Nurs	se Midwife
type at onset to labor was:				ic Doctor irect Entry	Midwife	M	edical Doct	or
							OUA	9704 (03/18
			Hospita	I Staff			OHA	8/04 (03/18

Parent Worksheet

- Baby's information
- Parents' address and demographics
- Legal relationship of parents
- Mother's health
- Prenatal information
- Social SecurityNumber authorization



Facility worksheet

- Completed by the BIS or designee. The process for gathering the information may vary among hospitals or birthing facilities.
- Usually from medical record or provided by labor and delivery nurses at time of birth.
- You must use the facility worksheet provided or approved by the Center for Health Statistics.
- Parents do not see this worksheet.
- Completed worksheets should be filed in a separate file and not part of the medical record. They need to be kept for two years and then shredded.



Facility Worksheets

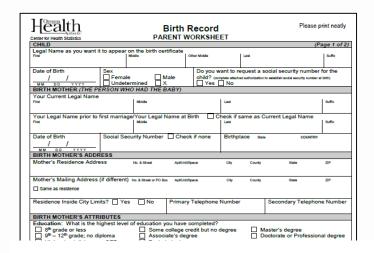
- Medical and health information for the mother
- Prenatal information
- Pregnancy factors
- Labor and delivery information
- Newborn factors
- Hearing screening
- Immunization

IMPORTANT:
The worksheet is designed to flow
with OVERS data entry

Health	1		Bi	rth	Recor	rd			Please p	rint neatly
Center for Health Statis	ity- stics		FACIL	ITY V	VORKS	HEET				
CHILD Name	First			Middle			La		(Pa	ige 1 of 2)
Name	rea.			Mode						ounx
Da	te of Birth			Time	of Birth			9	ex	
/	/		□ AM □ PM				☐ Fem		Male	
MM	DD	YYYY	☐ Miltary				Und	etermined] X	
Did Mother get V		or herself durin	a preamancy	<u> </u>	es 🗆 No	Unknown	Cigarette	Smoking	Check	fnone
							_	_	Number per d	av.
Height		Wei			Weigh (At delive			fore pregnancy s of pregnancy		Cigarettes Cigarettes
_	in	(Fie-pieg			(At delive		2 nd 3 months of pregnancy # C			Cigarettes
			lbs			lbs			#	Cigarettes
Alcohol use durir PLACE OF BIRT		gnancy? Ye	s No	If yes	, average	number of	drinks per	week?		
At this facility		ome delivery	Was hom	e deliv	erv nlann	ed? 🗆 Ve	s 🗆 No 🏻	Unknowr	,	
Other location	_		7100 110111	o dolly	ory piailii	II	- LINO 1	_ OHKHOWI		
Specify address		facility:								
PRENATAL			io. & Street	Apt/U	nt/Space	City	Co	unty	State	ZIP
					Principa	Method o	f Payment			
Mother's Medica		(optional):		_		aid/Oregon H e insurance	ealth Plan	Champus.	Tricare	
Mother's Medica				_	☐ Privat	e insurance av		Other gov	emment	
Date of Last Mer	ises (date	of last period)	MM DD	mr	Indian	ay Health Servi	ces	Unknown		
Prenatal Care	Chec	k if none				s Live Birth		Date of last	r - 120	,
Date of 1st visit		Total # of	visits	_	# now livir	ig #1	low dead	Date or last	live birth	M YYYY
Other Pregnancy	Outcome	s (Spontaneous,	nduced termina	itions or	ectopic pre	gnancy)		Mother tes	sted for HI	/?
Combined # of other	outcomes_		Date of last of	her outo	ome	<u>mm</u>		☐ Yes ☐	No 🗌 Unkn	own
PREGNANCY F.	ACTORS							'		
Risk Factors	tional		Hypertension – Previous Preten			lated Miles	☐ Pregnar	ncy Resulted F d Reproductive	rom Infertility	Treatment -
Diabetes - Gesta			Gestation)				Mother	Had A Previou	s Cesarean [Delivery
☐ Hypertension – P ☐ Hypertension – G	re-pregnand iestational	y (Chronic)	Pregnancy Resi Fertility-enhanci	ulted Fro ing drug	om Infertility s	Treatment -	How Ma ☐ None O	any? f The Above	-	
Mother tested for	: Infecti	ons Present ar	d/or Treated	1			tric Proced	ures		
Syphilis Group B Strep	☐ Gon	norrhea	epatitis B epatitis C	Ch	lamydia	Externa ove Suc	al cephalic ver	sion:		
	Ц Зур	rills L n	epaulus C		ne oi trie at	love Suc	cessiui	□ raileu		
LABOR Characteristics o	f Lahor an	nd Delivery								
☐ Induction of labor		•	☐ Antibiotic	s during	labor		☐ Epidura	l or spinal ane	sthesia durin	glabor
Augmentation of Steroids for fetal	labor lung matural	tion prior to deliver	Clinical o	chorioan matema	nnionitis dia al temp. > =	gnosed during	Unknov	vn f the above		
DELIVERY	iung matere	don prior to deliver	j idbor or	THE CONTRACTOR	a temp.	000	_ Holic 0	uic above		
Method of Delive Fetal Presentation at		Contralio C Rea	ash 🗆 Other							
Final Route and Met	od of Delive	ry: 🔲 Vaginal/Sp	ontaneous	Vagina	l/Forceps	☐ Vaginal/V	acuum 🗆 Ce	sarean 🗆 U	nknown	
If Cesarean, was a T		Attempted? Yeall that apply)	s 🗌 No							
	on.		Unplanned hys	terecton	ny		☐ None o	f the above		
	ree perinea	al laceration	Admission to in	tensive	care unit		Unknow	vn at this time		
	nie fanility e	prior to delivery?	Ver 🗆 No	16	yes, name o	of families				
		after delivery?			yes, name o yes, name o					
\mathbf{OW}	and monthly	and delivery:		- "	, - 3, manie C					
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					ital Staff				evised: Ma	
	agency o	ther than the Ce	nter for Healt	h Statis	tics should	be provide	d with a copy	of this comp	leted works	heet.



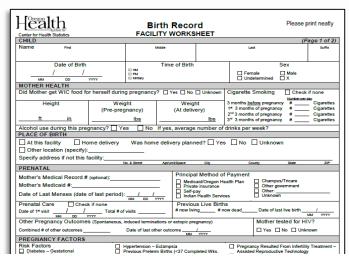
Recap: Parent and Facility Worksheets



1) Parent Worksheet:

Completed by the parent(s)

Did you drink alcohol during this pregnance Did you go into labor planning to deliver at ☐ Yes ☐ No		
If yes, the planned primary attendant type at onset to labor was:	☐ Traditional Midwife ☐ Naturopathic Doctor ☐ Licensed Direct Entry Midwife	Certified Nurse Midwife Medical Doctor
No individual or agency other than the Ce	Hospital Staff enter for Health Statistics should be provided to	OHA 9704 (03/18) with a copy of this completed worksheet.

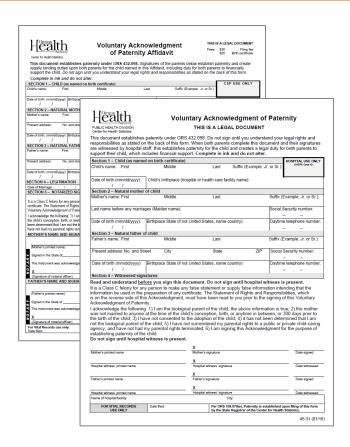


2) Facility Worksheet:

Completed by the facility staff (BIS, Labor/Delivery Nurse)

ı	☐ I hind or tourth degree penneal laceration ☐ Admission to intensive care unit ☐ Ruptured uterus	П
L	Mother transferred to this facility prior to delivery? ☐ Yes ☐ No	П
L	Infant transferred from this facility after delivery? Yes No If yes, name of facility	Ш
l	Hospital Staff Last revised: March 2018	
l	No individual or agency other than the Center for Health Statistics should be provided with a copy of this completed worksheet.	





Did you know there are two Acknowledgement of Paternity (AOP) forms?

Choose the right form: Hospital **45-31** or

notarized affidavit 45-21?



Use AOP 45-31: Hospital or Birthing Center



Use AOP 45-31

- While the mother is still a patient at the facility
- It must be signed and dated WITHIN 5 days after the date of birth
- Must be signed and dated IN FRONT of birth facility witness



...OR

- Send parents home with the Affidavit 45-21 if the parents leave without signing the hospital form
- It must be signed before a notary





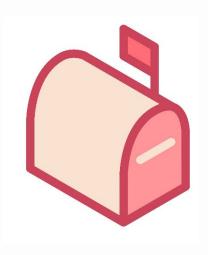


Responsibilities of the Birth Information Specialist or Midwives within a Facility:

- ✓ Provide the Voluntary Acknowledgment of Paternity (45-31) form.
- ✓ Ensure parents have heard the Rights and Responsibilities before completing form.
- ✓ Check the form for accuracy and completeness before submitting to the state.
- ✓ Make sure parents have signed and dated the form.
- ✓ Make sure the form is witnessed and dated by hospital staff.
- ✓ Make sure the dates the parents sign match the witness dates.



Submitting the AOP form to the state



- The form should be submitted as soon as possible – do not hold to mail in batches
- Order and use white prepaid envelopes
- The form must be mailed by the facility and postmarked within 14 days of the child's date of birth



Want more information on paternity establishment?

FAQ: Establishing Paternity

Paternity Forms and Instructions



Highlights of the laws and policies related to fetal deaths

- ☐ All fetal deaths that occur in Oregon must be filed with the state.
- Each fetal death of 350 grams or more or if the weight is unknown, of 20 completed weeks gestation or more, must be submitted to the state within 5 calendar days after delivery.
- ☐ The hospital or licensed birthing facility where the fetal death occurred is responsible for filing the record with the state.
- ☐ Fetal deaths that occur in a hospital or licensed birthing facility must be filed electronically using OVERS.
- Information is gathered using the fetal death report worksheets.



Responsibilities of Birth Information Specialist: Fetal Deaths

- 432.143 Mandatory submission and registration of reports of fetal death; persons required to report; rules. (1)(a) A report of each fetal death of 350 grams or more or, if the weight is unknown, of 20 completed weeks gestation or more, calculated from the date the last normal menstrual period began to the date of the delivery, that occurs in this state shall be submitted within five calendar days after the delivery to the Center for Health Statistics ...
- (2) When fetal death occurs in an institution or on route to an institution, the person in charge of the institution or an authorized designee shall obtain all data required by the state registrar, prepare the report of fetal death, certify by electronic signature that the information reported is accurate and complete and submit the report as described in subsection (1) of this section.



Responsibilities of Birth Information Specialists: Reporting Fetal Deaths

What is a fetal death?

ORS 432.005 (14) "Fetal death" means death prior to the complete expulsion or extraction from its mother of a product of human conception, irrespective of the duration of pregnancy, that is not an induced termination of pregnancy. The death is indicated by the fact that after such expulsion or extraction the fetus does not breathe or show any other evidence of life such as beating of the heart, pulsation of the umbilical cord or definite movement of the voluntary muscles.



For more information specific to Fetal Death

Visit our Fetal Death website.

1 [Oregon 1+1]	Please print neatly				
	EATH REPORT				
Authority FACILITY Center for Health Statistics	YWORKSHEET				
	n to report a Fetal Death				
	rth, regardless of duration. A fetal death is indicated by the fact that				
	nce of life. If after delivery the fetus showed <u>any</u> evidence of life, you are fetal disposition permit can only be used for a fetal death. A planned				
induced termination of pregnancy is NOT a fetal death.	,,,				
FETUS	Date of Delivery Time of Delivery Sex				
Fetus Name First Middle Leet	Suffix / / AM D IT Male				
	MM DD YYYY Milary C Undetermined				
METHOD OF DISPOSITION (Select one)	——/ = U Uncetermined				
Facility releasing fetus for Final Disposition; hospital must provide	e a disposition permit to any party transporting remains:				
☐ Hospital released fetus to parents ☐ Hospital released fetu					
MOTHER'S HEALTH	PRENATAL				
Did she get WIC food for herself during pregnancy? ☐ Yes ☐ No	Date of Last Menses / /				
Height Cigarettes Smoked Per Day	MM DD YYYY				
3 months before pregnancy #Cigarettes	Previous Live Births Date of last live birth / (Does not include this fetus)				
Weight 14 3 months of pregnancy # Cigarettes (Pregnancy) 24 3 months of pregnancy # Cigarettes	# now living # now deceased				
bs 3 rd 3 months of pregnancy #Cigarettes	No Prenatal Care OR Date of 1st visit / /				
PREGNANCY FACTORS					
Risk Factors					
	revious Preterm Births (<37 Completed Weeks Gestation) fertility Treatment-Fertility-enhancing drugs				
☐ Hypertension-Pre-pregnancy (Chronic) ☐ Inf	ertility Treatment-Pertility-ermanding drugs ertility Treatment-Assisted Reproductive Technology				
	other Had A Previous Cesarean Delivery: How Many?				
Hypertension-Eclampsia No DELIVERY	one Of The Above				
Method of Delivery	If Cesarean, was a Maternal Morbidity (check all that apply)				
Fetal Presentation at Delivery Cephalic Breech Cth	er Trial of Labor Ruptured uterus				
Final Route and Method of Delivery ☐ Vaginal/Spontaneous ☐ Vaginal/Forceps ☐ Vaginal/Vacuum ☐ Cesarean	Attempted? Admission to intensive care unit Yes No None of the above				
Mother Transferred for maternal or fetal indication prior to deliver					
FETAL ATTRIBUTES					
Weight of Fetus Obstetric Estimate of	Plurality Delivery Order				
□ lb/oz □ grams Gestation (weeks)	(Single, Twin, Triplet, etc.) (1st, 2nd, 3rd, 4th, etc.)				
CAUSES/CONDITIONS CONTRIBUTING TO FETAL DEA Initiating Cause/Conditioning (enter one condition or cause only)	Other Significant Cause/Condition (enter other conditions or causes)				
Maternal Conditions/Disease (specify)	Maternal Conditions/Disease (specify)				
Complications of placenta, cord or membranes:	Complications of placenta, cord or membranes:				
☐ Rupture of membranes ☐ Prolapsed cord	Rupture of membranes Prolapsed cord				
Abruptio placenta Chorioamnionitis Placental insufficiency Other	☐ Abruptio placenta ☐ Chorioamnionitis ☐ Placental insufficiency ☐ Other				
Other obstetrical or pregnancy complications(specify)	Other obstetrical or pregnancy complications(specify)				
	Core desical or pregnancy complicators (specify)				
Fetal Anomaly (specify)	Fetal Anomaly(specify)				
Fetal Injury(specify)	Fetal Injury(specify)				
Fetal Infection (specify)	Fetal Infection (specify)				
Other fetal conditions/disorders (specify)	Other fetal conditions/disorders (specify)				
Unknown	Unknown				
Estimated time of fetal death Dead at first assessment, no Died during labor, after first					
Autopsy performed Yes No Planned Histological F					
Autopsy or Histological Placental Examination used in Determinin					
Attendant at delivery First Middle	Last Tide				
Facility to obtain ID tag number from funeral home where remains re	eleased to: ID TAG NUMBER				
r acting to obtain to tag number from tuneral nome where remains re	ID IAG NUMDER				
	Last revised December 2018				

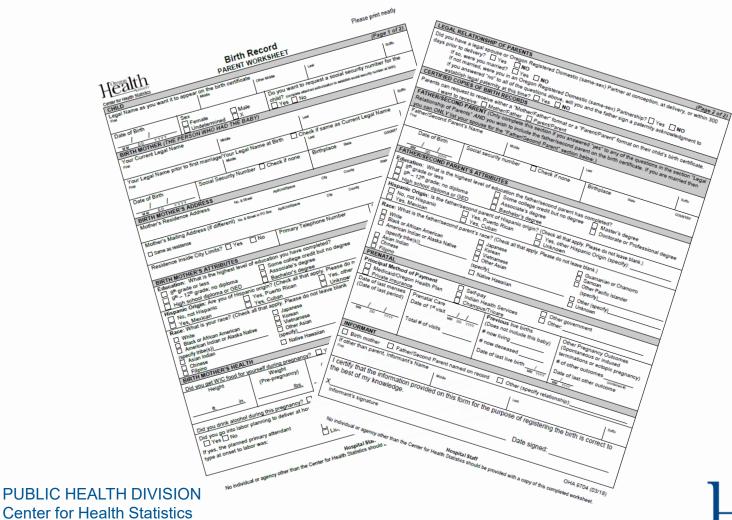


The Oregon Vital Events Registration System (OVERS)

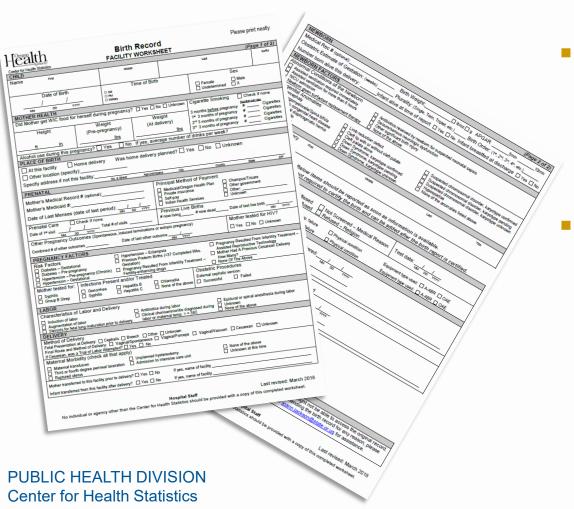
A brief introduction and live demonstration



Use the Birth Record <u>Parent</u> Worksheet to create a record in OVERS



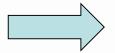
Birth Record <u>Facility</u> Worksheet and OVERS



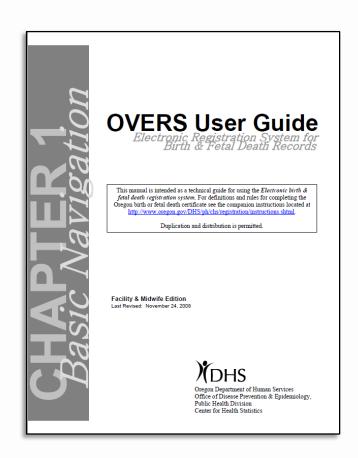
 Consult with your facility about correct ways to gather information for the worksheet.

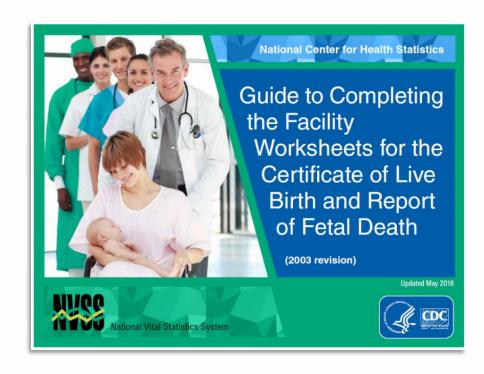
 Use the Guidebook to locate detailed definitions

Health Calth



Use the Guides for help with definitions.







Click here to watch and listen to the OVERS Demonstration Webinar



- ☐ Learn how to enter a case
- ☐ Sign in with biometric
- ☐ Look through the website for resources



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.



NEXT

Take the required eLearning training:

"Applying Best Practices for Reporting Medical and Health Information on Birth Certificates"

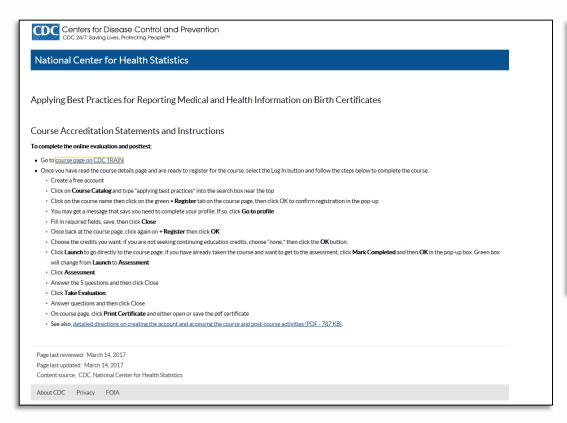
created by the National Center for Health Statistics (NCHS).



Create an account to receive a certificate at the end of the training



Login to CDC Train and complete your profile. You can find step-by-step instructions <u>here</u>.







NEW Birth Information Specialists

Send the following completed documentation to Kathy Ellis: Kathy.Ellis@state.or.us

- 1. OVERS Enrollment Form
- 2. OVERS Training Certificate
- 3. Fax the OVERS Enrollment Form, CDC and OVERS training certificates to 971-673-1202

Once Kathy receives the documentation, you will receive your OVERS log in and password information.

Medical Certifier Staff Medical Certifier: Medical Certifier* CERTIFICATE of COMPLETIONOregon Birth Information Specialist Training 2020

Health





Current OVERS users

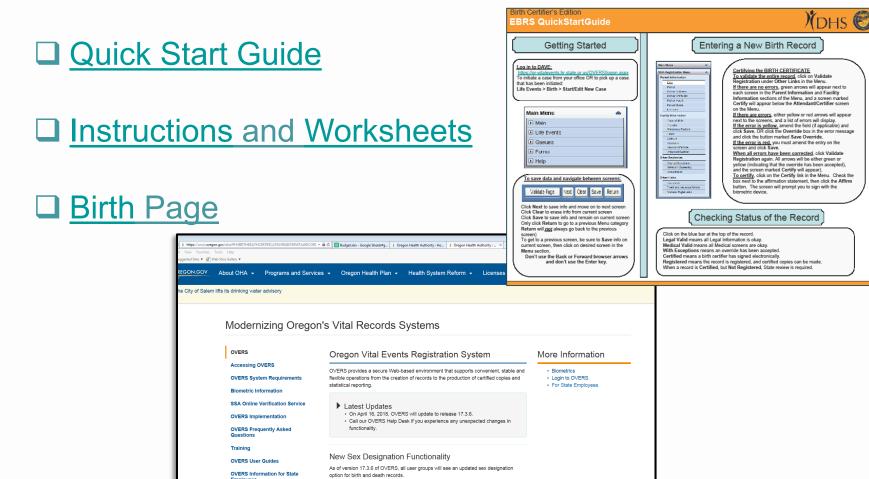
Send your OVERS Training
Certificate and CDC Certificate
to Kathy Ellis at
Kathy.Ellis@state.or.us
or by FAX 971-673-1202
by September 30, 2020.

Once Kathy receives the documentation, you will be authorized to continue to complete birth records and use OVERS after Sept. 30, 2020.





CHS Resources



Change: The OVERS system has new options for sex designation. The selections of

Female, Male, Undetermined, and Unknown are the same, but you will also see X. X, indicating nonbinary, has been added to include individuals who are not exclusively male

PUBLIC HEALTH DIVISION
Center for Health Statistics

Contact Us



Contacts

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Health DIVISION Center for Health Statistics

OVERS Enrollment Form - Instructions

This form is available on the Center for Health Statistics web site at:

http://public.health.oregon.gov/BirthDeathCertificates/RegisterVitalRecords/overs/Pages/NewUsers.aspx

Use this form to request an Oregon Vital Events Registration System (OVERS) account and gain permission to register death, birth, or fetal death records. A Center for Health Statistics (CHS) employee will notify you by email when your account is created.

If you are a <u>non-signer</u> (funeral home specialists, birth hearing screeners, data entry staff), fax the following:

- 1) OVERS registration application (fill out the top portion of this form completely).
- 2) Two pieces of identification (one piece of identification MUST include a photo).
- 3) A letter from your supervisor granting you permission to access the records associated with your facility.

If you are a <u>signer</u>* (birth certifiers, midwives, funeral directors, medical certifiers, medical examiners), fax the following:

- **1)** OVERS registration application (fill out the top portion of this form completely, including your professional license number, if applicable, and check the box next to your role for using OVERS).
- **2)** Birth information specialists and funeral directors only A letter from your supervisor granting you permission to access the records associated with your facility.

To certify a record, a biometric device or authenticator app is needed. For a biometric device, you will enroll your fingerprint template at the nearest County Vital Records office or your designated hospital facility OVERS administrator. To register your fingerprints, you must show this form, two pieces of identification and your license number, if applicable. Once your fingerprint template is created, you will be able to sign vital records from any computer as long as a biometric device is installed at your facility (provided to you free of charge by CHS). An authenticator app is another option for certifying records, however it is currently available to medical certifiers, medical examiners and funeral directors only. The authenticator app option does not require fingerprint enrollment.

*In order to sign/certify vital records in Oregon, you must have a position as birth certificate staff in a hospital or licensed birth facility or have a valid professional license legally authorized in Oregon. This includes funeral homes with a reciprocal agreement with WA and medical certifiers licensed in WA, CA, and ID.

List of Acceptable Identification: (Social Security Cards are not a valid form of identification.)

- 1. U.S. Passport
- Driver's License or ID Card issued by state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- ID Card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- Certified Copy of a Birth Certificate issued by State, County, Municipal authority or outlying possession of the United States bearing official seal
- 5. U.S. Military Card or Draft Record
- 6. Native American Tribal Document
- 7. U.S. Coast Guard Merchant Mariner Card
- 8. Military Dependent's ID Card
- 9. Medical or Hospital Identification Card

- Certificate of U.S. Citizenship (INS Form N-550 or N-561)
- Certificate of Naturalization (INS Form N-550 or N-570)
- 12. Permanent Resident Card or Alien Registration Card with Photograph (INS Form I-151 or I-551)
- 13. Temporary Resident Card (INS Form I-688)
- 14. Employment Authorization Card (INS Form I-688A)
- 15. Reentry Permit (INS Form I-327)
- 16. Refugee Travel Document (INS Form I-571)
- 17. Employment Authorization Document issued by the INS which contains a photograph (INS Form-688B)
- 18. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- 19. U.S. Citizen ID Card (INS Form I-197)
- 20. ID Card for use of Resident Citizen on the United States (INS Form I-179)
- 21. Employment Authorization Document issued by the INS (other than those listed)

Updated: 06/20



OVERS Enrollment Form

Fax completed form to: 971-673-1201

Name:(First) (M.I.) (Last)						
Professional Title: Professional Title: PA DO						
Professional License Number:						
Facility Name:						
Work Phone: Fax:						
Work Email:						
Private Individual Work Email (for password reset only):						
Facility Address:						
City:State:Zip Code:						
Facility Mailing address if different:						
City: Zip Code:						
I attest that the above information is true and correct to the best of my knowledge.						
Signature of Participant:Date:						
Check the box next to your User Type or OVERS Role below. (*Indicates signing authority)						
DEATH REGISTRATION						
Funeral Home User: Funeral Director* Funeral Home Staff Medical Certifier: Medical Certifier* Medical Certifier Staff Medical Examiner: Medical Examiner* Medical Examiner Staff Certification Preference: Authenticator App Biometric Device Both (The authenticator app option is available to Medical Certifiers, Medical Examiners, and Funeral Directors only)						
BIRTH REGISTRATION						
Birth User Type: ☐ Birth Information Specialist* ☐ Birth Clerk Assistant ☐ Hearing Screener						
COUNTY STAFF						
County User Type: County Registrar Deputy Registrar						
CHS OFFICE USE ONLY						
CHS Official: Date Account Created: Username:						
☐Info. complete ☐Setup in OVERS ☐Added to listserv ☐Sent email						
COUNTY, FACILITY ADMINISTRATOR OR CHS USE ONLY						
Two Types of Identification Shown: Photo IDand						
Date:						
(County Official/Facility Administrator: Read and sign) I have reviewed the identification documents of the above-named participant and they appear to be genuine. To the best of my knowledge, the participant named above is eligible to sign or certify vital records in Oregon.						
Signature of County/State Official/Facility Admin:Print Name:						
County Official/Facility Administrator - Fax this form to the State office after fingerprint enrollment is complete.						

Where To Enroll Your Fingerprints

В

Baker Co. Health Dept. 3330 Pocahontas Rd. Baker City, OR 97814 (541) 523-8211

Benton Co. Health Dept. Vital Records 530 NW 27th Street Corvallis, OR 97330 (541) 766-6835

<u>C</u>

Clackamas County Public Health Division 2051 Kaen Rd. #367 Oregon City, OR 97045 (503) 742-5300

Clatsop Co. Dept. of Public Health 820 Exchange St.,#100 Astoria, OR 97103 (503) 325-8500

Columbia County Vital Records 230 Strand St. St. Helens, OR 97051 (503) 397-3796

Coos Co. Health Dept. Vital Records 281 LaClair Street Coos Bay, OR 97420 (541) 266-6700

Crook Co. Health Dept. Vital Records 375 NW Beaver St., Ste. 100 Prineville, OR 97754 (541) 447-5165

Curry Co. Clerk's Office 29821 Ellenburg Ave Gold Beach, OR 97444 (541) 247-3330

D

Deschutes County Vital Records 2577 NE Courtney Dr. Bend, OR 97701 (541) 322-7411 D

Douglas County Clerk's Office 1036 SE Douglas Ave., Ste. 124 Roseburg, OR 97470 (541) 440-3513

<u>G</u>

Gilliam County Clerk's Office 221 S. Oregon Condon, OR 97823 (541) 384-2311

Grant Co. Health Dept. Vital Records 528 East Main St., Ste. E John Day, OR 97845 (541) 575-0429

Н

Harney Co. Health Dept. Vital Records 420 N. Fairview Burns, OR 97720 (541) 573-2271

Hood River Co. Health Dept. Vital Records 1109 June Street Hood River, OR 97031 (541) 386-1115

Jackson Co. HHS 140 S. Holly Street Medford, OR 97501 (541) 774-8000

Jefferson County Public Health 715 SW 4th St., Ste. C Madras, OR 97741 (541) 475-4456

Josephine County Public Health 715 NW Dimmick Street Grants Pass, OR 97526 (541) 474-5329

K

Klamath County
Public Health
3314 Vandenberg Road
Klamath Falls, OR 97603
(541) 882-8846

Lake County Public Health 100 North D St., Ste. 100 Lakeview, OR 97630 (541) 947-6045

Lane County
Public Health
Vital Records
151 W. 7th Ave., Rm 520
Eugene, OR 97401
(541) 682-4640

Lincoln County HHS 255 SW Coast Hwy Newport, OR 97365 (541) 265-0458

Linn Co. Dept. of Health 2730 Pacific Blvd. SE Ste. 200 Albany, OR 97321 (541) 967-3888

M

Malheur Co. Health Dept. 1108 SW 4th St. Ontario, OR 97914 (541) 889-7279

Marion County Vital Statistics 3180 Center St NE Salem, OR 97301 (503) 588-5406

Morrow Co. Clerk's Office 100 S Court St. Ste 102 Heppner, OR 97836 (541) 676-5601

Multnomah County Vital Records 847 NE 19th Ave. Portland, OR 97232 (971) 988-3745

<u>P</u>

Polk County Public Health 182 SW Academy Street Ste. 302 Dallas, OR 97338 (503) 623-8175 Sherman (See Wasco-Sherman Co.)

T Tillamook Co. Health Dept. 801 Pacific Ave. Tillamook, OR 97141 (503) 842-3900

Umatilla Co. Health Dept. 200 SE 3rd St. Pendleton, OR 97801 (541) 278-5432

Union County Center for Human Development, Inc. 2301 Cove Avenue La Grande, OR 97850 (541) 962-8809

W

Wallowa County Vital Records 101 S. River St, Rm 103 Enterprise, OR 97828 (541) 426-7755

Wasco-Sherman County Health Dept. 419 E. 7th Street The Dalles, OR 97058 (541) 506-2600

Washington County Vital Records 155 N. First Ave., Rm 170 Hillsboro, OR 97124 (503) 846-3538

Wheeler Co. Health Dept. Clerk's Office 701 Adams Street, Ste 204 Fossil, OR 97830 (541) 763-2373

Υ

Yamhill County Public Health 412 NE Ford Street McMinnville, OR 97128 (503) 434-7477