



News from the Center for Health Statistics Concerning the Oregon Birth Certificate

May 2013

INSIDE

Responding to birth record errors1

Trial of labor in OVERS..2

Changes in birth certificates requested by parents3

Parents' place of birth—Canada4

Fetal death transit permits demystified.....4

Timeliness of records.....6

Certifier must be the attendant for births not in a facility.....6

Trial of labor chart.....8

Contact numbers9

Archived articles online

Responding to birth record errors

In early October 2012, the Center for Health Statistics (CHS) rolled out a new consolidation error process to all birth clerks. The process was developed to notify hospital and birth center staff, like you, when to review, correct or update birth records in OVERS. The consolidated error process is designed to notify you every two weeks. The reports are cumulative, so any record with a potential error or issue that has not been corrected or explained in a comment will continue to appear on the error list until addressed. Once you receive the secure email containing birth records to be corrected and/or updated, we ask that you complete the corrections or updates within seven days of the email. By completing the corrections or updates within seven days, you should not receive the exact same error in the next report we send you. Also, CHS staff will not need to contact you to remind you to respond.



Over the last few months, we have noticed that some birth clerks are not responding within seven days. When responses are outside of seven days, the next report will repeat the same error. Additionally, some birth clerks are not responding, correcting or updating the records at all. By not responding, CHS staff must contact you to get the errors fixed.

Please remember a birth certificate is the most important document to establish a person's identity. Birth certificates also have essential health information that is used to measure key public health indicators. It is essential that the information be correct on these "vital" records. It is also essential that corrections be done timely. Your assistance in ensuring Oregon's birth certificates are accurate is greatly appreciated. So, please, get the corrections completed timely.

(Continued on page 2)



If you have questions about what the error means or how to respond, please contact

Trial of labor in OVERS

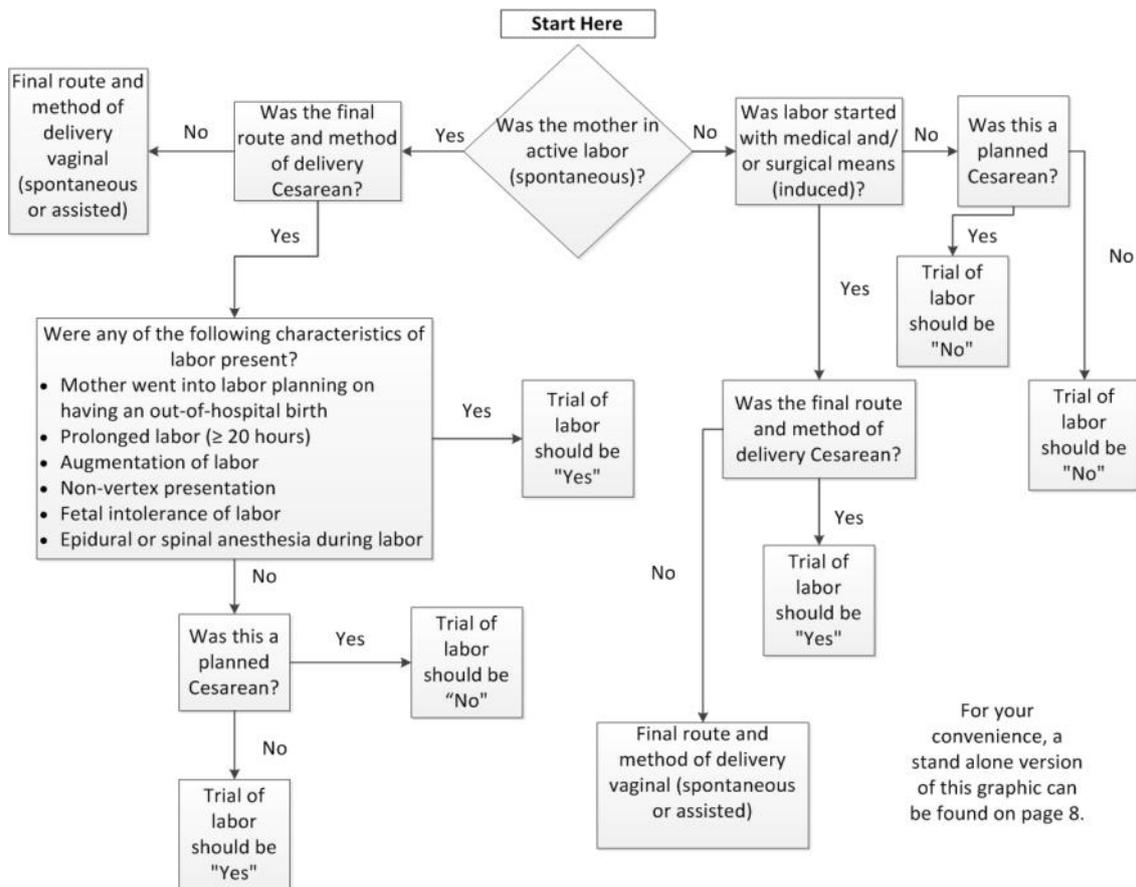
There is a lot of confusion about how to answer the questions “Was Trial of Labor Attempted...” when the final route of delivery was by Cesarean section (C-section). We are required to collect the information on Trial of Labor using the National Center for Health Statistics’ definition. This definition is different than the one commonly used in hospitals.

“Trial of Labor” on the birth certificate is related to the C-section for the current birth. It has nothing to do with **previous** C-sections. In fact, the “Trial of Labor” question in OVERS is only enabled when a

Cynthia Roeser, Data Entry Supervisor, at 971-673-0478 or by email at cynthia.r.roeser@state.or.us. ❖

C-section occurs for the current birth.

The full question on the OVERS screen is “If Cesarean, was a Trial of Labor Attempted?” There are four possible answers if “Final Route and Method of Delivery is Cesarean: Yes, No, Unknown and Not Applicable. The answer will almost always be “Yes” or “No.” Use the diagram below to determine how the Trial of Labor question should be answered. Start with “Was mother in active labor.” For questions, please contact Cynthia Roeser, at 971-673-0478 or by email at cynthia.r.roeser@state.or.us. ❖



Changes in birth certificates requested by parents

Parents requesting changes after the birth record is registered must be directed to our office. Please have the parent contact Amanda Vega for changes to birth certificates for babies under age one, and Johanna Collins for changes to birth certificates for babies age one or older. Both Amanda and Johanna can provide instructions if parents fax a copy of the birth record with the requested changes to 971-673-1201. A copy of the birth record with the requested changes can also be emailed to either: Amanda.l.vega@dhsosha.state.or.us or Johanna.d.collins@state.or.us. Information on amendments can be found at <http://public.health.oregon.gov/BirthDeathCertificates/ChangeVitalRecords/Pages/LegalAmendVR.aspx>.

Changing birth certificates after the record is registered involves a lot of laws and is time consuming. Any steps you can take to ensure the accuracy of names and other data on birth records when you complete the record are greatly appreciated. The process used by our office is outlined below for your information.

When a parent contacts our office and wants to make a change to their child's birth certificate, staff at the Center for Health Statistics first determine if the baby is under age one or age one or older, and then we follow various steps to ensure the information gets changed according to law. The steps are outlined below.

For babies under age one

The Amendments Specialist needs to determine if it is a correction of a mistake, usually a typographical error, made when the record was put into OVERS at the hospital **or** if the parents are requesting a change from original information provided on the birth worksheet.

When the parents report an error, and that they provided the correct information at the time of birth, we contact the hospital so the birth worksheet can be checked. If the error was a mistake made by the birth clerk, it can be corrected in OVERS. There is no fee for a correction submitted electronically by the birth clerk before the child is one year old.



When parents are asking for a change that is not supported by the birth worksheet, the parents need to submit a notarized correction affidavit directly to our office. Amendment requests from parents of a child under age one must include a notarized correction affidavit, a birth record order form, photocopy of the parent's I.D. and a \$30 amendment fee. Up to three birth certificates issued within a year of the birth may be returned for free replacements after a correction. Corrections are usually completed within 3-5 business days once a complete application packet is received.

For children age one or older

Changes to birth certificates for children one year of age or older require a notarized correction affidavit completed by the parents, a birth record order form, photocopy of the parent's I.D. a \$30 amendment fee and an original evidence document supporting the change to the record. The evidence document must meet specific requirements. Parents are encouraged to request instructions before sending in the amendment request.

Parents are not charged the \$30 fee for corrections requested by birthing facilities to correct a hospital error for date of birth, time of birth or sex.

(Continued on page 4)

Once our office receives all the documents it can take up to 8-10 weeks to get the

Parents' place of birth - Canada

The parents' place of birth is legally required information on the birth certificate. It is used for statistical purposes by researchers, and can be used by genealogists when tracing family history.

Recently, there has been some confusion about what to enter in the "Birthplace State" field in OVERS when the parent(s) were born in Canada. Leaving this field blank creates an error you will need to correct. To avoid receiving an error, enter "Canada" in the "Birthplace Country" field, and the name of the Canadian province in the "Birthplace State" field (see the screen picture to the right).

One helpful hint is to click on the small blue house next to the "Birthplace State" field;

Fetal death transit permits demystified

Oregon has fewer than 350 reportable fetal deaths each year. Since fetal death events are infrequent, it is common for birth clerks and funeral directors to confuse the procedures for fetal death reporting with those of birth and death reporting.

The following information clarifies who is responsible for reporting, when disposal transit permits are necessary, and what information is included on the disposal transit permit.

Who is Responsible for Reporting?

An important way fetal death reporting differs from death reporting is that birth clerks are responsible for reporting fetal deaths and for creating a disposal transit

amendment completed due to large numbers of court orders for name changes. ❖

this pops up a drop down menu where you can select "Canada" and the appropriate province from lists instead of typing in the information.



If you have any questions, please contact Cynthia Roeser at cynthia.r.roeser@state.or.us or by phone at 971-673-0478. ❖

permit.

By law, Oregon Revised Statutes 432.333 (2), fetal deaths can only be reported by a medical facility or the Medical Examiner. Parents and midwives delivering a fetus outside of a facility are *not authorized* to complete the fetal death report. Similarly, funeral directors are *not authorized* to complete the fetal death report, nor can they complete the disposal transit permit. The funeral director must receive a completed disposal transit permit from either the hospital facility prior to removing the fetal remains from the medical facility or the Medical Examiner if the delivery occurred outside a facility.

(Continued on page 5)

Fetal death transit permits (Continued from page 4)

When must a disposal transit permit be used?

A disposal transit permit is required for any fetal remains that will be removed from the facility where it was delivered. In addition to the transit need, the permit is required for burial or cremation. Your facility must create a disposal transit permit and give it to the person removing the fetus from the medical facility even in situations when you are not required by law to create a fetal death report.

...funeral directors are not authorized to complete the fetal death report, nor can they complete the disposal transit permit.

What information is required on the disposal transit permit?

The medical facility or Medical Examiner will need the identification tag number that will be used for the remains from the funeral director before the disposal transit permit can be completed. If you do not know the identification tag number when the fetal remains are picked up from the medical facility, the funeral home can enter the tag number on the disposal transit permit.

Before permitting the removal of the fetal remains from your facility, review the disposal transit permit to make sure it includes the following information:

- a. The permit must include the metal tag id number;
- b. Place, date, and time of delivery;
- c. Name of fetus, if any, and sex;
- d. Parent(s) names;
- e. Parent(s) birth date(s), and place(s) of birth;
- f. Mother's residential address;
- g. Name of medical attendant.

Where can a disposal transit permit be found?

If you need a fetal death disposal transit permit in a situation where you are not creating a fetal death report, you can access a blank copy of the form through OVERS. Click on the item in the main menu called "Forms," click on "Print Forms." On the "Print Forms" page click on the link called "Fetal Death Disposition Permit (45-3D)."

Additional information, including the laws and definitions for fetal death, are available on our website and in past newsletters located at www.oregon.gov/DHS/ph/chs/registration/index.shtml. ❖

Out of Facility Supplement to Birth Matters, May 2013

Timeliness of records

Oregon's birth attendants for out of facility births are not reporting births timely, and are far outside the five days required by law. Oregon law requires birth records to be filed with the State Registrar within five days of the date of birth. The law does not separate facility and non-facility births in this time requirement.

In December 2012, 79 births occurred outside of a facility. Roughly, half the records (38) were filed through OVERS, and the remaining records (41) were filed on paper certificates. Our statewide average between the date of birth and the date registered was 32.0 days for OVERS records *with* an acknowledgement of paternity (AOP), and 15.6 days for OVERS records *without* an AOP. Records submitted on paper forms took longer with 34.2 days for paper records *with* AOP, and 22.1 days for paper records *without* an AOP.

Clearly, these averages are beyond the five days required by law. Immediate improvement in timeliness is needed. In anticipating *possible* reasons for delay, we offer the following information to help you.

- Parents who do not name their child immediately at birth can file a supplemental form with the Center for Health Statistics (CHS) staff during the first year of the child's life to add the first name with minimal documentation and no fee.
- Demographic information, including Hispanic ethnicity, race(s), education and other items important to us, but might not be important to the new mother, can be collected prior to birth. In fact, much of the parent's worksheet can be completed

weeks in advance.

- The father is not available to sign the AOP. After the record is registered, an amendment fee is required to amend the record to add the father. However, staff at the Division of Child Support are often able to assist families with the form and with the fee, even if no child support order is needed.
- The current forms are unavailable to submit the birth certificate. Using the OVERS system removes potential delays from not having current forms available to submit the birth certificate. OVERS is available for individuals who are licensed as birth attendants or who are registered with CHS. The system requires a personal computer or an emulation program for a Macintosh computer, Internet Explorer as the (free) browser, and an internet connection. For more information on OVERS, contact the OVERS help desk at 971-673-0279.

Please review your processes and timelines when completing the birth record to comply with the five day legal requirement. If you have any questions, please contact JoAnn Jackson, Registration Manager, at 971-673-1160. ❖

Certifier must be the attendant for births not in a facility

Please remember that by law the birth attendant must be the certifier on the record for births occurring in Oregon. When the birth attendant is not listed as the certifier, the record is incorrect. This continues to be a common problem, particularly when clients are first seen at a freestanding

(Continued on page 7)

Certifier must be the attendant (Continued from page 6)

birthing center, and later choose to deliver at home. If the birth does not occur within the licensed facility, the birth attendant must be the birth certifier. Similarly, when midwives are in a partnership, only the midwife who attended the birth can be the birth certifier. This cannot be delegated or shared unless the birth occurs in a licensed facility.

Since the signature and name of the certifier is an essential part of the record, the birth certifier cannot be corrected after the record is registered. The only option to correct the record is to void it and recreate it.

If you have any questions about when it is appropriate to certify (sign) a birth someone else attended, please contact JoAnn Jackson, Registration Manager, at 971-673-1160. ❖

Wanted—Newsletter topics

Have a question or idea for a future newsletter article? Contact JoAnn Jackson at 971-673-1160 or JoAnn.Jackson@state.or.us. JoAnn collects ideas for articles and then shares them with the writing team.

Thank you to the contributors of this newsletter:

James Burke, Karen Hampton, Sarah Hargand, Sarah Humphrey, Kerry Lionadh, JoAnn Jackson, Lynda Jackson, Joyce Grant-Worley, Cynthia Roeser, Judy Shioishi, Amanda Vega, Megan Welter, Jennifer Woodward

We're just a phone call away

Have a question? Try asking one of the helpful CHS staff listed below.

Frequent Contacts

Paternities Debbie Gott 971-673-1155	Filiations Tony Bojanowski 971-673-1143	State Registrar Jennifer Woodward 971-673-1185	OVERS Manager Karen Hampton 971-673-1191
Birth Corrections <1 year, Amanda Vega 971-673-1169 1+year, Johanna Collins 971-673-1137	Adoptions Debbie Draghia 971-673-1152 Delayed Filings Becki Buskirk 971-673-1147	Amendments/Certification Manager Carol Sanders 971-673-1178 Statistics Manager Joyce Grant-Worley 971-673-1156	Data Processing Supervisor Cynthia Roeser 971-673-0478 Certification Supervisor Karen Rangan 971-673-1182
Death Corrections Patty Thompson 971-673-1163	OVERS Helpdesk 971-673-0279	Registration Manager JoAnn Jackson 971-673-1160	

CHS Managers

The Center for Health Statistics' office is located at:

800 N.E. Oregon St.,
 Suite 225
 Portland, OR 97232-2162

Mailing Address: P.O. Box 14050
 Portland, OR 97293-0050

General info: 971-673-1180
Order vital records: 1-888-896-4988

Website: <http://public.health.oregon.gov/BirthDeathCertificates>

OVERS website: <http://healthoregon.org/overs>

