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

Issue: July 2016

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The training corner

How do babies get Social Security Numbers?

On December 1, 2014, an extra step was added to the process of requesting a Social Security number for a new baby. The Social Security Administration (SSA) now requires all mothers to complete and sign the “[Authorization to Establish Social Security Number at Birth](#)” form (page four of the parent worksheet), even if a Social Security number is not requested for the child. The SSA also requires the Center for Health Statistics (CHS) to file the form and keep it indefinitely at the state office. For your convenience, we have set up a dedicated fax line (971-673-3122) to receive the “Authorization to Establish Social Security Number at Birth” forms.

Some things to remember:

- Ensure the portion of the worksheet titled “Authorization to Establish Social Security Number at Birth” is completed for every live birth.
- Always have the mother complete and sign the form, whether or not they request a Social Security number.
- The “Authorization to Establish Social Security Number at Birth” forms must be faxed to CHS. We cannot accept these forms by mail. The forms can be faxed in batches or as single forms, as long as they are sent within one week of completion.



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- Do not use the dedicated fax number for any other purpose. All submissions to this fax number are automatically filed as electronic documents on a server. We don't get any paper. The directory is not checked regularly by our staff, so please don't fax other documents to this fax number.
- Keep the original forms for at least one year, and destroy (shred) them no more than two years after the date of birth.
- A copy of the form may be provided to the parents (if requested), but it should not be shared with any other person or agency.
- Faxing in the form DOES NOT start or stop a request for a Social Security number. It is only an additional record-keeping requirement by the SSA. A request for a Social Security number is started only when the question "Request SSN for child?" is marked "yes" on the birth record (OVERS or paper form).

CHS sends a file of registered births to the SSA on the first workday of each week. SSA will issue the baby a social security number based on this file. Parents should receive the

What you need to know about fetal death reports

When and how to report a fetal death event can be complicated. This article will explain what vital records law means by a 'fetal death', who is responsible for reporting and when, and provide resources and guidance for birth clerks who report fetal deaths. The exact definition of a fetal death can be found in ORS 432.005(14). In short, any pregnancy that ends with a fetus that never draws a breath or moves on its own after

Social Security card three to four weeks after the birth is registered.

If parents tell you the card has not arrived after four weeks, check the following:

- Make sure the parents still live at the address provided at birth: The Social Security Card is sent to the mother's mailing address listed on the birth certificate. If the address has changed, the parents will need to contact the SSA.
- Contact CHS to see if there were problems with the record being sent to the SSA: If there were no problems, inform the parents they will need a copy of the child's birth record and a letter on hospital letterhead stating the child was born at your hospital and the date of birth. The parents can then present both these documents to Social Security to get a social security number and card for the child.

If you have any questions, please contact Cynthia Roeser at 971-673-0478 or email her at Cynthia.R.Roeser@state.or.us. ❖

"The SSA now requires all mothers to complete and sign the "Authorization to Establish Social Security Number at Birth" form, even if a social security number is not requested for the child."

delivery is a fetal death, regardless of the length of the pregnancy. It may also be referred to as a fetal demise or stillbirth. Induced terminations, or abortions, are **not** considered fetal deaths.

A fetal death must be reported if the fetus weighs 350 grams or more at delivery. If the weight is unknown, then it must be reported

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Fetal death reports (Continued from page 2)

if gestation is 20 weeks or more. When the delivery occurs at a facility, then the facility is responsible for filing a fetal death report within five days of the delivery. If the delivery happens outside of a facility, then either the physician attending the delivery or a medical examiner (state or county) is responsible for reporting the event.

Fetal deaths must be reported using the OVERS fetal death reporting system. If your facility still has a supply of the old 8.5x14 paper Report of Fetal Death forms with the green stripe, **please shred them.**

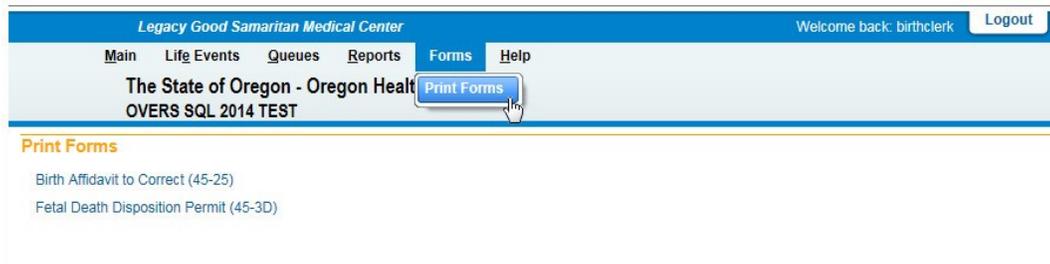
Any time a family or a funeral home wishes to take fetal death remains from the hospital premises, a Fetal Death Disposition Permit (45-3D) must be completed and provided to them. This is required even when the event is not required to be reported in OVERS.

You can find a blank copy of this form in the top menu of OVERS under Forms, then Print Forms.

Our [Fetal Death Registration website](#) has a number of helpful resources for birth clerks who are filing fetal death reports:

- Parent and Facility Fetal Death Worksheets, similar to the ones used for birth.
- A one-page flowchart to walk through when a fetal death must be reported.
- A self-paced training video for filing fetal deaths through OVERS.
- Frequently Asked Questions about reporting fetal death events.

JoAnn Jackson, Registration Manager, is available to answer any questions you may have at 971-673-1160 or JoAnn.Jackson@state.or.us. ❖



Reporting trial of labor

For all Cesarean deliveries, you must report whether labor was attempted. This article will clarify how to answer the “Trial of Labor” question on the birth record.

Delivery

Method of Delivery

Fetal Presentation at Birth

Final Route and Method of Delivery

If Cesarean, was a Trial of Labor Attempted?

No
 Not Applicable
 Unknown
 Yes

In OVERS, the trial of labor question (“If Cesarean, was a Trial of Labor Attempted?”) is found on the “Delivery” page just under “Final Route and Method of Delivery.” The question is locked as “Not Applicable” until “Cesarean” is selected as the final method of delivery. Once Cesarean is selected, in all but the rarest of cases, you will answer the trial of labor question in one of two ways:

“Yes,” when a woman goes into labor with the plan to deliver vaginally; or

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Reporting trial of labor (Continued from page 3)

“No,” when a woman has an elective cesarean section.

You may be asking, “If only yes and no are acceptable, why have these other two choices of ‘not applicable’ and ‘unknown’?”

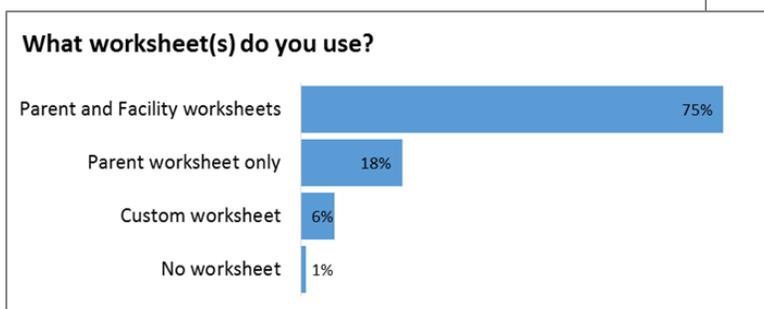
“Unknown” is used in only the most extreme cases where it is known that a C-section was performed, but it is unknown if a trial-of-labor was attempted.

“Not applicable” is only a valid answer for

Principal source of payment survey – What we learned (continued)

We would like to again thank everyone who participated in the principal source of payment survey. In this second installment of survey results, we take a closer look at which worksheets are being used and where birth clerks find payment information. We also offer some tips and resources for improving accurate reporting of payment sources.

Almost all of you (93%) use the Parent Worksheet, but less than half (42%) use it as a source for payment information. Most of you (75%) also use the Facility Worksheet, but even fewer (18%) rely on it for payment information. Other sources of payment information included the patient’s medical record (39%), the facility’s billing office (12%), and the hospital face sheet



non-Cesarean deliveries. Most births occur vaginally, so the trial of labor field is automatically filled as “Not applicable” in every new OVERS record. Due to limitations in the OVERS system, “Not applicable” remains as a possible answer, even after Cesarean is selected as the delivery method. Remember: “Not applicable” should never be selected for the trial of labor for a Cesarean delivery.

If you have any questions, please contact Cynthia Roeser at 971-673-0478 or by email at Cynthia.R.Roeser@state.or.us. ❖

(11%).

Tip #1: Verify payment information from Parent Worksheets. If you rely on the Parent Worksheet as the only source of payment information, we recommend that you verify the payment source with your billing department or the mother’s electronic health record. Occasional mistakes occur when parents do not fully understand the ‘category’ of payment. For example, many parents covered by a Coordinated Care Organization (CCO) may not realize that CCOs are reported as a “Medicaid/Oregon Health Plan” payment type. The parent may incorrectly check ‘Other’ and then write in the name of the CCO on the Parent worksheet. ([Click here for a list of current CCOs](#)).

Tip #2: Create quick-reference sheet for tricky payment types. Many respondents (72%) noted they do not have a resource listing payment sources and how they should be reported on the birth certificate. We recommend creating a

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Principal source of payment survey (Continued from page 4)

“cheat sheet” for your facility with common payment sources –as well as sources that are often misreported – along with the correct way they should be reported on the birth certificate (e.g. Medicaid/OHP/CAWEM, private insurance). We have provided a link to our statewide listing of commonly mis-categorized payment literals to help you get started on creating a resource for you and your facility. ([Click here for a Principal Source of Payment Resource List](#)). A good example of an often misreported payment source group is CHAMPUS/Tricare. CHAMPUS/Tricare might appear as “VA,” “Veteran’s Administration,” “CHAMPVA,” “CHAMPUS,” or “Tricare.” All these should be reported on the birth certificate as CHAMPUS/Tricare.

We want your suggestions

Facility worksheets have been updated and we are interested in your feedback on how they are working. The updated worksheets can be found on the web at <https://public.health.oregon.gov/BirthDeathCertificates/RegisterVitalRecords/Pages/InstructionsBirth.aspx>.

We would appreciate your suggestions on how to improve the worksheets. Suggestions can be sent to Cynthia Roeser, Data Entry Supervisor, at

Please remember that the data you collect every day is vital to public health. Accurate birth record data and payment source information strengthens our community’s health care information, setting the stage for public health planning and health care transformation. Bad payment information can have a negative effect on policy decisions and divert program funding away from needed recipients. In addition, many academic and public health researchers rely on our data to investigate trends and developments in the field of healthcare. We appreciate your contribution and continued attention to great data quality.

For questions, contact JoAnn Jackson, State Registration Manager, at 971-673-1160 or by email at JoAnn.Jackson@state.or.us. ❖

Cynthia.R.Roeser@state.or.us or by fax at 971-673-1201. ❖

The image shows a sample of a birth record parent worksheet form. The form is titled "Planilla de los padres PARA EL ACTA DE NACIMIENTO" and "Birth Record PARENT WORKSHEET". It contains several sections for data entry:

- CHILD:** Fields for name, sex, date of birth, and a checkbox for requesting a social security number.
- BIRTH MOTHER:** Fields for name, date of birth, social security number, and a checkbox for requesting a social security number.
- MOTHER'S ADDRESS:** Fields for home address, mailing address (if different), and residence location.
- MOTHER'S ATTRIBUTES:** A section for education level and marital status.

Wanted—Newsletter topics

Have a question or idea for a future newsletter article? Contact Judy Shioishi, at 971-673-1166 or judy.shioishi@state.or.us. Judy collects ideas for articles and then shares them with the writing team.

Thank you to the contributors of this newsletter:

JoAnn Jackson, Cynthia Roeser, Judy Shioishi, Megan Welter, Krista Markwardt, Carolyn Hogg, Patty Thompson, Cody Wang, Lynda Jackson, Karen Cooper, Craig New, Krystalyn Salyer.

We're just a phone call away

Frequent Contacts

Paternities Debbie Gott 971-673-1155	Filiations Laura Munoz 971-673-1143
Death Corrections Derrick Patterson 971-673-1163	Adoptions Debbie Draghia 971-673-1152
Birth Corrections <1 year, Amanda Vega 971-673-1169	Delayed Filings Patty Thompson 971-673-1147
1year +, Johanna Collins 971-673-1137	OVERS Help Desk 971-673-0279

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State Registrar Jennifer Woodward 971-673-1185	Certification Supervisor Karen Rangan 971-673-1182
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General Information: 971-673-1190
Order Vital Records: 1-888-896-4988

PUBLIC COUNTER HOURS

Walk-in hours are:

9:00 AM - 4:00 PM Mon-Fri

Order by 3:30 PM for possible same day service.

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

OVERS website: <http://public.health.oregon.gov/BirthDeathCertificates/RegisterVitalRecords/overs/Pages/index.aspx>

