

## 24-Hour Notice — County

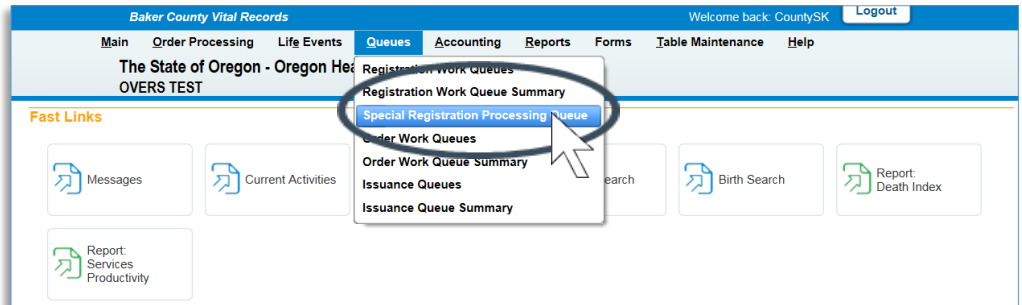
### Summary:

The paper 24-Hour Receipt of Body Card (45-106) has been converted to an electronic process in OVERS. This process is now for fully electronic and drop-to-paper records. The electronic card is called 24-Hour Notice. The 24-Hour Notice begins when the funeral home creates a new death record or assumes ownership of a death record. The 24-Hour Notice status is then assigned to the death record. Each record with a 24-Hour Notice will appear in the **Special Registration Processing Work Queue** on the County of Death Vital Records screen in OVERS. To continue the process, select the record and a 24-Hour Notice pop up will appear. Complete the information in the pop-up. While you will no longer receive a paper 24-Hour Notice for **drop-to-paper** or **fully electronic** records, you will still receive be receiving the 24-Hour Notice by fax or mail for **fully paper records** from the funeral home. There are now two different process for **drop-to-paper** and **fully electronic** explained in a step by step process below.

### Step by Step Process:

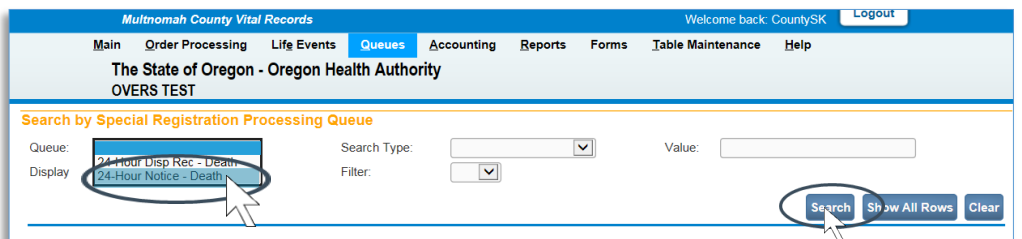
#### Special Registration Processing Queue:

To find the 24-Hour Notice for either fully electronic or drop-to-paper go to the Special Registration Processing Queue.



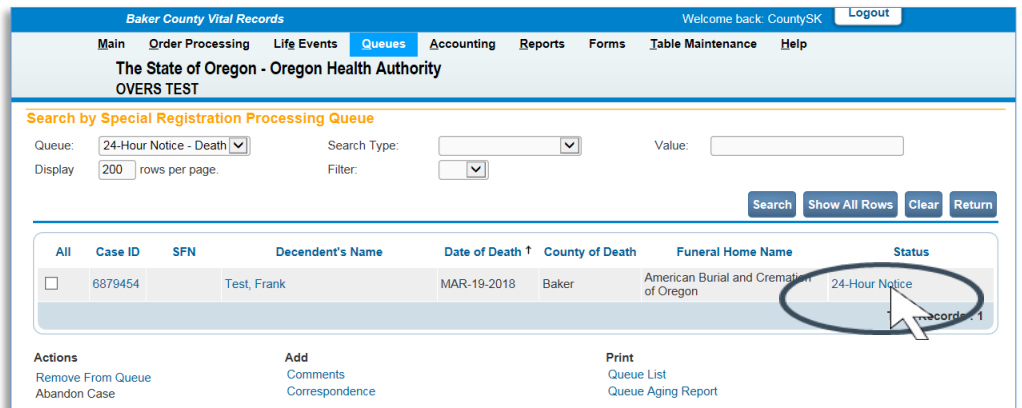
#### 24-Hour Notice Queue:

Select the **24 Hour Notice** option then click **Search**. This will bring up a list of 24-Hour Notices to process.



#### 24-Hour Notice Status:

To process the record, click the **24 Hour Notice** link under the "Status" column of the individual record. An electronic 24-Hour Notice will pop up.



# Continue for Drop-to-paper Process

## 24-Hour Notice for Drop-to-Paper

Once the hard copy of the Disposition permit is received, select the **Yes** button next to the **Disposition permit received?** question.

Select **Save**.

## Special Registration Processing Queue:

Once you have received the death record, navigate to the Special Registration Processing Queue and select the queue.

## 24 Hour Disposition Queue:

Select the **24-Hour Disp Rec-Death** option, then click **Search**.

Select the **24-Hour Disp Rec-Death** option then click **Search**.

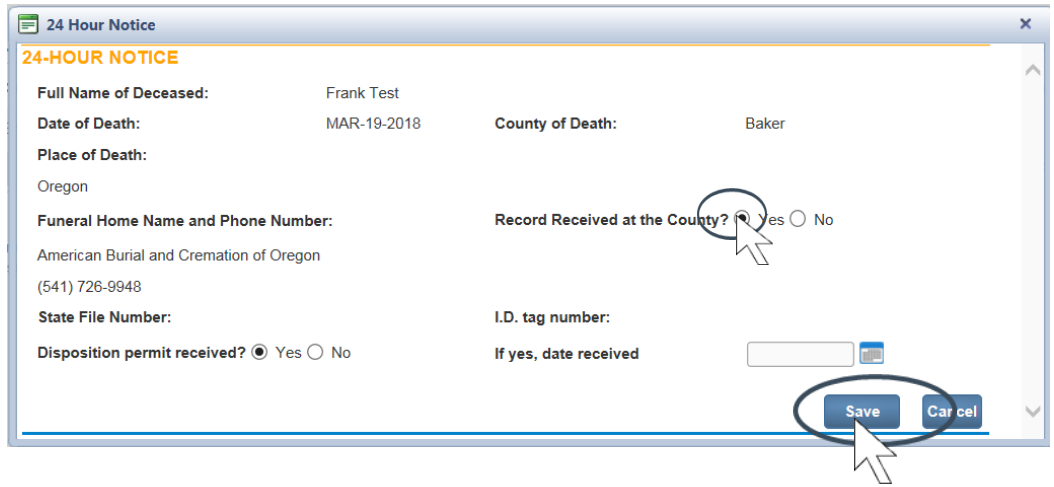
All	Case ID	SFN	Decedent's Name	Date of Death ↑	County of Death	Funeral Home Name	Status
<input type="checkbox"/>	6879516		Test, Tom	MAR-29-2018	Lane	Buell Funeral Chapel	24-Hour Disp Rec

Total Records : 1

## 24-Hour Disposition Notice

Select **Yes** on the radio button for “Record Received at the County.” Select **Save**.

After the disposition permit and record have been received and recorded in the 24-Hour Disposition queue the record will stay in this queue until it is registered at the state. It will then automatically be removed from the queue.



The screenshot shows a web form titled "24 Hour Notice" with the following fields and values:

- Full Name of Deceased: Frank Test
- Date of Death: MAR-19-2018
- County of Death: Baker
- Place of Death: Oregon
- Funeral Home Name and Phone Number: American Burial and Cremation of Oregon (541) 726-9948
- State File Number: (blank)
- Disposition permit received?:  Yes  No
- Record Received at the County?:  Yes  No
- I.D. tag number: (blank)
- If yes, date received: (blank)

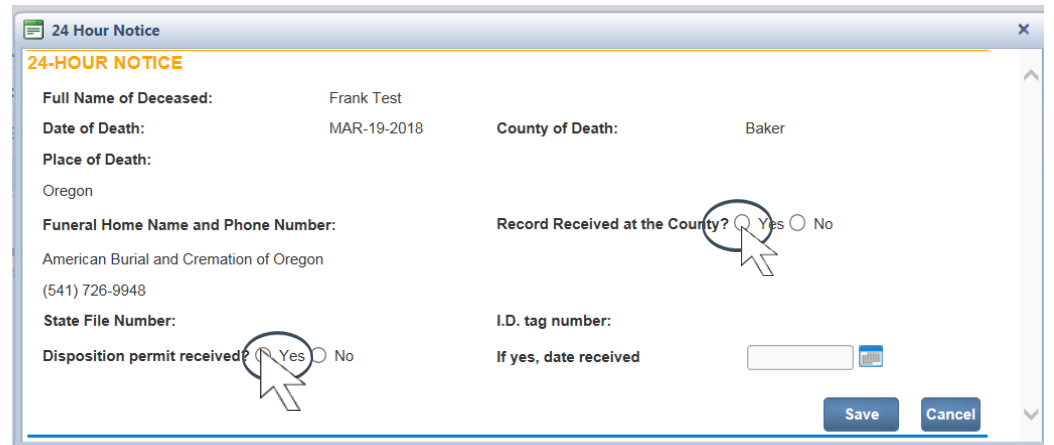
The "Record Received at the County?" radio button and the "Save" button are circled with a red line, and a mouse cursor is pointing at the "Save" button.

## Fully Electronic Process

### 24-Hour Notice: Fully Electronic

Find the 24-Hour Notice queue (see first page.) Select the **Yes** button next to the **Disposition permit received?** question and the **Record Received at the county?** question.

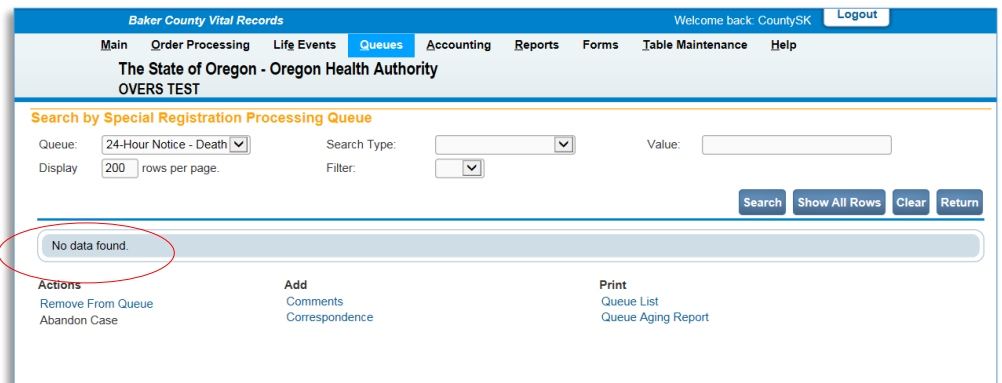
Remember the county gets an electronic record in the this case. Select **Save**.



This screenshot is identical to the one above, showing the "24 Hour Notice" form with the same data. In this version, the "Disposition permit received?" and "Record Received at the County?" radio buttons are circled with a red line, and a mouse cursor is pointing at the "Record Received at the County?" button.

**Processing Queue: Special Registration Processing** queue shows “no data found.” You may need to refresh to see that it has been removed and processed.

**Note:** The record will stay in this 24-Hour Disposition queue until it is registered at the state. It will then automatically be removed from the queue.



The screenshot shows the Baker County Vital Records interface. The search criteria are:

- Queue: 24-Hour Notice - Death
- Search Type: (blank)
- Value: (blank)
- Display: 200 rows per page
- Filter: (blank)

The search results area shows "No data found." circled in red. Below the search results, there are sections for "Actions" (Remove From Queue, Abandon Case), "Add" (Comments, Correspondence), and "Print" (Queue List, Queue Aging Report).

If the record is fully electronic then you are complete. You will need to regularly check the Special Registration Work Queue for 24-Hour Notice .

If you have any questions please contact the OVERS help desk at 971-673-0279.