
County & Deputy Registrar *Amending Death Records*

Public Health Division
Center for Public Health Practice
Center for Health Statistics
September 26th and 28th 2017



Presenters

Ryan Sanders
Amendments Manager

Derrick Patterson
Death Amendment Specialist



Joining the audio conference

Choose the 2nd
option to Dial-In

1

2

3

Join Audio Conference

This meeting's audio conference was successfully started.
How would you like to join the meeting's audio conference?

☐ Dial-out [Receive a call from the meeting]

☒ Dial-in to the Audio Conference via Phone

Dial telephone number:
Toll access number (Toll): 1 (630) 424-8428
Toll free access number (Toll Free): 1 (866) 377-3315

Enter the following details when prompted:
Participant pin code: 7909824
Moderator pin code: 1873059

Once joined to the audio, identify yourself:
Press 998494# on your phone.

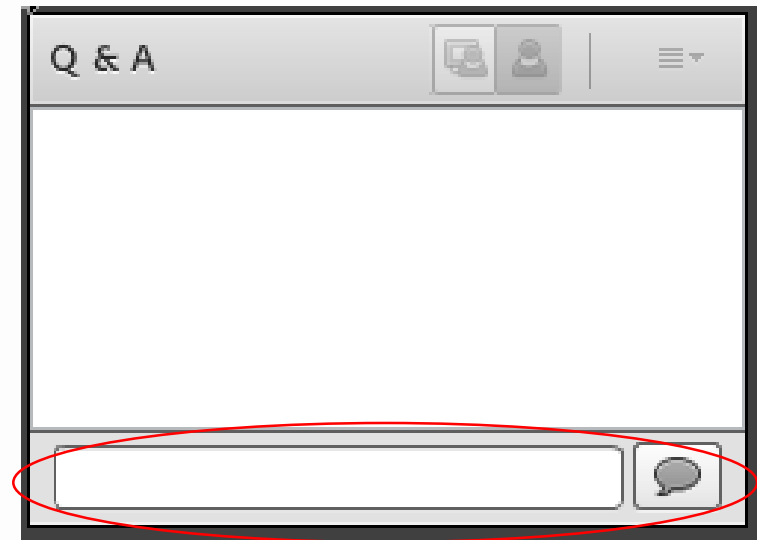
[More dial-in information...](#)

☐ Using Microphone (Computer/Device)

Done **Listen Only**

How we will communicate

- Question and Answer Session between segments (phones will be unmuted)
- Type your questions in the Q & A chat box; we can either respond to questions individually or address to the whole group



Vital Records Wheel



Today's Agenda

1. Reminders
2. Overview of registration process
3. When to amend a record
4. How to change a record
5. Announcements

Reminders

Fee change reminder

- ❖ All certificates will be the same price regardless of how many you order (no discount for second copies)
 - ❖ The price for a certified death certificate and any additional copies is \$25
- ❖ This change is effective January 1, 2018
- ❖ New order forms will be available on our website mid-December
- ❖ Dispose of outdated forms

Important Reminders for Amendments

- ❖ Things to remember when directing customers to the state:
 - ❖ Refer ALL birth amendments to the state office
 - ❖ We do not offer same day changes
 - ❖ For corrections of birth records under a year, there are no free changes unless they are done by the hospital
 - ❖ Do not ever give customers a vital record working copy

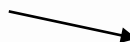
Overview of death record registration

Funeral director collects personal information



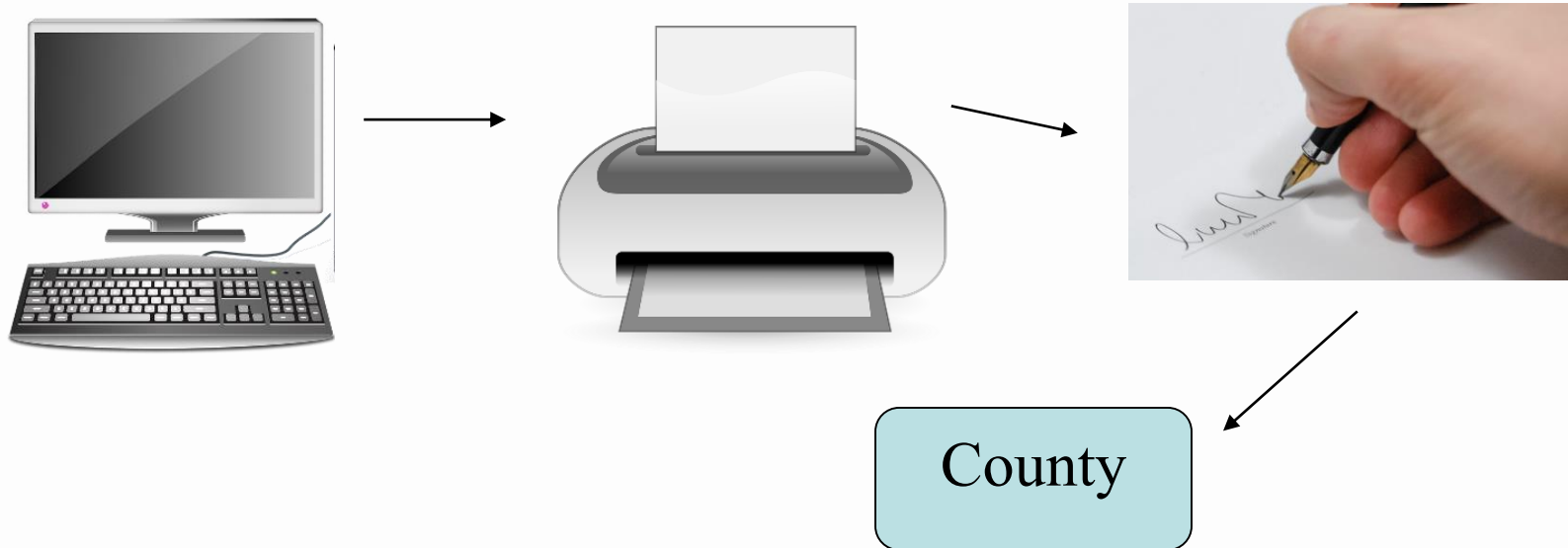
The personal section of the death certificate is typed into OVERS and electronically signed by the funeral director

Medical certifier completes the medical portion



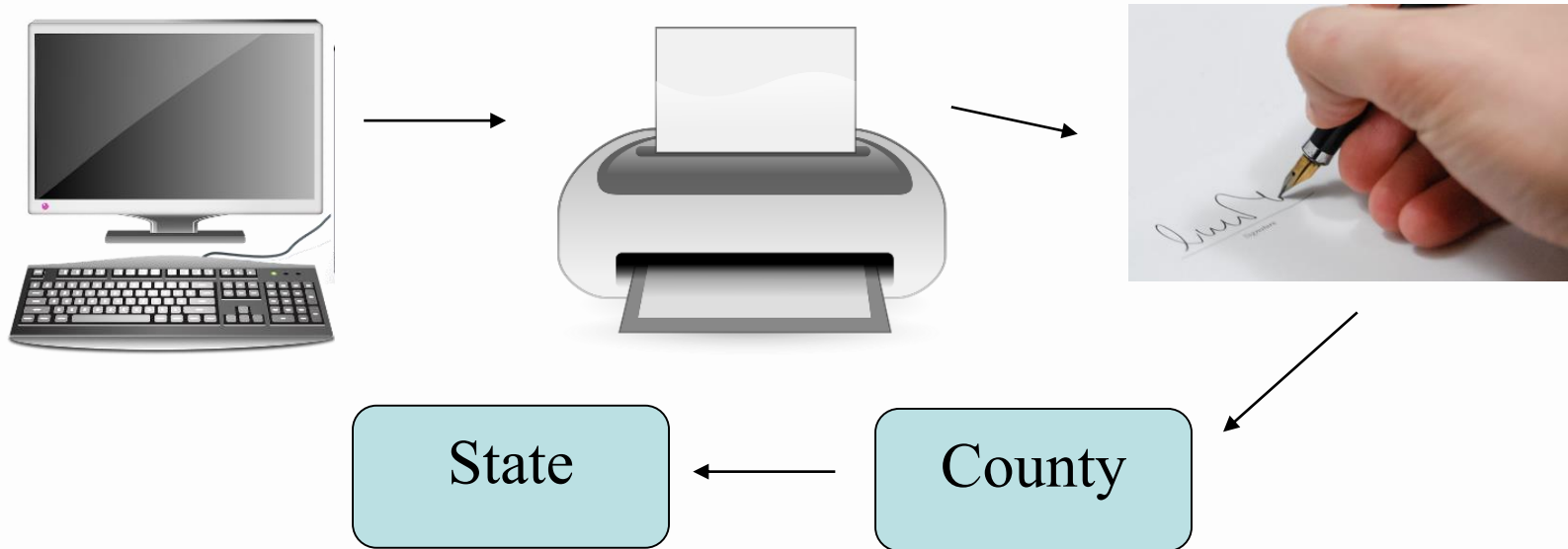
If the medical certifier is not set up in OVERS, the record is printed and taken to the medical certifier for them to complete the medical portion.

Completed record is taken to county



The funeral director submits the completed record to the county to be filed, changed if needed, and issued.

The county sends the records to the state

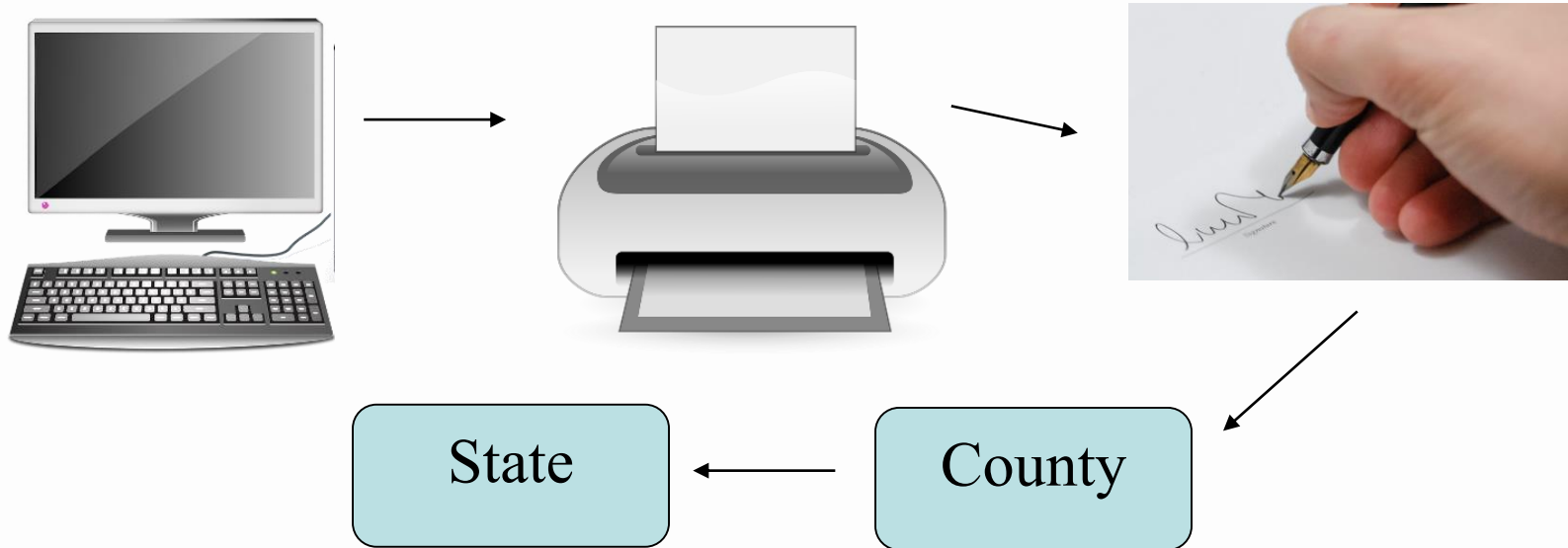


The original record and any affidavits used to change it are sent to the state.

While a record is in transit to the state

- ❖ While the record is in transit to the state, there is no way for it to be amended
- ❖ During this time period, if a change needs to be made there are two options for a funeral director
 1. Wait for the record to be registered at the state and then they amend it electronically in OVERS
 - OR
 2. Fax an affidavit to the state - once the record is registered, the affidavit will be used to amend it

The record is registered at the state



The hand-written medical portion of the certificate is typed into OVERS, affidavits are used to change information in OVERS, and the record is registered.

Fully Paper Records

- ❖ Fully Paper Records are similar to Hybrid, but with the funeral director also completing their portion on paper
- ❖ Until all of the information is typed into OVERS and the record is registered, you will not be able to locate fully paper records in OVERS
- ❖ In July, 2% of death records filed were fully paper

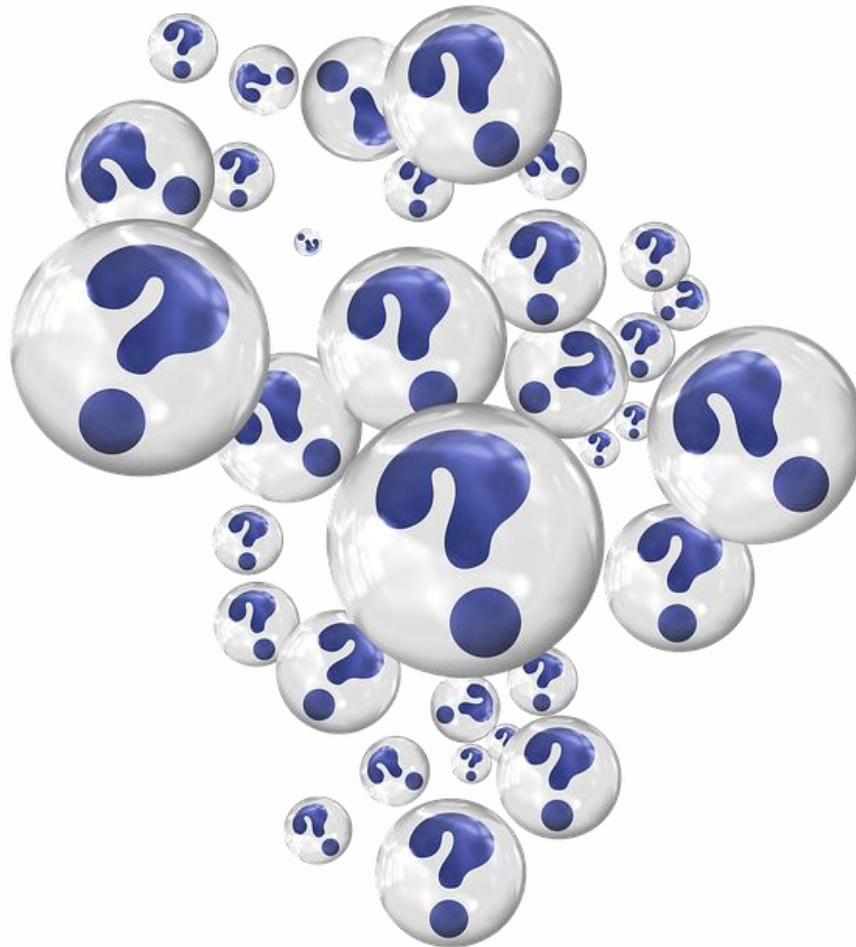
Electronic Records

- ❖ The funeral director and medical certifier both complete their sections in OVERS and sign electronically
- ❖ Electronic records are registered directly with the state
 - ❖ In July, 45.2% of death records filed were fully electronic
- ❖ Electronic records are must faster
 - ❖ 11.5 days faster than hybrid



Never override '*Record not registered*' unless you have the record in hand

Q & A Break



When to Amend a Record

When do you amend?

For a record to be changed, the following criteria must be met:

1. You must have the original record
2. You must have a legally sufficient affidavit
3. The change is allowed
4. You are able to type the new item(s) and type a footnote

1. You have the record


(just brought in or during the three days prior to sending to the state)

245874
(10, 16d, 4d)

OREGON HEALTH AUTHORITY
CENTER FOR HEALTH STATISTICS
CERTIFICATE OF DEATH

1. Legal Name: John Doe
2. Death Date: June 22, 2011
3. Social Security Number: 516-13-1321
4. Age: 56 years
5. County of Death: Multnomah
6. Decedent's Education: High school grad. or GED
7. Date of Birth: March 12, 1955
8. Birthplace: Portland, Oregon
9. Decedent's Race: White
10. Was Decedent of Hispanic Origin?
11. Decedent's (Race) Origin: White
12. Was Decedent Ever in U.S. Armed Forces? Yes
13. Residence - Number and Street: 3 N Oak Street
14. City/Town: Portland
15. Residence County: Multnomah
16. State or Foreign Country: Oregon
17. ZIP Code + 4: 97111
18. Is Decedent City Limited? Yes
19. Marital Status at Time of Death: Never married
20. Spouse's Name Prior to First Marriage: Martha Miller
21. Spouse's Occupation: Construction
22. Kind of Business/Industry: Construction
23. Other's Name: Not Available
24. Mother's Name Prior to First Marriage: Martha Miller
25. Relationship to Decedent: Sister
26. Mailing Address: 4477 N Prime Street, Portland, OR 94554
27. Place of Death: Not Available
28. Facility Name: Not Available
29. Decedent's Residence: 3 N Oak Street
30. City/Town or Location of Death: Portland
31. State: Oregon
32. ZIP Code + 4: 97111
33. Place of Disposition: Columbia Pioneer Cemetery
34. Name and Complete Address of Funeral Home: 505 NE 1st Street, Newport, Oregon 97365
35. Date of Disposition: Not Available
36. Funeral Director's Signature: Not Available
37. OR License Number: CO-3002
38. Registrar's Signature: Not Available
39. Date Received: Not Available
40. Local File Number: Not Available
41. Amendment: Not Available
42. Was case referred to Medical Examiner? No
43. Autopsy? No
44. Were autopsy findings available to complete the cause of death? No
45. Time of Death: 5:30 pm
46. Cause of Death: Myocardial Infarction
47. Under the chain of events - diseases, injuries, or complications - that directly caused the death, DO NOT ENTER TERMINAL EVENTS such as cardiac arrest, respiratory arrest or ventilator withdrawal without showing the etiology. DO NOT ASSUMES. Approximate Interval: Onset to Death
48. Immediate Cause of Death: Myocardial Infarction
49. Underlying Cause of Death: Not Available
50. Other significant conditions contributing to death, but not resulting in the underlying cause given above: Not Available
51. Manner of Death: Natural
52. If Female: Not pregnant, but pregnant 45 days to 1 year before death
53. Did tobacco use contribute to death? No
54. Injury at Work? No
55. Describe how injury occurred: Not Available
56. Name and Address of Certifier (physician & listed in 1610b, City/Town, State, Zip + 4): Megan Smith, 14300 SW Sam Jackson Park Rd, Portland, OR 97219
57. Name and Title of Attending Physician (if other than Certifier): Not Available
58. Medical Certifier: Megan Smith
59. Medical Examiner: Not Available
60. Signature: Megan Smith
61. Date: June 23, 2011
62. Medical Examiner: Not Available
63. Signature: Not Available
64. Date: Not Available
65. Signature: Not Available
66. Date: Not Available
67. Signature: Not Available
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70. Date: Not Available
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100. Date: Not Available

2. You have a legally sufficient affidavit

 **Reset** **Print** File #:
CENTER FOR HEALTH STATISTICS
P.O. Box 14050
Portland, Oregon 97293-0050
Z #:
AFFIDAVIT TO CORRECT A DEATH RECORD

NAME OF DECEASED:	<input type="text"/>
DATE OF DEATH:	<input type="text"/>
PLACE OF DEATH:	<input type="text"/>

Print/type information clearly.
If correcting name(s) please indicate if first, middle, or last name.

Reason #:	Item # or entry to be corrected:	Original record now shows:	Corrected item should show:

It is a Class C felony for any person to make any false statement or supply false information in an application for an amendment.

Reason for Correction to Record

- ☐ 1. Clerical error
- ☐ 2. Add supplemental information
- ☐ 3. Updated information from informant
- ☐ 4. Response to query letter

☒ **Funeral director's signature:** Date signed:
Printed name: Oregon License #:
Funeral facility name: Telephone #:

☒ **Certifying physician's signature:** Date signed:
(Signer on death record)
Printed name:
Please provide your telephone number in case we need to contact you for further information:

Fees/Certificates:
Within one year from date of death there is no fee for correcting/adding information to a death record. **There is never a fee for correcting/adding information to the medical portion of the death record (i.e. cause of death, accident information, etc.)**
You may return uncorrected death certificates (issued within the last 12 months) for \$5 per replacement certificate. If corrections are made to the medical portion only of the death record, no \$5 per record replacement fee will be charged. To order new certificates without returning certificates for replacement, enclose a fee of \$25 for the first copy and \$20 for each additional copy.

- ☐ If the death occurred more than one year ago, a \$35 fee is required for non-medical amendments. This fee does not include the fee for a new certificate.
- ☐ If the amendment is to the non-medical portion of the death record and you return certificates issued in the last year, include \$5 for each replacement certificate.

Vital Records Use Only
 Completed date of amendment Initials

45-27A (01/16)

Do not accept affidavits unless they are legally sufficient. The affidavit should include:

- ❖ The decedent's full legal name as it is listed on the death record
- ❖ The date of death (month/day/year)
- ❖ The place of death – either the city and state or the county where the death took place – not the type of place of death
- ❖ The reason for the amendment in the “Reasons #” column
- ❖ Information in the “Original Record Now Shows” column must be identical to the information on the record

The affidavit should include (continued):

- ❖ Funeral director's signature and legible printed name
- ❖ Funeral director's signature date and license number

**NOTE: Make sure the affidavit is signed by the correct person.
If a next-of-kin or informant is trying to correct the record, refer
them to the state**



**Most common errors are
missing signatures**

3. The change is allowed

All items on the death record can be amended EXCEPT:

1. Signatures
2. Date of death (by funeral director)
3. Cause of death (by funeral director)
4. Decedent's name (by the medical certifier)
5. Only in certain circumstances can marital status, spouses name, informant identity, and funeral home name be amended

If you are unsure call Derrick at 971-673-1163

Additional information about allowed changes

- ❖ For changes to marital status, the spouse's name, the informant's name, and the funeral home, timing matters – significant changes are only allowed if corrected by the funeral director prior to submitting the record to the county
- ❖ In these cases the affidavit must accompany the paper or hybrid record when it is delivered to the county to be initially filed
- ❖ Once a record is submitted only minor changes to the names are allowed; other changes should be referred to the state

Example 1

A funeral director mails in a hybrid record and then is contacted by the informant who says the maiden last name of the spouse should be “Johnson” rather than “Jones”. The funeral director faxes you an affidavit. Is this change permissible?

Answer: No. When a record is mailed to you, it is being submitted for filing. Changing the maiden last name of a spouse is not a minor spelling error. This should be referred to the state.

Example 2

A funeral director mails in a paper record which you file. During the time before sending the record to the state, you receive an affidavit from the funeral director to change the first name of the spouse from “Stewart” to “Stuart”. Is this an allowed change?

Answer: Yes. Even though the record was already submitted to you for filing, this is allowed because it is a minor spelling error.

Example 3

A funeral director brings in a paper death record to be registered. They have a legally sufficient affidavit that changes the marital status from married to divorced and removes the listed spouse's name. Is this a permissible change?

Answer: Yes. The affidavit accompanied the record when submitted to the county for filing. Otherwise this should be referred to the state.

Example 4

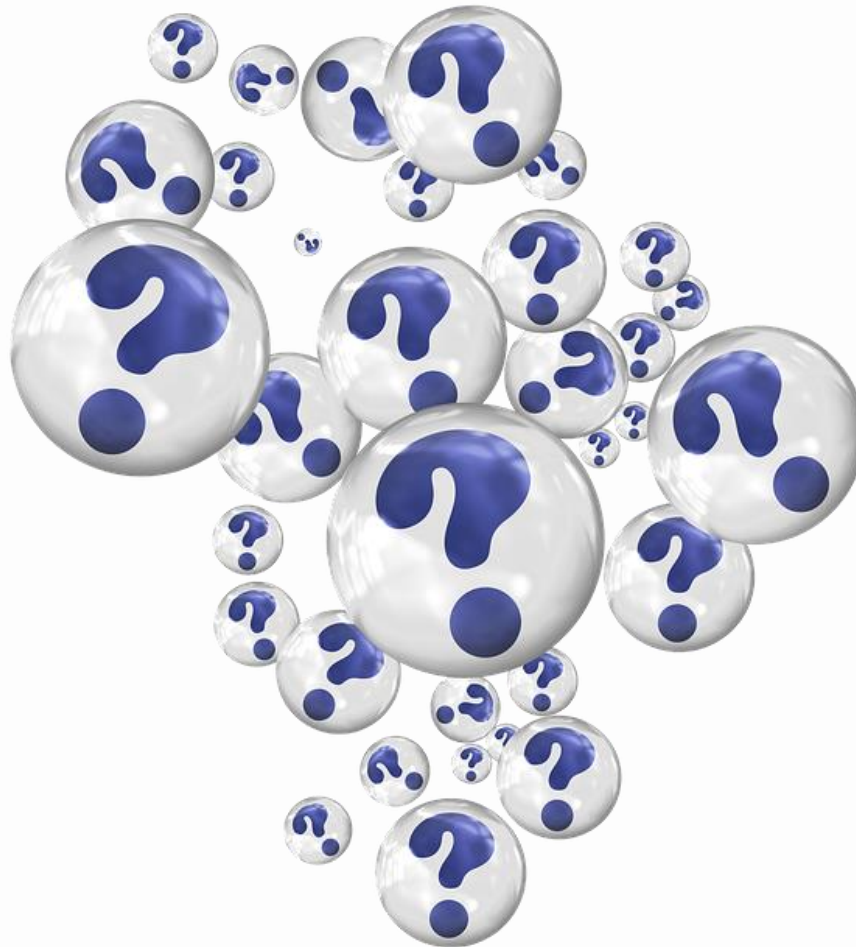
A funeral director mails in a hybrid death record to be registered, as well as an un-signed affidavit to change the informant from a nurse to the decedent's son. Is this a permissible change?

Answer: No. The affidavit is not legally sufficient because it is not signed.

4. You are able to type a footnote

- ❖ To change a record you need access to a typewriter
- ❖ Sometimes there are too many items being amended and you don't have space to type a footnote, or you don't have enough space to type the new information (for example a very long name)
- ❖ If you are not able to type the footnote and new information for any reason, send the record and affidavits to the State

Q & A Break



How to Correct a Record

How to correct a record



Once you have determined that you have a legally sufficient affidavit, and that the change you are making is permissible you will physically alter the record:

1. White out the information that is being changed
2. Type the new information and footnote
3. Attach the affidavit to the record and send to the state

How to correct a record

1. White out the information that is being changed and type the new information



How to correct a record

2. Type the footnote

- ❖ Footnotes are critical for tracking changes and are legally required
- ❖ For additional reference See our June 2017 County Newsletter:
'Adding footnotes to a death certificate'

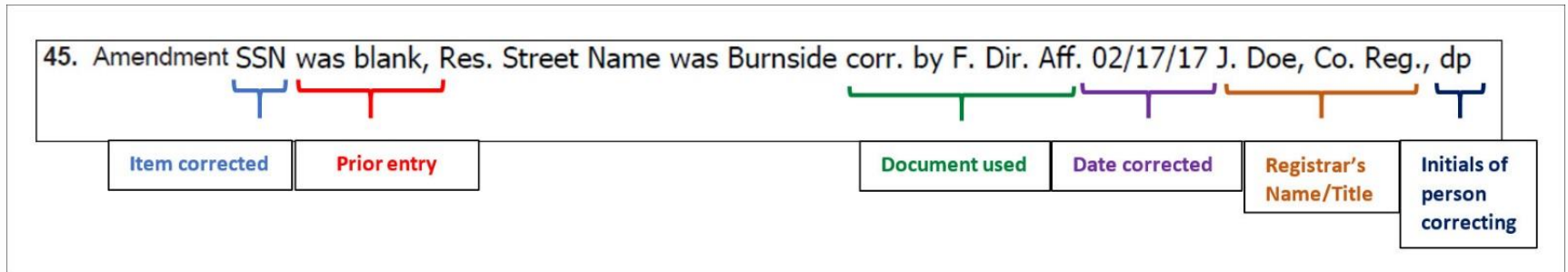
Personal Footnotes

- ❖ Changes to the personal section or the date of death should be footnoted in box 45, on the top half of the certificate.
- ❖ A personal footnote should contain :
 - ❖ Item corrected
 - ❖ Prior information
 - ❖ Document used to change the record
 - ❖ Date corrected
 - ❖ Registrar's or Deputy Registrar's Name and Title
 - ❖ Initials of the person making the changes

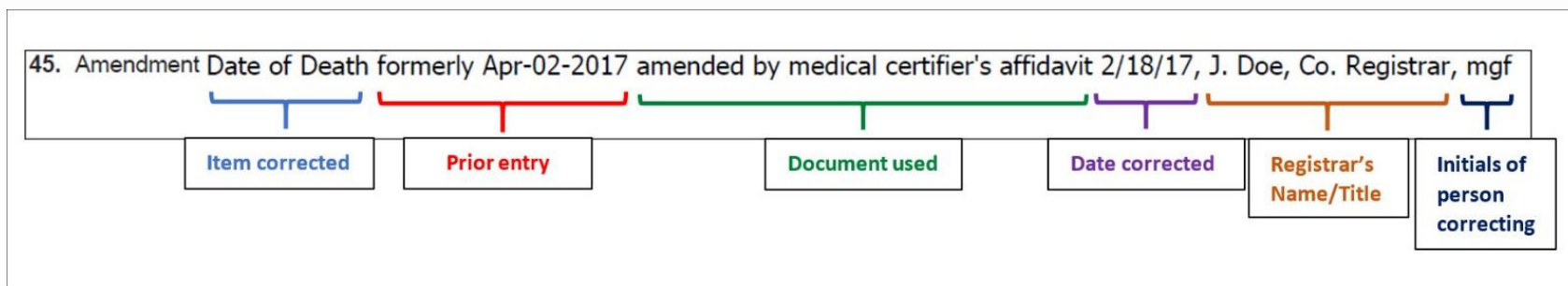
Medical Footnotes

- ❖ Medical footnotes (other than date of death) are similar to personal footnotes, but are typed in box 69 so they only appear on a long form
- ❖ Unlike personal footnotes, medical footnotes do not have any reference to what the prior information was. This is due to the length of medical entries and the limited amount of space for footnotes

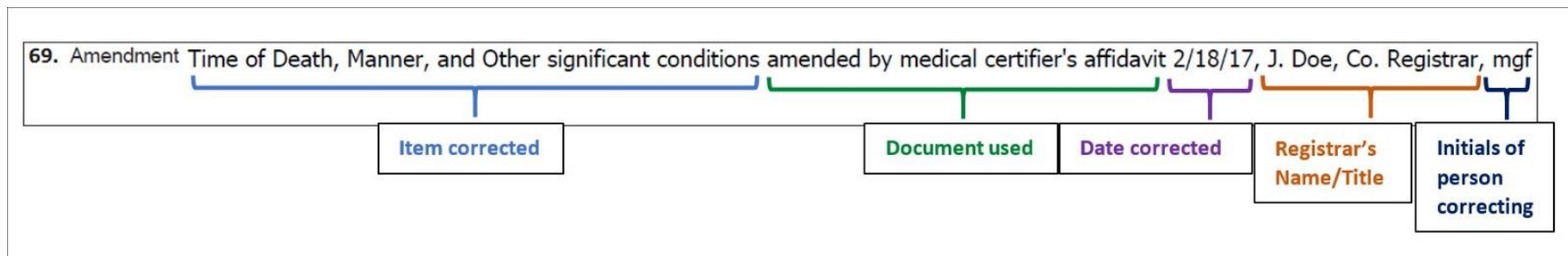
Footnote Example 1



Footnote Example 2



Footnote Example 3



Avoid Ambiguity in Footnotes

- ❖ When typing a footnote, be certain you are being specific enough for someone to tell exactly what was changed without seeing the affidavit.

For example:

“Last Name formerly Jones corr. By F. Dir. Aff. 9/12/17 J. Doe, Co. Reg., dp”

- ❖ This is not specific enough because there are several “Last Names” that appear on a record. The last name could have been for the decedent, mother, father, or informant.

Example

Item # or entry to be corrected:	Original record now shows:	Corrected item should show:
#15	Multnomah	Washington
#23	Jane Mary Dough	Jane Megan Dough

“County formerly Multnomah, Middle Name formerly Mary corrected by F. Dir. Aff. 9/15/17 M. Smith, Co. Reg., mk”

Correct footnote:

“**Residence** County formerly Multnomah, **Mother's** Middle Name formerly Mary corrected by F. Dir. Aff. 9/15/17 M. Smith, Co. Reg., mk”

Abbreviations

Item # or entry to be corrected:	Original record now shows:	Corrected item should show:
#15	Multnomah	Washington
#23	Jane Mary Dough	Jane Megan Dough

Abbreviate as necessary but be careful that the footnote remains specific and accurate.

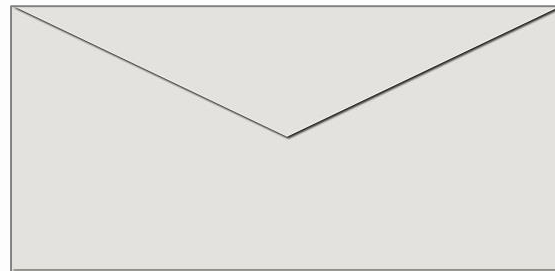
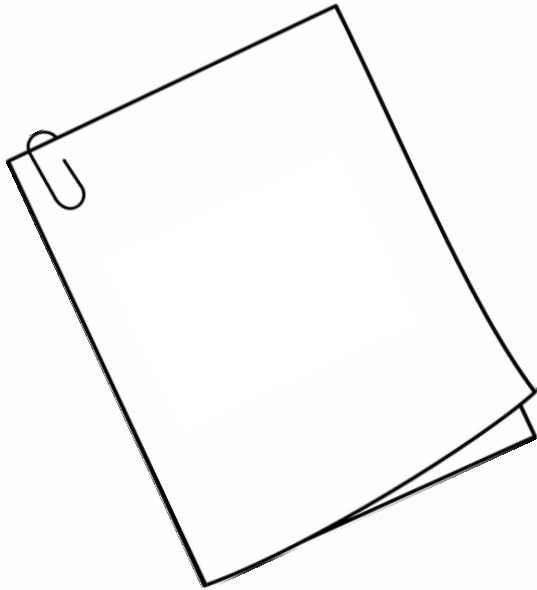
“Residence County formerly Multnomah, Mother’s Middle Name formerly Mary corrected by F. Dir. Aff. 9/15/17 M. Smith, Co. Reg., mk”

Abbreviated:

“**Res. Co. was** Multnomah, Mother **Mid. Nm. was** Mary **corr.** by F. Dir. Aff. 9/15/17 M. Smith, Co. Reg., mk”

How to amend a record

5. Attach the affidavits to the record and send them to the state

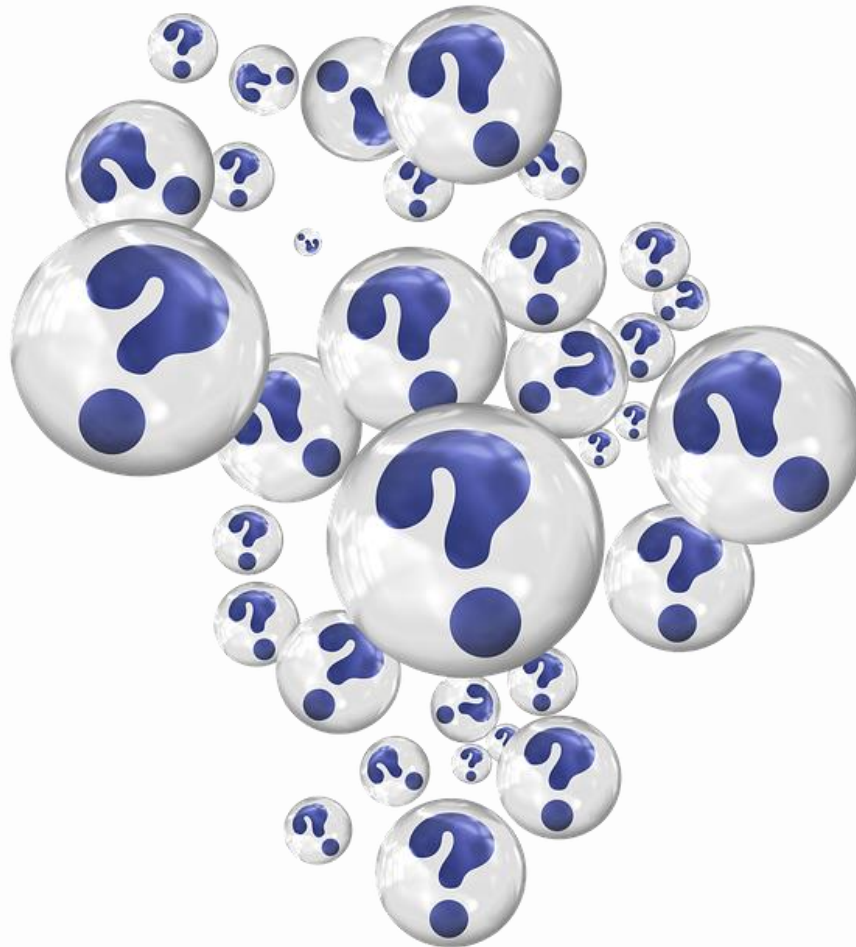


Announcements

- ❖ New! CHS Amendments email address for questions
 - ❖ CHS.Amendments@state.or.us
- ❖ Amendment Tool – coming soon!
- ❖ December 2017 webinar



Final Questions?



Frequent Contacts

Jennifer Woodward
State Registrar
971-673-1185
Jennifer.A.Woodward@state.or.us

Judy Shioishi
Field Liaison
971-673-1166
Judy.Shioishi@state.or.us

Karen Hampton
Vital Statistics and Systems Manager
971-673-1191
Karen.R.Hampton@state.or.us

Krystalyn Salyer
OVERS Training Coordinator
971-673-1197
Krystalyn.Salyer@state.or.us

Ryan Sanders
Amendments Manager
971-673-1178
Ryan.G.Sanders@state.or.us

Derrick Patterson
Amendment Specialist (non-medical items)
971-673-1163
Derrick.C.Patterson@state.or.us

JoAnn Jackson
State Registration Manager
971-673-1160
JoAnn.Jackson@state.or.us

Melissa Franklin
Nosologist (medical items)
971-673-1144
Melissa.G.Franklin@state.or.us

Karen Rangan
Certification Supervisor
971-673-1182
Karen.L.Rangan@state.or.us

NEW! CHS.Amendments@state.or.us

Thank you!