

# Quick Reference

## 24-Hour Notice - Funeral Home

### Summary:

The 24-Hour Receipt of Body Notice is electronic for fully electronic and drop-to-paper records. It is called 24-Hour Notice in OVERS. The 24-Hour Notice begins when the funeral home starts the death record or assumes ownership of the death record. The 24-Hour Notice status is then assigned to the death record.

For **fully** paper records, you will still need to fax or mail in the 24-Hour Receipt of Body Card (45-106) to the county of death Vital Records Office. For **electronic** and **drop-to-paper** records the county will receive an electronic notification automatically.

### Step by Step Process:

#### Start/Edit New Case:

Enter information in the **Start/Edit New Case**.

Click **Search**.

#### Death Search Results:

If no records are returned and you are starting a new case then click **If case does not appear above, start new case** button.

OR

If you are searching for a case that was started by the Medical Examiner or another funeral home, you will to take ownership of the case. Select the record and assume ownership by selecting **Ok** in the pop-up box.

## Decedent Page:

Verify the **24-Hour Notice** status is applied and the **24-Hour Notice Submitted to County on [date]** is displayed on the decedent page.

The screenshot shows the 'Death Registration Menu' for a decedent named Frank Test. The menu includes sections for Personal Information, Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes, Medical Certification, and Pronouncement. The 'Decedent' section is highlighted, showing the decedent's name 'Frank Test' and the date 'MAR-19-2018'. A red circle highlights the text '24-Hour Notice submitted to County on 03-19-2018'. Another red circle highlights the text '24-Hour Notice' in the breadcrumb trail. The 'Decedent's Legal Name' section shows the first name 'Frank' and the last name 'Test'.

If you have any questions please contact the OVERS Help Desk at 971-673-0279.

No other action is needed by the funeral home to notify the County of death. If you are interested in learning more about the county process for 24-Hour Notices, check the quick reference guide for counties on the OHA website.