

# Quick Reference

## 24-Hour Notice — Funeral Home

### Summary:

The 24-Hour Receipt of Body Card (45-106) is now 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. This will be filled out by the County. Please remember 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.

American Burial and Cremation of Oregon  
Welcome back: orfundir Logout  
Main Life Events Queues Reports Forms Help  
The State of Oregon - Oregon Health Authority  
OVERS TEST

Death Start/Edit New Case

Decedent's Information

First: Samuel Last: Test Date of Death: MAR-23-2018  
Sex: Male SSN: 999-99-9999 Date of Birth: MAR-23-1980  
Case Id: ME Case Number: Medical Record Number:  
Place of Death Location Type: County Place of Death: Baker

Search Clear

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Death Search Results

There are no cases that match the criteria you have entered.  
If this is a new case, select the Start New Case button or select the New Search button to perform a new search.

If case does not appear above, start new case New Search

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Death Search Results

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	Preview
6879516	Test, Tom	MAR-29-2018	Male	Lane	MAR-29-1970	

Total Records : 1

If case does not appear above, start new case New Search

Message from webpage  
The Case you have selected is an un-owned case. Press OK to become the owner of this case or Cancel to return to the list.  
OK Cancel

## 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 OHA system interface for a decedent. The top navigation bar includes 'Main', 'Life Events', 'Queues', 'Reports', 'Forms', and 'Help'. The page title is 'The State of Oregon - Oregon Health Authority' and 'OVERS TEST'. The main content area displays the following information:

- Death Registration Menu**: Personal Information, Resident Address, Family Members, Informant, Disposition, Decedent Attributes, Medical Certification, Pronouncement.
- Personal Information**: 6879454 :Frank Test MAR-19-2018. A red circle highlights the status: /New Event/New Event/Not Registered/Unsigned/Uncertified/NA/24-Hour Notice.
- Decedent**: A red circle highlights the status: Decedent.
- Resident Address**: 24-Hour Notice submitted to County on 03-19-2018. A red circle highlights this text.
- Family Members**: Will Medical Examiner be completing personal information? No (dropdown menu).
- Informant**: Decedent's Legal Name.
- Disposition**: Prefix, First (Frank), Middle, Other Middle, Last (Test), Suffix.
- Decedent Attributes**: (Empty fields).
- Medical Certification**: (Empty fields).
- Pronouncement**: (Empty fields).

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.