# 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:**

#### Welcome back: orfundir Logout Start/Edit New Case: Lif<u>e Events Q</u>ueues <u>R</u>eports Forms <u>H</u>elp The State of Oregon - Oregon Health Authority OVERS TEST Enter information in the eath Start/Edit New Case Start/Edit New Case. Decedent's Information First: Samuel Last: Test Date of Death: MAR-23-2018 SSN<sup>-</sup> Date of Birth: MAR-23-1980 Sex: Male 999-99-9999 Click Search. ME Case Number: Medical Record Number Case Id: Place of Death Location Type: County Place of Death: Baker .... Search Clear Lif<u>e Events Q</u>ueues <u>R</u>eports Forms <u>H</u>elp **Death Search Results:** The State of Oregon - Oregon Health Authority If no records are returned and OVERS TEST you are starting a new case then click If case does not 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 appear above, start new case If case does not appear above, start new case New Start button. or Life Events Queues Reports Forms Help The State of Oregon - Oregon Health Authority If you are searching for a case OVERS TEST Death Search Results that was started by the Medical Case Id Date of Death Date of Birth Decedent's Name Sex Place of Death Examiner or another funeral 6879516 Test, Tom MAR-29-2018 Male MAR-29-1970 Lane Preview home, you will to take Total Records : 1 ownership of the case. Select If case does not ap the record and assume ownership by selecting **Ok** in Message from webpage 83 the pop-up box. The Case you have selected is an un-owned case. Press OK to becom 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.

Main Life Events Queues Reports Forms Help The State of Oregon - Oregon Health Authority OVERS TEST	
Death Registration Menu	6879454 :Frank Test MAR-19-2018
Personal Information	/New Event/New Event/Not Registered/Unsigned/Uncerkfied/NA/24-Hour Notice
Decedent	Decedent
Resident Address	24-Hour Notice submitted to County on 03-19-2018
Family Members	Will Medical Examiner be completing personal information? No
Informant	
Disposition	Decedent's Legal Name
Decedent Attributes	Prefix First Middle Other Middle Last Suffix
Medical Certification	Frank Test
Pronouncement	

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.