

## Amending an Electronic Death Record – revised 6/2022

### Use this process to amend a death record that was certified in OVERS

It may sometimes be necessary to make corrections to a death certificate after it has been registered at the State and assigned a State File Number (SFN).

Locate the record in OVERS that needs to be amended.

After a record is registered, different options will appear under **Other Links**. To request an amendment to a record, select **Amendments** from the **Other Links** section of the **Death Registration Menu**.



The **Amendment Page** will appear. Choose the **Type** of amendment from the dropdown list. Your only option is **Medical**. Then click **Save**.

**Amendment Page**

Type: Medical Amendment Date:

Year:  Amendment Number:

Order Number:  Description:

Amendment Status:

Save
Clear
Return

The page will refresh automatically and a new dropdown list appears for **Page to Amend**. Select the page from the dropdown that contains the information you need to change.

**Amendment Page**

Type: Medical Amendment Date: APR-01-2021

Year: 2021 Amendment Number: 581181

Order Number:  Description:

Amendment Status: Keyed (Requires Affirmation)

Page to Amend: Death - Cause of Death

Cancel Amendment
Save
Clear
Return

The screen will refresh and show the **Page to Amend** at bottom of the **Amendment Page**. Scroll down to the field where the changes need to be made, enter the updates to the record and then click **Save**.

**Amendment Page**

Type: Medical Amendment Date: APR-02-2021

Year: 2021 Amendment Number: 581185

Order Number:  Description:

Amendment Status: Keyed (Requires Affirmation)

Page to Amend: Death - Cause of Death

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**Cause of Death**

NCHS Recommendations for Entry of Cause of Death

Enter the chain of events- diseases, injuries, or complications- that directly caused the death. DO NOT enter arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO NOT enter one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (diseases resulting in death) LAST.

Immediate Cause (Final disease or condition resulting in death)

PART I  
Line a: Pulmonary Embolism

Line b: Deep Vein Thrombosis of the left thigh Update field on the page of the record you are changing

Cancel Amendment
Validate Page
Validate Amendment
Save
Clear
Return

The page will refresh and show the information that has changed in the **Item in Error** section. In this example, the Cause of Death Line B Description was changed.

**Amendment Page**  
The Amendment has not been affirmed. Please select Amendment Affirmation to Affirm the amendment.

Type: Medical | Amendment Date: APR-01-2021  
Year: 2021 | Amendment Number: 581182  
Order Number: | Description: |  
Amendment Status: Keyed (Requires Affirmation)  
Page to Amend: |

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Cause of Death-Line B Description	Deep Vein Thrombosis of the left thigh	Deep Vein Thrombosis of the right thigh	Edit	Delete

Buttons: Cancel Amendment, Validate Amendment, Save, Clear, Return

For amendments involving multiple pages select the additional pages to amend from the drop-down. If all the changes are complete and correct, click **Save**. A message in red will appear at the top of the Amendment Page alerting you that the amendment must be affirmed.

To complete the amendment, click **Amendment Affirmation** in the **Amendments Menu**. The menu will appear in the left-hand menu above the Death Registration Menu after an amendment has been entered.



You will be taken to the **Affirmations** page. Read the affirmation and click the check box to affirm the statement on the screen. Click **Affirm** to complete the amendment.

**Affirmations**

Affirm the following:

I affirm under the penalty of perjury that I am the authorized signer/certifier to amend this record. I certify that this change truthfully reports personal information to the best of my knowledge and is submitted for inclusion on the vital record.

Buttons: Affirm, Clear, Return

Once the amendment is affirmed, the amendment request will be sent to the State office for review.