

Oregon Death Report Instructions

Oregon Vital Events Registration System (OVERS)

Chapter 3: Special Situations & Tools

Funeral Director Edition

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Public Health Division
Center for Public Health Practice
Center for Health Statistics

OVERS Death Report Instructions

Funeral Director Edition

Table of Contents

- Chapter 3: Special Situations & Tools..... 37**
 - Picking up a Case Started by a Medical Examiner or Medical Certifier 37
 - Drop to Paper..... 38
 - Refer to Medical Examiner..... 39
 - Disposition Approval 40
 - Print a Working Copy 41
 - Relinquish a Case 42
 - Transfer a Case 43
 - Making Changes to a Report 43
 - Unsign 44
 - Amendments 44

Picking up a Case Started by a Medical Examiner or Medical Certifier

When a Medical Examiner or Medical Certifier starts a case in OVERS, the Funeral Director will need to take ownership of the case before completing the death report. To take ownership of the death report you will need to search for it using **Start/Edit New Case**. This is the only search feature that will find cases not already assigned to your facility.

From the top Menu Bar, choose **Life Events**, then **Start/Edit New Case**. Enter the **First Name, Last Name, Date of Death, Gender, Date of Birth** and **County of Death**. Click the **Search** button.

Death Start/Edit New Case

Decedent's Information

First: Last: Date of Death:

Gender: SSN: Date of Birth:

Case Id: ME Case Number: Medical Record Number:

Place of Death Location Type: Place of Death:

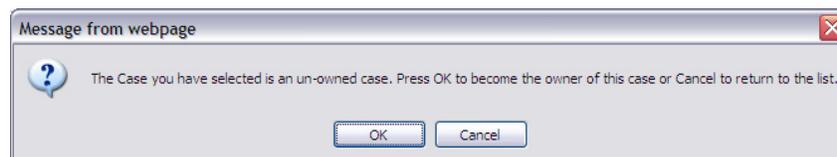
After clicking the **Search** button, a **Results** page will appear as shown below. Open the desired report by clicking on the **Decedent's Name**.

Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
4254376	Test, Eleanor	JUN-22-2013	Female	Multnomah	MAR-20-1952	Preview

Total records : 1

A dialog will pop up asking if you want to take ownership of the report. Click **OK** to take ownership of the case.



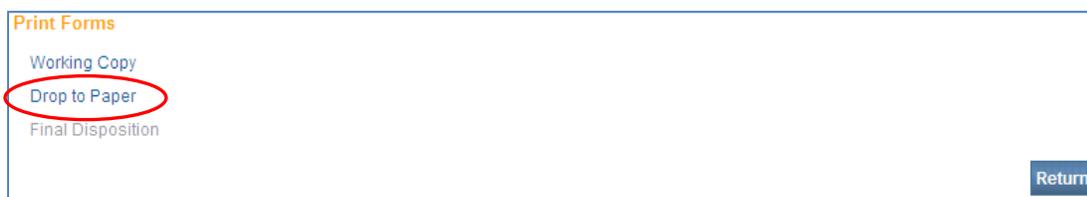
If your search returns no results and you are confident the report has been started in OVERS, you may try your search again or contact the Medical Examiner or Medical Certifier who started the report in OVERS before starting a new case to obtain the information added to the report. This will avoid creating a duplicate report.

Drop to Paper

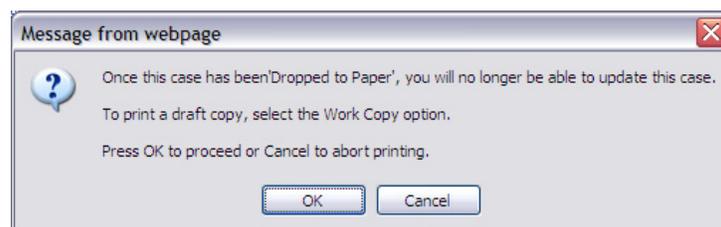
The **Drop to Paper** link is used to print a paper death report when a case is started in OVERS but will be completed on paper by the medical certifier.

Once a report is dropped to paper, previously authenticated signatures are printed along with all filled-in data. **The paper document is then considered the official source of the death report information.** All “authenticated” information will be locked in OVERS at the time a death report is dropped to paper to ensure the paper document matches the electronic report.

To access the **Drop to Paper** link, select **Print Forms** from the **Other Links** sub-menu. The **Print Forms** page will appear. The **Drop to Paper** link will only be available after you have signed your portion of the report. Click **Drop to Paper**.



The following message will appear on screen. The message reminds you that you will not be able to make change changes to this case after you drop the report to paper. To continue, click **OK**.



Selecting **OK** will launch the **File Download** page. Select **Open** to view the document. Once the document displays, you can print the report.

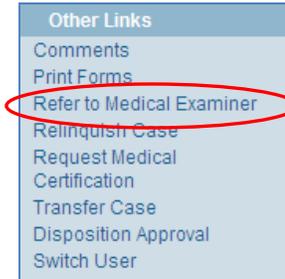
Note: Reports can only be dropped to paper once. After it is dropped to paper, the link will not be available to drop to paper again.

If you find you have made an error after you have dropped the death report to paper, you may call the OVERS Help Desk for assistance.

Refer to Medical Examiner

The purpose of the **Refer to Medical Examiner** page is to notify a Medical Examiner of a death that was due to or may have been due to unnatural causes. In some cases, this step may be required by law.

To begin, go to the **Other Links** section of the **Death Registration Menu**. Click on **Refer to Medical Examiner**.



You will be taken to the **Refer to Medical Examiner** page shown below. Notice that the **Message** box is pre-filled with information about the case. This message can be left as is, or you may add your own message at the end of the pre-filled message.

The screenshot shows the "Refer To Medical Examiner" form. It includes fields for County (Multnomah), Office, and Medical Examiner, each with a magnifying glass icon. A red circle labeled "1" points to the Office field's magnifying glass, and a red circle labeled "2" points to the Medical Examiner field's magnifying glass. The Message field contains pre-filled text: "Please review Case Id: 4254340 - James Ernest Jones, Date of Death: JUN-03-2013 referred by Attrell's Sherwood Funeral Chapel. https://or-vitalevents.hr.state.or.us/OVERS/". A red circle labeled "3" points to the Save button. At the bottom right are buttons for Clear, Save, and Return.

First, search for the **Office** then for the specific **Medical Examiner** by clicking on the magnifying glass icon. Enter the first part of the name you are looking for, followed by the wildcard symbol, %. Choose the **Office** or **Medical Examiner** by clicking on the **Select** link.

The screenshot shows a "Lookup Office" dialog box. The "Facility Name" field contains "st%" and the "Search" button is highlighted. Below the search field is a table with the following data:

Facility Name	Address	City	
State Medical Examiner Office	13309 SE 84th Avenue	Clackamas	select

The "select" link in the table is circled in red. The "Total records : 1" is displayed at the bottom right of the table. A "Cancel" button is located at the bottom right of the dialog box.

Click **Save** to complete the referral and send a message to the Medical Examiner.

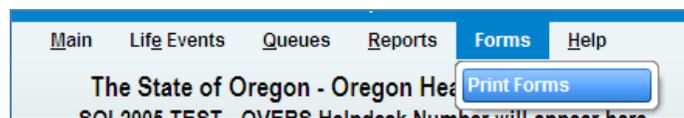
Disposition Approval

The **Disposition Approval** page is used to approve the transport of a decedent's remains. The Disposition Permit serves the permit to transport the decedent's remains authorize the crematory or cemetery for final disposition.

There are two options for printing a disposition approval permit in OVERS. To create a disposition permit you can either open a blank permit and type the information into the form or you can print the permit with the data pre-filled from the death report.

Blank Permit

To access a blank copy of the **Disposition Approval** permit, choose **Forms** from the top menu bar, then **Print Forms**.



You will be taken to the **Print Forms** page. Click **Final Disposition** to open a blank disposition permit. You may type the information in the form prior to printing it on paper.

Auto-Filled Permit

After the death report is completed, you can access the auto-filled **Disposition Approval** permit by selecting **Disposition Approval** from the **Other Links** sub-menu.



There are two affirmation checkboxes on the **Disposition Approval** page:

1. *Authorization for Final Disposition* is used when the Personal Information pages have been completed and the Medical Certification portion has been certified.
2. *Alternate Authorization for Final Disposition* is used when only the Personal Information pages have been completed.

Disposition Approval

Save button is disabled until an affirmation is checked and physician contacted and date contacted are populated.

Authorization For Final Disposition

Alternative Authorization for Final Disposition

Physician

Lookup

First Middle Last

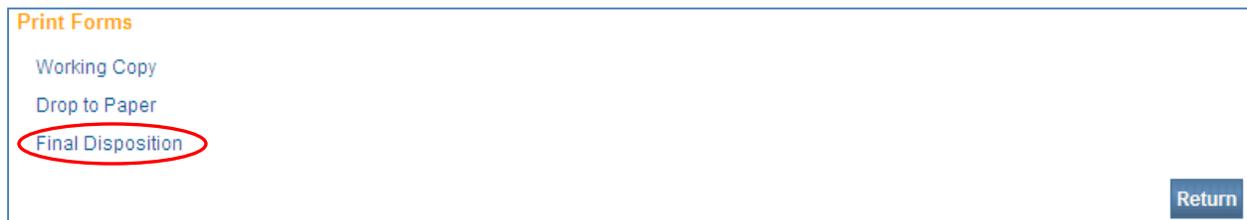
Date Contacted Time Contacted :

Date of disposition

Place a checkmark in the appropriate **Authorization for Final Disposition** check box. Use the **Lookup** tool by clicking on the magnifying glass to search for the medical certifier responsible for the medical portion of the report.

After the medical certifier is chosen, the details will appear on the **Disposition Approval** page. Enter the **Date Contacted** and **Time Contacted**. An example is shown below. Click **Save**.

Next, click the **Print Forms** link in the **Other Links** sub-menu. You will be taken to the **Print Forms** page shown below



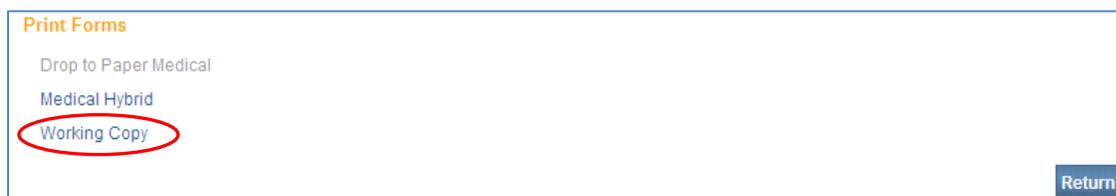
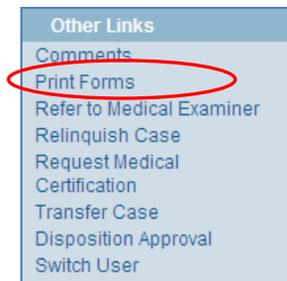
The **Final Disposition** link is now available. Click **Final Disposition** and open the document. The **Disposition Approval** permit will appear on screen, filled in with the information provided on the **Disposition Approval** page.

Print a Working Copy

The working copy is a version of the death report that you can print to help review the information entered before signing a death report.

To print a working copy of the death report, go to the **Death Registration Menu**. Under **Other Links**, click **Print Forms**.

You will be taken to the **Print Forms** menu shown below. Click on **Working Copy**.



The **File Download** box will appear. Click **Open**.

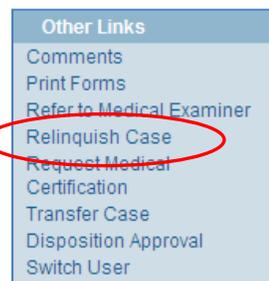
The form will open using Adobe Reader. To print a paper copy, choose **File** then **Print**.

OREGON HEALTH AUTHORITY CENTER FOR HEALTH STATISTICS CERTIFICATE OF DEATH			
I.D. TAG NO. 87514		STATE FILE NUMBER	
1. Legal Name First: Samuel, Middle: George, Last: Solomon, Suffix:			2. Death Date June 02, 2013
3. Sex Male	4. Age 62 years	5. Social Security Number 898-98-9898	6. County of Death Multnomah
7. Birthdate November 10, 1950	8. Birthplace Cape Girardeau, Missouri	9. Decedent's Education Bachelor's degree	
10. Was Decedent of Hispanic Origin? No	11. Decedent's Race(s) White		12. Was Decedent Ever in U.S. Armed Forces? Yes
13. Residence: Number and Street 3245 N Ridge Way		14. City/Town Portland	
15. Residence County Multnomah	16. State or Foreign Country Oregon	17. Zip Code + 4 97215	18. Inside City Limits? Yes
19. Marital Status at Time of Death Never married		20. Spouse's Name Prior to First Marriage	
21. Usual Occupation Teacher		22. Kind of Business/Industry Education	
23. Father's Name Samuel James Solomon		24. Mother's Name Prior to First Marriage Jennifer Wendy Smith	
25. Informant's Name George Solomon	26. Telephone Number Not Available	27. Relationship to Decedent Nephew	28. Mailing Address 12105 NE 121 Avenue, Portland, OR 97232
29. Place of Death Hospital-Emergency Room/Outpatient		30. Facility Name Adventist Medical Center	
31. Location of Death 123 SE Any Street		32. City/Town or Location of Death Portland	33. State Oregon
35. Method of Disposition Burial		36. Place of Disposition River View Cemetery	37. Location Portland, Oregon
38. Name and Complete Address of Funeral Facility Attrell's Sherwood Funeral Chapel 16195 SW First St, Sherwood, Oregon 97140			
39. Date of Disposition June 04, 2013	40. Funeral Director's Signature Funeral Test Director		41. OR License Number CO-3385
42. Registrar's Signature		43. Date Received	44. Local File Number
45. Amendment			
46. Was case referred to Medical Examiner? No	47. Autopsy? No	48. Were autopsy findings available to complete the cause of death?	49. Time of Death 02:12 AM
50. CAUSE OF DEATH			

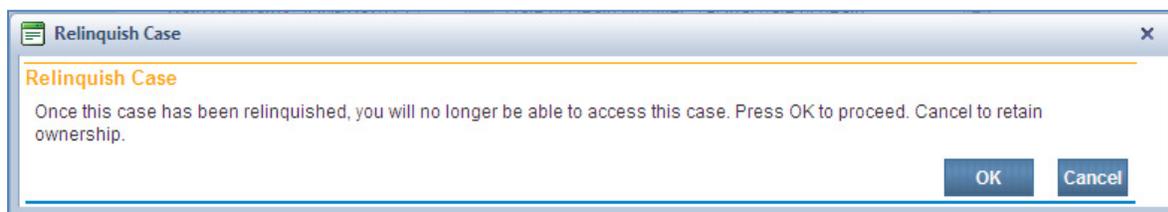
Relinquish a Case

Once a Funeral Home Director has taken “ownership” of a death report, no other Funeral Home facility or office will be allowed to make changes to the record. The **Relinquish Case** link allows a Funeral Director to relinquish control of the report so that a different Funeral Home can finish the death report.

From the **Death Registration Menu**, select **Relinquish Case** from the **Other Links** section.



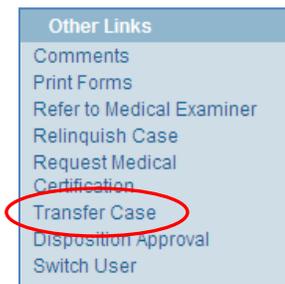
The **Relinquish Case** box shown below will appear. Click **OK**. The case will be released and another Funeral Home facility will now be able to locate and complete the report. Any information provided on the **Disposition** page will be removed. You will not be able to view or edit the report after you relinquish the case.



Transfer a Case

It may sometimes be necessary for a medical facility such as a Funeral Home to transfer ownership of a case to another, similar, facility. In these situations, the transferring facility would use the **Transfer Case** page to transfer ownership to the appropriate facility.

From the **Death Registration Menu**, select **Transfer Case** in the **Other Links** section.



Notice that there are two options on the **Transfer Case** page: **Transfer Personal Ownership** and **Transfer Medical Ownership**. Funeral Directors can only transfer **Personal Ownership**.

To transfer ownership, place a check mark in the **Transfer Personal Ownership To** box. Next, click on the magnifying glass icon next to the facility field. Enter a **Facility Name** in the box and click **Search**. Select the correct facility.

The **Message** box is pre-filled with information about the case. You may add text at the end of the pre-filled message only. Then click **Save** to transfer the case.

 A screenshot of the 'Transfer Case' form. At the top, there is a section for 'Transfer Personal Ownership To:' with a checked checkbox and a search field containing 'River View Cemetery Funeral Home'. A red circle with the number '1' points to the search field. Below this is a section for 'Transfer Medical Ownership To:' with an unchecked checkbox and an empty search field. A 'Message' box contains the text: 'The following case has been transferred to your facility: Case Id: 4254372 - Summer Smith, Date of Death: JUN-20-2013 transferred by Attrell's Sherwood Funeral Chapel.' At the bottom right, there are three buttons: 'Clear', 'Save' (with a red circle and number '2' pointing to it), and 'Return'.

Making Changes to a Report

Once the report is signed you can still access and view the report for six months. However, you will not be able to edit the report without unsigned it (if it has not yet been registered at the State level) or requesting an amendment (if it has already been registered at the State level).

Unsign

Until the report is dropped to paper or registered at the State office and assigned a State File Number (SFN), you may unsign it if you need to make edits. To do this, click on the **Sign** link. Notice that the **Affirm** button has changed to the **Unsign** button. To unsign a report so that you can edit it, click the **Unsign** button.



A popup message will ask you to confirm that you want to unsign the death report. Click **OK**.



Make the necessary edits. Once you have completed edits to the death report, validate and sign the report as you would for any other death report.

Amendments

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). Requesting an amendment in OVERS significantly shortens the processing time necessary to change a death record.

After a record is registered, different options will appear under the **Other Links** sub-menu. 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 **Personal**. Then click **Save**.

Amendment Page

Type Amendment Date

Year Amendment Number

Order Number Description

Amendment Status

The page will refresh and automatically show an **Amendment Date**, **Amendment Number**, **Year** and **Amendment Status**. In addition, a new dropdown list appears for **Page to Amend**. Choose the page that contains the information you need to change.

Amendment Page

Type Amendment Date

Year Amendment Number

Order Number Description

Amendment Status

Page to Amend

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Family Members-Mother's First Name	Rhonda	Samantha	Edit	Delete

The page will refresh to show the **Page to Amend** on the **Amendment Page**. Make the necessary changes, then click **Save**.

The page will refresh and show the information that you will change. In this case, the decedent's mother's name has been changed from *Rhonda* to *Samantha*. If the changes are correct, click **Save**.

Amendment Page

Type Amendment Date

Year Amendment Number

Order Number Description

Amendment Status

Page to Amend

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Family Members-Mother's First Name	Rhonda	Samantha	Edit	Delete

While you are working on an amendment, a new menu appears above the **Death Registration Menu**, called the **Amendments Menu**. To complete the amendment, click **Amendment Affirmation** in the **Amendments Menu**.



You will be taken to the **Affirmations** page. As with signing a death record, click the check box to affirm the statement on the screen. Then click **Affirm**. Place your finger on the fingerprint scanner attached to your computer. When your fingerprint is accepted, the amendment request will be sent to the State office for review. The amendment is not complete until it is approved by the State office. You will receive an automated e-mail from OVERS when the amendment is approved by the State office.

Searching for the Amendment Status

Once an amendment is started, it appears in the **Amendment List**. From the **Death Registration Menu**, select **Amendment List** under the **Registrar** sub-menu to find the status of amendment requests.



In the example shown below, three personal amendment requests were submitted to the State office.

- The first request was completed by the Funeral Director and is pending review at the State office.
- The second amendment request was completed by the Funeral Director and completed, or approved, by the State office.
- The third request has been Keyed, or typed into OVERS, but Requires Affirmation using fingerprint verification by the Funeral Director.

To view, edit or affirm an amendment request, click on the **Amendment Id** number to the left.

Amendment List						
Amendment Id	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
352430	History	Personal	JUN-26-2013		Pending	
352431	History	Personal	JUN-26-2013	7/19/2013 8:56:35 AM	Complete	
352438	History	Personal	JUL-18-2013		Keyed (Requires Affirmation)	