

Getting Started

Log in to OVERS:

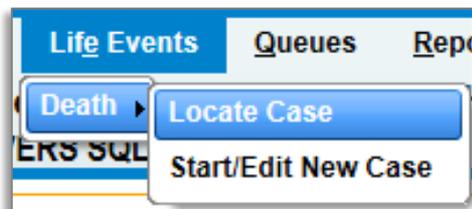
<http://bit.ly/overslogon>

To pick up a case that has been initiated by a funeral director: from the **Main** tab on home page, select **Current Activities**, and click the **Medical Certification Requested** link.

Click the **decedents name** or **Case ID** to open the case.

or

Navigate to **Life Events > Death > Locate Case** (enter just the last name and click **Search**)



To save data and navigate between screens:

Validate Page **Next** **Clear** **Save** **Return**

Click **Next** to save info and move on to the next screen

Click **Clear** to erase info from current screen

Click **Save** to save info and remain on current screen

Only click **Return** to go to a previous Menu category

(**Return** will **not** always go back to the previous screen)

To get to a previous screen, be sure to **Save** info on current screen, then click on the desired screen in the **Menu** section on the left hand side.

Do not use the Back or Forward browser arrows or the Enter key.

Death Registration Menu

Personal Information

- ✓ Decedent
- ✓ Resident Address

Medical Certification

- ✓ Pronouncement
- ✓ Place of Death
- ✓ Cause of Death
- ✓ Other Factors
- ✓ Injury
- ✓ Certifier

Certify

Other Links

- Comments
- Print Forms
- Refer to Medical Examiner
- Relinquish Case
- Request Medical Certification
- Transfer Case

Entering a New Death Record

Complete all required pages under **Medical Certification**, starting with **Pronouncement** and ending with **Certifier**.

CERTIFYING the DEATH CERTIFICATE

To validate the entire record and check for errors, click on the **Validate Page** button found on the bottom of any page.

✓ **If there are no edit failures, green** check marks will appear next to each link under the **Medical Certification** section of the Menu, and the **Certify** link will appear below the **Certifier** link.

If there are edit failures, either yellow circles or red x's will appear next to the links, and a list of errors will display.

● **If the edit is a yellow circle**, amend the field (if applicable) and click **Save**, OR you may override the potential error(s) if the information is accurate and complete. To override, click the **Override** box in the error message and click the button marked **Save Overrides**, then click **Validate Page** again (the edit will remain a yellow circle).

✗ **If the edit is a red 'x'**, you must amend the entry on the screen and click **Save**. Click **Validate Page** again when all edits have been corrected.

There should only be green check marks or yellow circles, indicating that the errors have been resolved and/or the overrides have been accepted. The **Certify** link will appear.

To certify, click on the **Certify** link in the Menu. Check the boxes next to the affirmation statements, then click the **Affirm** button. Place the pad of your finger on the biometric reader attached to your computer until OVERS registers your fingerprint. The page will refresh, then show '**Authentication Successful**'.

Other Links

Other Links

- Select **Print Forms** and print a **Working Copy** for the patient's file. By clicking the **Working Copy** link, it will open the death certificate in a PDF document, which will then allow you to print the record in its entirety.
- Choose **Drop to Paper Medical** only if you started the case and the funeral director is not using OVERS.
- Select **Refer to Medical Examiner** if applicable
- Select **Transfer Case** to send to another medical certifier who is enrolled in the system.

Other Links

Comments
Print Forms
Refer to Medical Examiner
Relinquish Case
Transfer Case

Print Forms

Working Copy
Drop to Paper Medical

Checking Status of the Record

Look at the top of the record where the decedents name is shown:

Personal Valid means all Personal Information screens are okay.

Medical Valid means all Medical Certification screens are okay.

With Exceptions means an override has been accepted.

Signed means a funeral director has signed electronically.

Certified means a medical certifier has signed electronically.

Registered means the record is registered, and certified copies can be made.

When a record is **Signed** and **Certified**, but **Not Registered**, State review is required.

Making Corrections or Amendments

Before the report is dropped to paper or registered:

- a. Click on the **Certify** link, then click the **Uncertify** button. Make the necessary changes, then click **Validate Page**. Follow the steps on the first page to **Certify** the report again.

After the record is registered, you must complete an Amendment in order to make any changes to the record:

- a. Under **Other Links**, you will see a link for **Amendments**. (If you do not see this link, the record is not yet registered.) Choose the type of amendment (**Medical**) and click **Save**, then select the page you want to amend. Make the changes and choose **Save**.
- b. In the **Amendments Menu**, click on **Amendment Affirmation**.
- c. Read the affirmation and click the check box to certify the changes. Click **Affirm**.
- d. Place the pad of your finger on the biometric reader attached to your computer until OVERS registers your fingerprint. The page will refresh, then show '**Authentication Successful**'.
- e. The amendment must be approved by the vital records office before the new information will appear on the death certificate.

Other Links

Amendments
Comments
Print Forms

Amendments Menu

Amendment
Amendment Affirmation

Troubleshooting

Problems or Questions?

Contact the OVERS Help Desk at 971-673-0279, Monday through Friday, 8:00 am to 5:00 pm.