Preventing Duplicate Death Records in OVERS

It is important that only one record is created per vital event in OVERS. Follow the process below when entering a new record to ensure a duplicate record isn't created.

1. Login to OVERS and go to **Life Events** and select **Death** and then **Start/Edit New Case**.
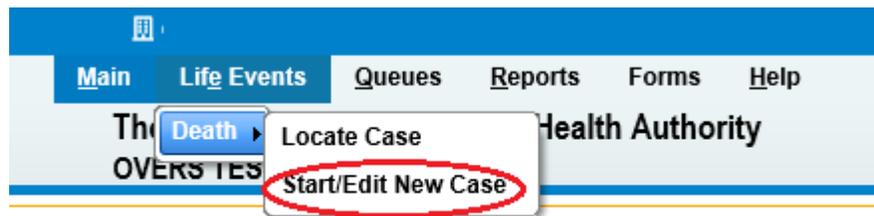
2. Fill in the required fields with the decedent's information. There are several fields that are required and are indicated by a red arrow. They are **First** and **Last Name**, **Sex**, **Date of Death**, **Place of Death Location Type**, and **Place of Death**. After entering your information click **Search**. If any information is entered differently, then matches will not display.
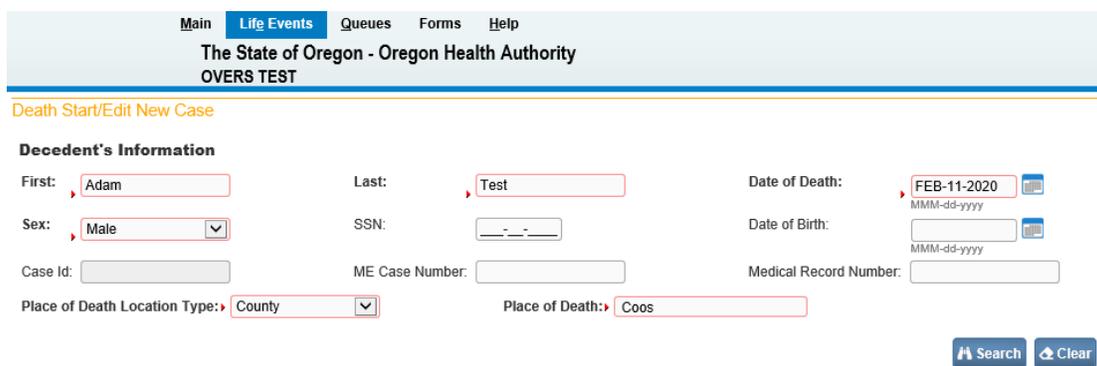
3. Any records that match your search criteria will display. Click on Preview to view the record details.

4. Determine if the record that you want to enter matches a record already in the system by viewing the information listed in the Preview. Do this for every matching record.

Preview

File Number:	**File Date:**	**Relocate Number:**
Case Id: 6881282	**Medical Record Number:**	**ME Case Number:**
Decedent's Name: Adam Test		**Date of Death:** FEB-11-2020
Decedent Alias:		
Spouse's Name:	**Marital Status:** Never married	
Sex: Male	**Date of Birth:** FEB-03-1950	**SSN:** None
City or Town of Death: Coos Bay		**County:** Coos

Place of Death: Bay Area Hospital
Residence: Sandy Oregon, United States
Mother's Maiden Name: Yolanda Doe
Informant Name: Xavier Test
Funeral Director: Funeral Test Director
Funeral Home: Tulip Cremation Inc, 920 SW 6th Avenue, Portland
Medical Certifier: Medical Test Certifier
Date Entered: FEB-18-2020   **Last Update Made By:** Medical Test Certifier
Status: /Personal Valid/Medical Valid/Not Registered/Signed/Uncertified/NA/Birth Death Linkage Required Over 1 Year/Medical Certification Requested/Certification Required/24-Hour Notice

5. If the record you want to enter doesn't match any existing record, then click the **If case does not appear above, then start new case** button.

Case Id	Decedent's Name ↓	Date of Death	Sex	Place of Death	Date of Birth	Preview
6881351	test, adam	FEB-11-2020	Male			Preview
👁 6881282	Test, Adam	FEB-11-2020	Male	Coos	FEB-03-1950	Preview
					Total Records : 2	

+ If case does not appear above, start new case **🔍 New Search**

6. If you do find a matching record, click on the name to access the record and update as needed.