

## OVERS External Facility Administrators Acknowledgment of Responsibilities

The role of External Facility Administrator within the Oregon Vital Events Registration System (OVERS) was created to expedite the process of fingerprint enrollment and password resets for medical certifiers and birth information specialists working in clinics or hospital facilities.

External Facility Administrators are designated by the facility with which they are associated, do **not** sign birth or death records, do **not** create new OVERS users, and agree to perform the following tasks:

- Maintain confidentiality regarding their access to OVERS, including following basic security protocols by not sharing user name or passwords with others.
- **If user's certifying preference is the authenticator app:** Affirm new users identity by reviewing their photo ID.
- **If user's certifying preference is the biometric device:** Enroll new user's fingerprints and affirm their identity by reviewing their photo ID.
- Complete and fax new user OVERS Enrollment Forms to the Center for Health Statistics (CHS) office.
- Reset OVERS users passwords and re-enable the authenticator app as necessary.
- Notify CHS when staff leave your facility or when their user information changes.

It is the responsibility of the External Facility Administrator to check the new user's **one piece of photo identification** and fax the completed OVERS Enrollment Form to CHS before enrolling the new user's fingerprints.

After the fingerprints are registered, the user will be able to electronically certify a vital record by use of a biometric device or the authenticator app for OVERS.

I attest that I have read the statement above and agree to perform the duties listed to the best of my ability.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Facility \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**FAX Completed Form to CHS: 971-673-1201**