

Overriding a Soft Edit: Medical Certifiers & Medical Examiners

If you receive a soft edit rule, indicated by a yellow circle in OVERS, you may override this potential error if the information is accurate and complete. See below for an example of how to override these types of errors.

You should not override a potential error if the information is incomplete. For example, if the only entry for cause of death is Cancer without a location.

To override, work from the bottom up:

- 1) Place a check mark(s) within the **Override** check box(es) under **Validation Results**
- 2) Click the **Save Overrides** button
- 3) Click the **Validate Page** button

The screenshot shows the 'Cause of Death' section of the Death Registration Menu. It includes a sidebar menu with 'Cause of Death' selected. The main area shows a form with four lines (Line a to Line d) for cause of death. Line a is highlighted in yellow and contains 'Sepsis'. Line b contains 'Kidney failure', Line c contains 'diabetes, type 2', and Line d is empty. To the right of each line is a field for 'Approximate Interval Onset to Death' with values: 2 days, 3 months, 27 years, and an empty field. Below the form are buttons: 'Check Spelling', 'Validate Page' (circled with a red 3), 'Text', 'Clear', 'Save', and 'Return'. Below these is a 'Validation Results' section with buttons: 'List All Errors', 'Save Overrides' (circled with a red 2), and 'Hide'. An 'Error Message' box is open, showing a message about a trauma term. It has an 'Override' checkbox (circled with a red 1), a 'Goto Field' button, and a 'Popup' button. The 'Override' checkbox is checked.

You will still see a yellow circle next to the page that indicated a soft edit on the left hand side, but the 'Certify' link will now appear. This will allow you to certify the record. To certify the record, click the **Certify** link, check the boxes to affirm, then complete the record by clicking the **Affirm** button.

The screenshot shows the 'Medical Certification' section. It has a list of items: 'Pronouncement', 'Place of Death', 'Cause of Death', 'Other Factors', 'Injury', and 'Certifier'. Below this is a 'Certify' link (circled with a red 1). To the right is a section titled 'Affirm the following:' with three checkboxes: 'I certify that to the death, and that death' (checked), 'I affirm under the certificate.' (checked), and 'I certify that death' (checked). Below the 'Certify' link is an 'Other Links' section with buttons: 'Comments', 'Print Forms', 'Refer to Medical Examiner', 'Relinquish Case', 'Request Medical Certification', and 'Transfer Case'.