

User Guide

*Opening secure email from the State of Oregon
Viewing birth certificate edits reports in MS Excel*

Birth Certifier Edition

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PUBLIC HEALTH DIVISION
Center for Public Health Practice,
Center for Health Statistics

Health
Oregon
Authority

Introduction

Birth certificates provide very important information for the monitoring and improvement of Public Health outcomes. The State of Oregon Center for Health Statistics and National Center for Health Statistics review birth certificates regularly to identify inconsistent and possibly incorrect information. If inconsistencies are found on a birth certificate, the Oregon Center for Health Statistics emails an error report to the birth clerks who created the potential errors and asks them to review the errors and make corrections if needed.

Every two weeks the Center for Health Statistics compiles an error report and sends it to birth clerks at every hospital and birthing facility in Oregon. The report is formatted using Microsoft Excel and it is emailed to birth clerks using the State of Oregon's secure email system.

Once you have the report open review every error listed in the report, look up the birth certificate in OVERS and compare the item in error to the birth worksheet for that birth certificate. If you discover that your entry in OVERS differs from the birth worksheet you will need to do an electronic amendment to correct the error. If you need assistance doing an electronic amendment in OVERS, see Chapter 4 of the Birth Facility User Guide at <http://1.usa.gov/OVERSmmanuals>.

On the other hand, if your entry in OVERS matches the birth worksheet, you will need to add a comment to the OVERS birth certificate. The comment type should be "general" and the comment should explain that you checked the entries in question and verified that you accurately reported what was provided on the birth worksheet. If you need assistance adding an electronic comment to a birth certificate in OVERS, see Chapter 1 of the Birth Facility User Guide at <http://1.usa.gov/OVERSmmanuals>.

If you receive a secure email from the Center for Health Statistics, you should open the Excel attachment as soon as possible and review the error report information contained in it. You will continue to see unaddressed errors on future reports until you either correct them with an amendment or enter a comment in OVERS.

The instructions provided on the next page will explain:

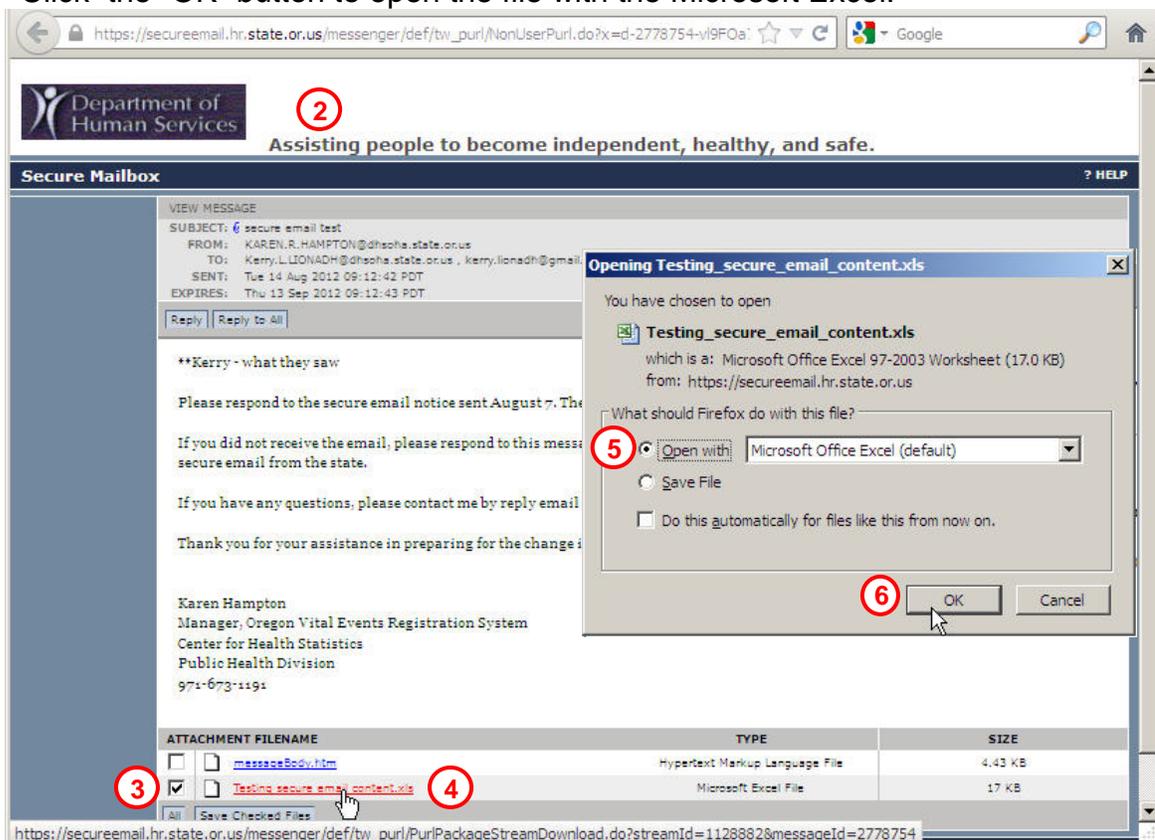
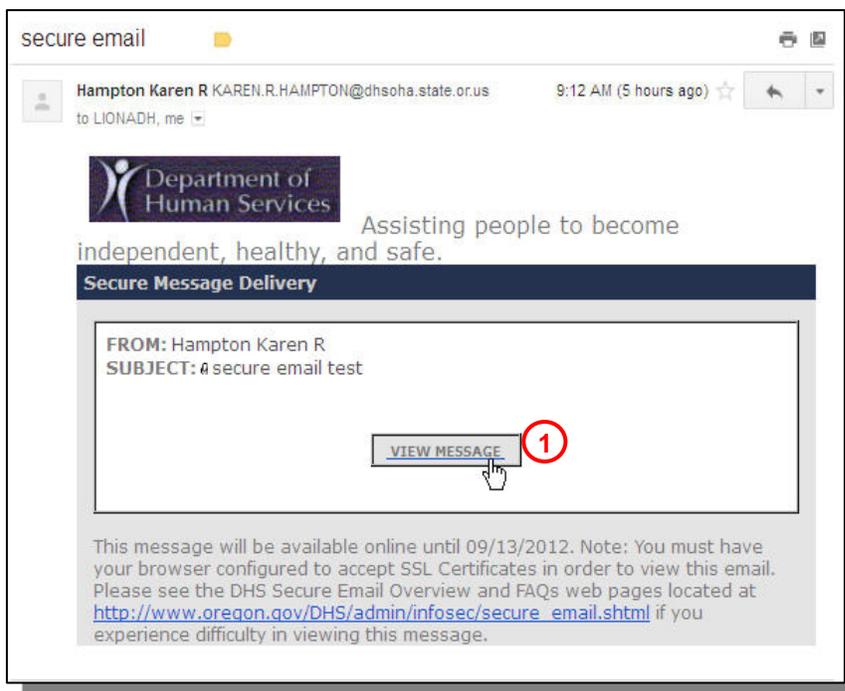
- How to open the secure email and Excel attachment.
- How to change fonts, column sizes and printing format of the Excel document.

Opening secure email

The State of Oregon's secure email system does not require the installation of any standalone software, or use of passwords.

To view a secure email:

1. Click on the "view message" button.
2. Your internet browser will open the secure mailbox to display the email content.
 - The attachments will appear at the bottom of the message.
3. Click the checkmark next to the report attachment.
4. Click on the name of the report to open the file.
 - A pop-up window will open.
5. Click the radio button next to "Open with Microsoft Excel".
6. Click the "OK" button to open the file with the Microsoft Excel.

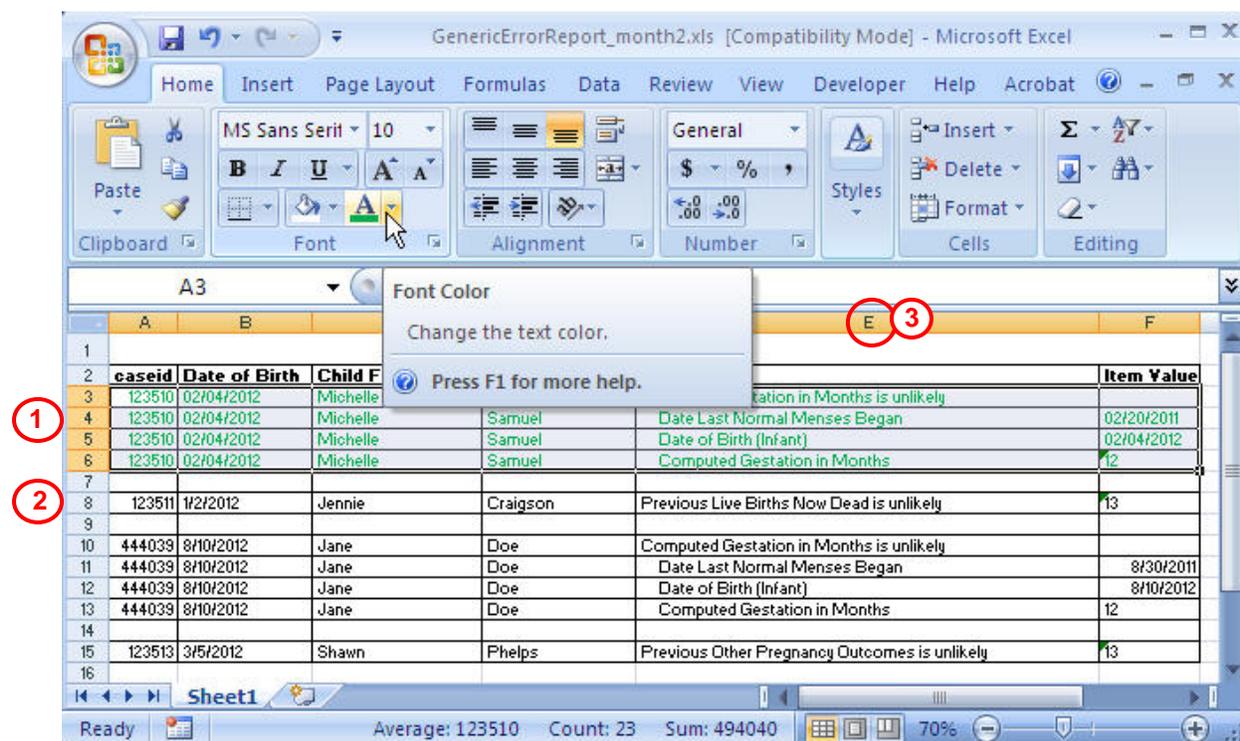


Basic Excel formatting

When using Excel you may wish to reformat the error report to denote items you have already completed, to make the columns and rows easier to view, or to adjust the print format to make the printed copy easier to read.

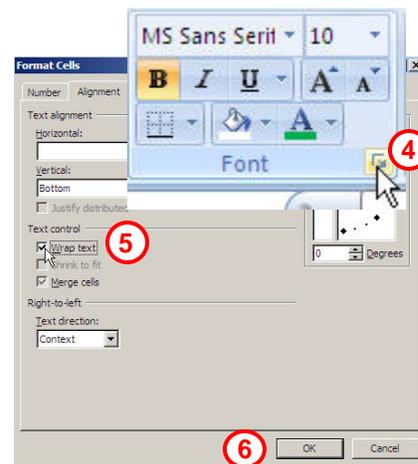
Format Text - To distinguish items in the report that you've already reviewed and addressed you may want to fill cells with color, highlight or strike-through text in a row. To format the text in an Excel spreadsheet,

1. Click and drag your cursor across the cells you want to format to select them.
2. With the cells selected, click the font color format tool on the Home ribbon at the top of the window. Select a new color for the selected font.



Wrap text in a column – To show all the text in a cell you may need to turn on the wrap text feature. To wrap the text in a certain column,

3. Click on the letter at the top of a column. This will highlight the entire column.
4. Click the small arrow in the bottom right corner of the font group on the Home ribbon at the top of the window.
 - The “Format Cells” popup dialog box will open. Click on the Alignment tab.
5. Click the “wrap text” option.
6. Click the “ok” button on the bottom of the popup dialog box.



Change print format – If you want to print the report you may want to reformat the print layout. To change the print format:

1. Click the office button at the top, left corner of the excel window. A dropdown menu will appear.
2. Click on the arrow next to the 'print' option.
 - A slide out menu will appear to the right of the dropdown menu.
3. Click the print preview option.
 - The print preview will open and you will see the report as it will appear in print form.
4. To change the print layout, click the page setup link at the top of the print preview window.
 - The page setup popup dialog will appear.
5. To change the page orientation click either portrait or landscape on the page tab of the popup dialog box.
6. To scale the report to fit on one or more pages, click the radio button next to either of the scaling options on the page tab of the popup dialog box.

