

Oregon Death Report Instructions

Oregon Vital Events Registration System (OVERS)

Appendices

Funeral Director Edition

Created August 2013



Public Health Division
Center for Public Health Practice
Center for Health Statistics

A

Appendices

Appendix A – Quick Reference Guide for Funeral Directors

See next page.

OVERS Reference Guide

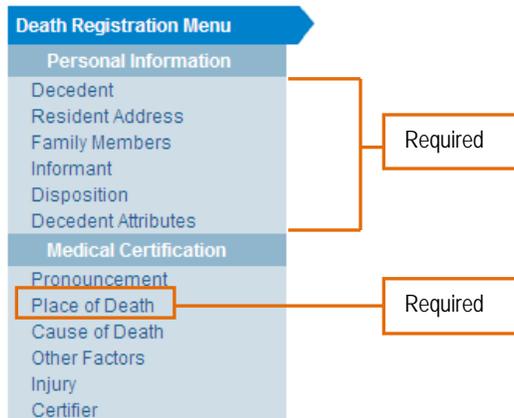
Funeral Directors

1. Getting Started

- Log in to OVERS at <http://bit.ly/overslogon>.
- Find the case: Go to **Life Events, Death**, then **Start/Edit New Case** to look for the death report.
- Click on the Registrant's name to open the case or choose **Start New Case**.

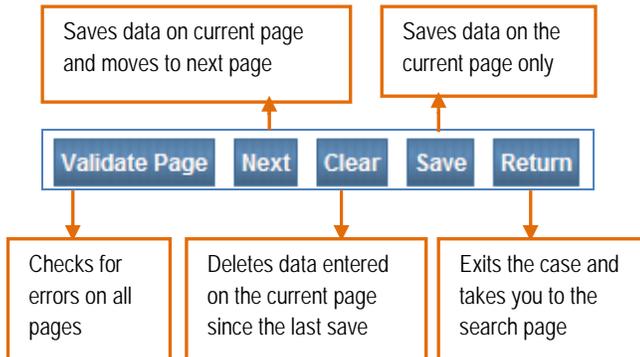
2. Entering Death Report Data

- Complete each page under the **Personal Information** Heading.
- Frequently, the Funeral Director will also complete the **Place of Death** page under **Medical Certification**.



Site Navigation

Use the buttons at the bottom of the page.



3. Validating Death Report Data

After you enter the information on the last page, click **Validate Page**. This will check for errors on all pages. An arrow will appear to the left of each page. The color tells you what to do next.

After you make the necessary corrections, click **Validate Page** again.

- ▶ [Green] There are no errors on the page. You may certify the report. (See step 4 below.)
- ▶ [Yellow] Click on the page with the yellow arrow pointing toward it. *Carefully read the error message.* You may: 1.) edit and save the information, or 2.) confirm your entry is accurate by clicking the **Override** box, then click **Save Override**. *The arrow will remain yellow even after you override the message.*
- ▶ [Red] Go to the page with the red arrow pointing toward it. You must edit the item highlighted in red to complete the report.

4. Sign the Death Report

- After all corrections and overrides are complete, the **Sign** link will appear after the **Decedent Attributes** link. Click on **Sign**.



- Read the affirmation statement. Click the check box to affirm the statement. Then click **Affirm**.
- Place your finger on the biometric reader attached to your computer until OVERS registers your fingerprint. The page will refresh then show **Authentication Successful**.
- The report is complete.

Making Corrections or Amendments

Before the report is dropped to paper or registered (no SFN assigned):

- Click on **Sign**, then click the **Unsign** button. Make the necessary changes then click **Validate Page**. Then follow step 4 above to **Sign** the report again.

After the record is registered (assigned a SFN):

- Under **Other Links**, click **Amendments**. Choose the type of amendment and the page you want to amend. Make the changes and choose **Save**.

- In the **Amendments Menu**, click on **Amendment Affirmation**.



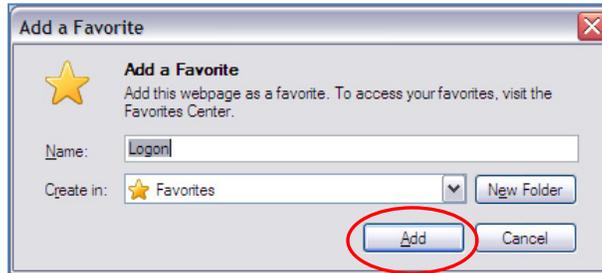
- Read and click the check box to certify the changes. Click **Affirm**.
- Place the pad of your finger on the biometric reader attached to your computer until OVERS registers your fingerprint. The page will refresh, then show **Authentication Successful**.
- The amendment will be finalized by the vital records office before the new information will appear on the death record.

Questions? Contact the OVERS Help Desk at 971-673-0279, Monday through Friday during regular business hours.

Appendix B – OVERS Navigation

Creating a Favorite Webpage

When your account is set up in OVERS, you will receive the web address that will take you to the login page. Once that page is displayed in Internet Explorer, select **Favorites** from the menu then **Add to Favorites**. This will launch the **Add a Favorite** box shown below:



The **Name** field will automatically be filled in for you. You may change the name if you choose. To save the webpage as a favorite, click **Add**. You will now be able to choose the OVERS website from your list of stored **Favorites**.

Creating a Desktop Shortcut

Another way to provide for quick access OVERS is to create a **Desktop Shortcut**. First, navigate to the login page. From the toolbar select **File > Send > Shortcut to Desktop**. This will create an Internet Explorer icon on your desktop that, when selected, will automatically take you to OVERS.

Appendix C – Vital Records Law

The Oregon Revised Statutes are cited only for your reference and are not quoted in their entirety nor verbatim.

432.005 Definitions.

(1) "Dead body" means a human body or such parts of such human body from the condition of which it reasonably may be concluded that death occurred.

IMPORTANT – If an infant breathes or shows any other evidence of life after completed delivery, even though it may be only momentary, then dies, both a birth certificate and a death certificate must be filed – DO NOT file a fetal death report.

432.307 Compulsory filing of death certificates; persons required to file.

(1) A certificate of death for each death that occurs in this state shall be submitted to the county registrar of the county in which the death occurred or to the Center for Health Statistics, or as otherwise directed by the State Registrar of the Center for Health Statistics, within five days after death or the finding of a dead body and prior to final disposition, and shall be registered, if it has been completed, and filed in accordance with this section.

(2) The funeral service practitioner or person acting as a funeral service practitioner who first assumes custody of the dead body shall submit the certificate of death. The funeral service practitioner or person acting as a funeral service practitioner shall obtain the personal data from the next of kin or the best qualified person or source available and shall obtain the medical certification from the person responsible therefore. The funeral service practitioner or person acting as a funeral service practitioner shall provide the certificate of death containing information as specified by rule to identify the decedent to the certifier within 48 hours after death.

(3) The physician, physician assistant practicing under the supervision of a person licensed to practice medicine under ORS chapter 677 or certified nurse practitioner in charge of the care of the patient for the illness or condition that resulted in death shall complete, sign and return the medical certification of death to the funeral service practitioner or person acting as a funeral service practitioner within 48 hours after receipt of the certificate of death by the physician or nurse practitioner, except when inquiry is required by ORS chapter 146. In the absence or inability of the physician, physician assistant or nurse practitioner or with the approval of the physician, the medical certification of death may be completed by an associate physician, the chief medical officer of the institution in which death occurred, or the physician who performed an autopsy upon the decedent, provided that the individual has access to the medical history of the case and death is due to natural causes. The person completing the medical certification of death shall attest to its accuracy either by signature or by an approved electronic process.

(4) When inquiry is required by ORS chapter 146, the Medical Examiner shall determine the cause of death and shall complete and sign the medical certification of death within 48 hours after taking charge of the case.

(5) If the cause of death cannot be determined within the time prescribed, the medical certification of death shall be completed as provided by rule of the state registrar. The attending physician, physician assistant, nurse practitioner or the Medical Examiner shall give the funeral service practitioner or person acting as a funeral service practitioner notice of the reason for the delay and final disposition of the body shall not be made until authorized by the attending physician, physician assistant, nurse practitioner or the Medical Examiner.

432.317 Report upon receipt of body or fetus; authorization for final disposition; rules.

(1) The funeral service practitioner or person acting as a funeral service practitioner who first assumes possession of a dead body or fetus shall make a written report to the county registrar in the county in which death occurred or in which the body or fetus was found within 24 hours after taking possession of the body or fetus. The report shall be on a form prescribed and furnished by the State Registrar of the Center for Health Statistics and in accordance with rules adopted by the Department of Human Services.

Burial/Cremation Tags must be assigned for all deaths that occur in Oregon.

5) An authorization for final disposition issued under the laws of another state which accompanies a dead body or fetus brought into this state shall be authority for final disposition of the body or fetus in this state. Permits for transporting a body or fetus out of another state issued under the laws of another state shall be authority for transporting a body or fetus into Oregon.

(6) No sexton or other person in charge of any place in which interment or other disposition of dead bodies is made shall inter or allow interment or other disposition of a dead body or fetus unless it is accompanied by authorization for final disposition. The only permit that is acceptable is the new permit that is part of the current death certificate. You are no longer authorized to use the obsolete half sheet alternative permits.

(7) Each person in charge of any place for final disposition shall include in the authorization the date of disposition and shall complete and return all authorizations to the county registrar within 10 days after the date of the disposition. When there is no person in charge of the place for final disposition, a responsible party other than the funeral service practitioner or person acting as a funeral service practitioner shall complete and return the authorization to the county registrar within 10 days after the date of disposition.

On the back of each permit is a list of addresses for each County Vital Records Office. You should forward the completed permit to the county in which death occurred.