

**OREGON DEATH REPORT
INSTRUCTIONS**

Oregon Death Report Instructions

Oregon Vital Events Registration System (OVERS)

Funeral Director Edition

Created August 2013



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

This page intentionally left blank.

OVERS Death Report Instructions

Funeral Director Edition

Table of Contents

- Chapter 1: Basic OVERS Navigation 1**
 - Introduction 1
 - Getting Started 1
 - Logging In 1
 - Home 2
 - Change Office 2
 - Change Password 3
 - Logout 3
 - Navigation 3
 - General Navigation 3
 - Menu Bar 4
 - Death Registration Menu 4
 - Page-to-Page Button Controls 4
 - Helpful Tools 5
 - Tools for Searching 5
 - Required Fields Indicator 5
 - Date Fields 5
 - Using Lookup Tools 6
 - Keyboard Shortcuts 7
 - Understanding the Status Line 7
 - Communication 8
 - Messages 8
 - Queues 11

- Chapter 2: Completing an Oregon Death Report..... 14**
 - Introduction 14
 - Starting a New Case 14
 - Start/Edit New Case 14

Completing the Death Report.....	16
Death Registration Sub-Menus.....	16
Personal Information	16
Medical Certification	16
Completing the Funeral Director’s Pages	17
Decedent Page.....	17
Resident Address	22
Family Members.....	23
Informant	25
Disposition.....	26
Decedent Attributes	28
Place of Death.....	31
Validate Page	32
Request Medical Certification	36
Chapter 3: Special Situations & Tools.....	37
Picking up a Case Started by a Medical Examiner or Medical Certifier	37
Drop to Paper.....	38
Refer to Medical Examiner.....	39
Disposition Approval	40
Print a Working Copy	41
Relinquish a Case.....	42
Transfer a Case	43
Making Changes to a Report	43
Unsign	44
Amendments	44
Appendices	47
Appendix A – Quick Reference Guide for Funeral Directors.....	47
Appendix B – OVERS Navigation	49
Appendix C – Vital Records Law.....	50

Introduction

The Oregon Vital Events Registration System (OVERS) is a web-based application for submitting death report information to the state vital records office. All of your work on an *electronic* death report will be done using the Internet Explorer (IE) web browser. When you use the Favorite or Desktop Shortcut to access OVERS, you will be taken to the **Login** page. For instructions about creating a shortcut, see Appendix B. If you have questions about using OVERS, you may contact the OVERS Help Desk during regular business hours at 971-673-0279.

All examples shown in this document contain fictional death report information.

Getting Started

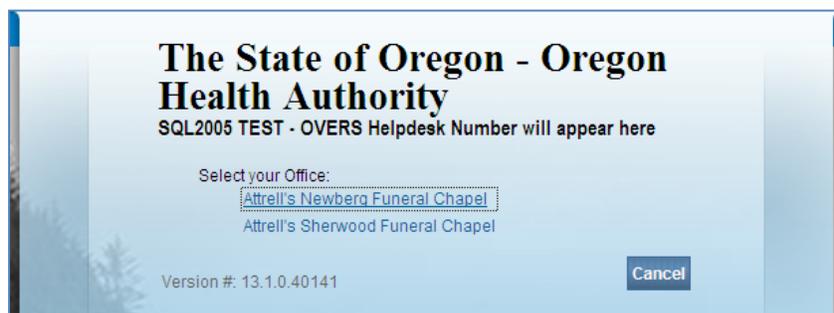
Logging In

On the OVERS **Login** page, enter your assigned username in the **Username** field and your password in the **Password** field and click **Login**. Both your Username and Password are case sensitive.



The screenshot shows the login page for the State of Oregon Health Authority. The page title is "The State of Oregon - Oregon Health Authority" with a subtitle "SQL2005 TEST - OVERS Helpdesk Number will appear here". Below the title are two input fields: "Username:" with the value "oriadmin" and "Password:" with a masked password "*****". A "Login" button is located to the right of the password field. At the bottom left, the version number "Version #: 13.1.0.40141" is displayed.

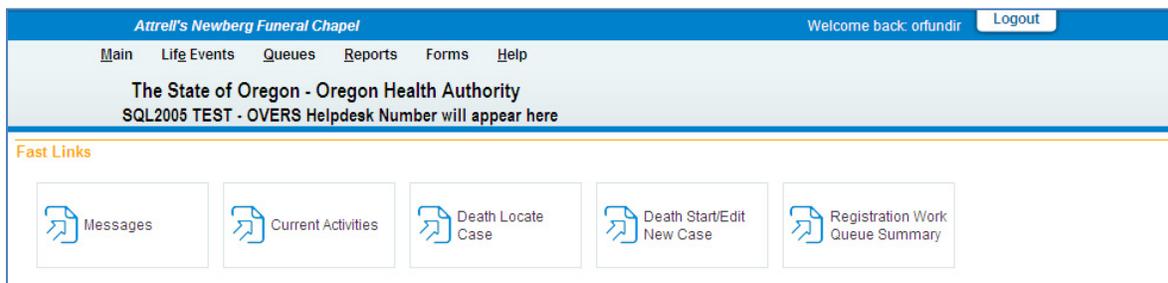
If your username is associated with more than one office location, then you must also make a selection from the office list. Click on the **Office** name to continue. This step is not necessary for all users.



The screenshot shows the same login page as above, but with a "Select your Office:" dropdown menu. The dropdown is open, showing two options: "Attrell's Newberg Funeral Chapel" (which is highlighted) and "Attrell's Sherwood Funeral Chapel". A "Cancel" button is located at the bottom right. The version number "Version #: 13.1.0.40141" is still visible at the bottom left.

Home

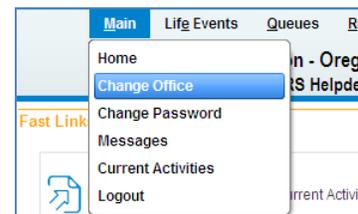
After you successfully log in to OVERS, you will be presented with a user-specific Home page. Your home page shows links to sections of the OVERS application that you access frequently, so your **Fast Links** may change over time. The image below is an example of a **Home** page.



Notice the **Menu Bar** across the top of the page. From the menu bar, you will navigate throughout the OVERS application.

Change Office

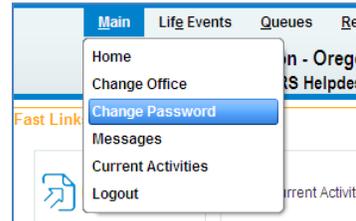
If your username is associated with more than one office location, then you chose which office to access when you logged in. To change offices without logging out, choose **Main** from the **Menu Bar** along the top of the page, then choose **Change Office**. A box will appear stating, "Click OK to change office." Click **OK**.



You will be taken to the Login page shown below. Enter your password in the **Password:** field, then choose the **Office** name.

Change Password

Although OVERS will require you to change your password periodically, you may change your password at any time. To change your password, choose **Main** from the **Menu Bar** along the top of the page, then choose **Change Password**.



You will be taken to the **Change Password** page. Enter your **Old Password**, or the password you used to log in to OVERS. Then enter your new password twice, once in the **New Password** field and again in the **Confirm Password** field. Click **Save**.

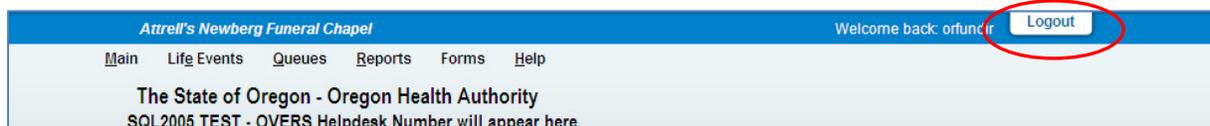
Passwords must be six to ten characters long and should be a combination of numbers, uppercase letters and lowercase letters. Passwords are case sensitive.

 A screenshot of the 'Change Password' form. It contains three input fields: 'Old Password:', 'New Password:', and 'Confirm Password:'. Each field is filled with ten dots. At the bottom right of the form are three buttons: 'Save', 'Clear', and 'Return'.

Logout

Whenever you are going to be away from your desk or workstation, whether you're going home for the day or just going to lunch, you should always log out of OVERS.

To log out of OVERS, click **Logout** in the upper right-hand corner. The **Logout** button is available on every page in OVERS.

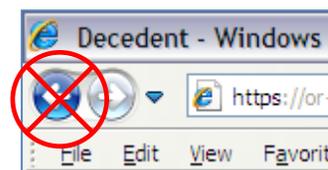


After you click the **Logout** button, you will not have the option to stay in OVERS. You will be taken back to the **Login** page.

Navigation

General Navigation

Avoid using the 'Back' button in Internet Explorer. You may lose the data entered if this button is used. OVERS provides other tools for navigating from one page to another.

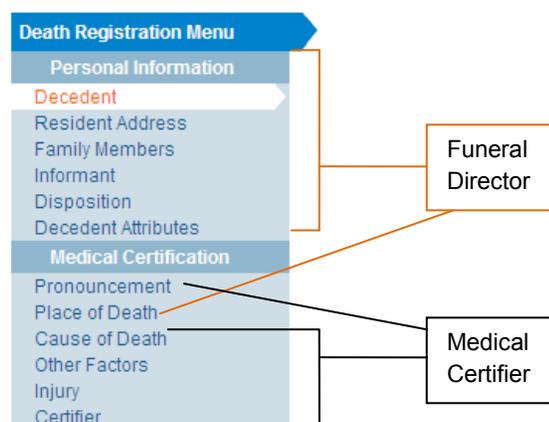


Menu Bar

The **Menu Bar** appears across the top of every page in OVERS and provides easy access to each section of OVERS. Each menu heading on the Menu Bar contains additional options to navigate through OVERS. For example, the **Queues** menu contains different queues that can be viewed find the reports that need to be completed.



Death Registration Menu



After you open a death report, the **Death Registration Menu** will appear along the left-hand side of the screen. Each of these pages must be completed by the funeral director or medical certifier in order for the report to be completed and signed.

The Funeral Director completes the Personal Information section and the Place of Death page.

The Medical Certifier completes the Medical Certification section, except for the Place of Death page. If a Medical Certifier will complete their portion of the death report on paper, the pages in OVERS will be entered by the State office.

Page-to-Page Button Controls

Page-to-page button controls are located at the bottom of every death report page. Each button serves a different purpose when completing a death report.



The **Validate Page** button will initiate an error check on the entire report. It is not necessary to validate every page before advancing to the next page. To save time, we recommend completing the entire death report before clicking the **Validate Page** button.

The **Next** button saves entries on the current page and moves to the next page in the death report. We recommend moving through the pages in a sequential, top-to-bottom manner from one page to another. The **Next** button will best facilitate this.

The **Clear** button removes all entries on the page that have not yet been saved.

The **Save** button saves changes without leaving the current page.

The **Return** button will take you out of the report without saving entries on the current page.

Helpful Tools

Tools for Searching

The OVERS application provides two search tools for accessing death reports. Search tools are available under the **Life Events** menu along the top of the screen.



Search – The Search button searches an index and returns *exact* matches to a specified keyword.

Soundex – The Soundex button is a way of searching information based on how the word sounds rather than how it is spelled. It allows for variations in spelling so that a misspelled name entered as the search phrase will retrieve all items that sound like or are close to the spelling of the entered phrase.

Wildcard – Using the wildcard symbol (%) at the end of a partially entered phrase will return all matches to the partial entry. For instance, if the phrase “Sm%” is entered, all items that begin with “Sm” will be returned as results.

Required Fields Indicator

The Required Fields Indicator is a red arrow that appears next to all mandatory fields. They are most commonly found on the **Start/Edit New Case** page. An example is provided to the right.

The image shows a portion of a form with two rows. The first row is labeled 'Date of Death:' and the second row is labeled 'Date of Birth:'. Each row has a text input field followed by a calendar icon. A red circle highlights the red arrowhead of the required field indicator on the right side of both input fields.

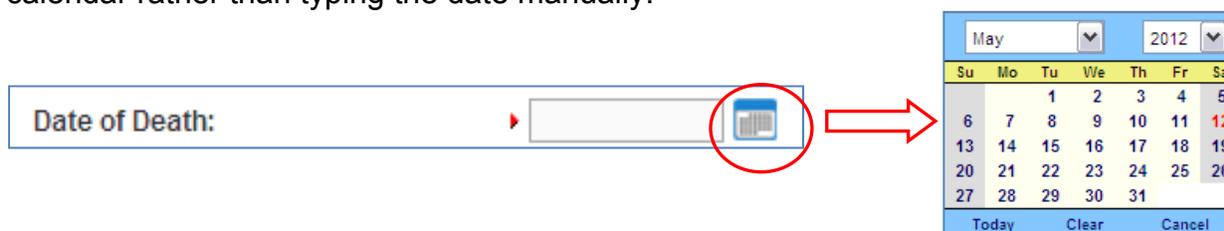
Date Fields

The OVERS application allows you to enter a date using letters and/or numbers in various formats. When using numbers you must enter months as two digits, days as two digits and years as four digits. Here are some examples of entering dates in OVERS.

If you type:		OVERS will display:
MM-DD-YYYY	<input type="text" value="05-12-2012"/>	<input type="text" value="MAY-12-2012"/>
MM/DD/YYYY	<input type="text" value="05/12/2012"/>	
MMDDYYYY	<input type="text" value="05122012"/>	
monDDYYYY	<input type="text" value="may122012"/>	

Note: Placing the cursor in the date field and pressing the F12 key on the keyboard will automatically enter the current system date into the field.

The OVERS application also allows you to enter dates using the calendar control feature. Anywhere you see the calendar icon, you can choose the date from the calendar rather than typing the date manually.



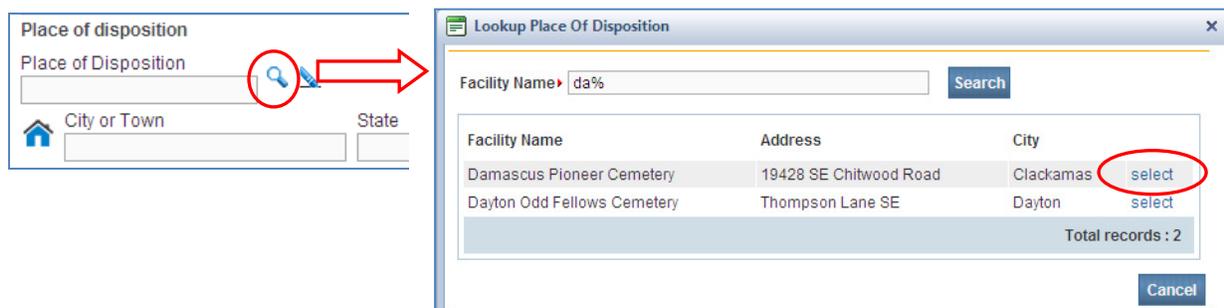
By default, the current month, day and year are displayed. As with other dropdown menus, clicking the down arrow next to the month or year will show you all the available options in the list. Once you select the correct month and year from the dropdown menus, click on the day of the month. This will auto populate the date.

Using Lookup Tools

Lookup Tools are searchable lists displayed in a popup window. To display the **Lookup Tool**, click the magnifying glass button on the right side of the field.



When the Lookup box appears, search for the person or facility you'd like to report. When you find the person or facility name, click the **Select** link to the right. The Lookup box will close and the person's or facility's information will be completed on the report.



Keyboard Shortcuts

A keyboard shortcut is a key or combination of keys that provides an alternative to standard ways of performing an action. The OVERS application includes the keyboard shortcuts shown below.

<i>Shortcut Key(s)</i>	<i>Works in Field</i>	<i>Performs this Function</i>
F12	Date fields	Enters the current date into any date field
Tab	Any field, button or check box	Moves <u>forward</u> from one box, button or check box to another
Shift + Tab	Any field, button or check box	Moves <u>backward</u> from one box, button or check box to another
Enter	Any button control	Activates the next button on the page
1 st letter of word	Dropdown lists	Populates the field with the selection in the list beginning with the letter entered For lists with more than one selection beginning with the letter entered, repeat the first letter until the correct choice appears in the field.
Space bar	Radio button or check box	Selects a radio button or check box
Arrow key	Radio button	Moves from one radio button to the next
Alt + Down arrow	Dropdown list	Opens a dropdown list
Alt + Up arrow	Dropdown list	Closes a dropdown list
%	Any search box	Wildcard symbol that stands for one or more characters in a search string

Understanding the Status Line

The OVERS application manages data quality and work flow of the death registration process through the assignment of statuses. In order to track the steps taken by the various parties involved in completing a vital event report, the OVERS application assigns one or more statuses to a report when an action is performed.

The **Status** line provides a dynamic, real time view of the status of a death report. It can be viewed on any page in the death report. The example below shows a record that has been registered by the State office. The status line appears below the decedent's name.

4254340 2013000054 : James Ernest Jones JUN-03-2013 Amendment Exists
 /Personal Valid With Exceptions/Medical Valid With Exceptions/Registered/Signed/Certified/NA

Decedent

Will Medical Examiner be completing personal information?

Decedent's Legal Name

Prefix	First	Middle	Other Middle	Last	Suffix
<input type="text"/>	<input type="text" value="James"/>	<input type="text" value="Ernest"/>	<input type="text"/>	<input type="text" value="Jones"/>	<input type="text"/>

Status Line Terms

<i>Term</i>	<i>What it Means</i>
New Event	Appears on a newly created report
Personal Pending	The legal death report data has been started but not completed for validated.
Personal Valid	The legal death report data has been entered, checked for completeness (validated) and found to pass the validation rules.
Personal Valid with Exceptions	The legal death report data had one or more exceptions that were manually overridden by the funeral director. (Soft edits/yellow arrow)
Personal Invalid	The legal death report data has one or more errors or omissions that require a correction. (Hard edits/red arrow)
Medical Certification Requested	The funeral director has sent an electronic request to the medical certifier to complete the death report in OVERS.
Medical Pending	The confidential, medical data has been started but not completed or validated.
Medical Valid	The confidential, medical data has been entered, checked for completeness and found to pass the validation rules.
Medical Valid with Exceptions	The confidential, medical data had one or more exceptions that were manually overridden by the medical certifier. (Soft edits/yellow arrow)
Medical Invalid	The confidential, medical data has one or more errors or omissions that require correction.
Death Certification Required	The medical certifier's signature is required.
Not Registered	The report has not yet been registered at the State.
Registered	The record has been registered at the State and assigned a State File Number (SFN).
Registration Approval Required	The State's registration approval is required.
Not Signed	The report has not yet been signed by the funeral director
Signed	The report has been signed by the funeral director
Dropped to Paper	The report has been converted to a paper copy to be submitted to the medical certifier for completion.
Not Certified	The report has not yet been signed by the medical certifier.
Certified	The report has been signed by the medical certifier.
Amendment Exists	This status appears any time an amendment is requested. The status will not change when the amendment is pending or approved.

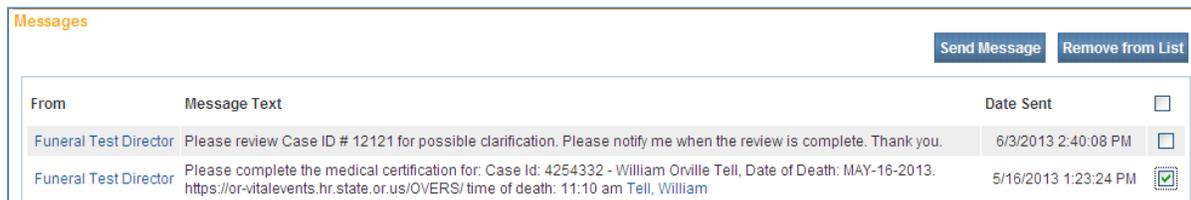
Communication**Messages**

Using the messaging capabilities in OVERS, you will be able to send and receive messages about reports to be completed. For example, a funeral director may communicate with a physician about a death report to be completed or a physician may need to ask another physician to complete a report you've started but cannot finish.

To access the messages feature, click on the **Messages** fast link on the **Home** page. Alternatively, you can go to the **Main** menu along the top of the screen, then click **Messages**. You will be taken to the **Messages** page. On this page, you can view the messages you've received or send a new message to another OVERS user. The person must use OVERS in order to send a message through this feature.

Viewing and Deleting Messages

If you received an e-mail to certify a death report, the corresponding message will also appear in the list. To view a message, click on the name in the **From** column. This will open the corresponding message. When you are finished reading the message, click the **Close** button to close the message window and return to the **Messages** page.



From	Message Text	Date Sent	
Funeral Test Director	Please review Case ID # 12121 for possible clarification. Please notify me when the review is complete. Thank you.	6/3/2013 2:40:08 PM	<input type="checkbox"/>
Funeral Test Director	Please complete the medical certification for: Case Id: 4254332 - William Orville Tell, Date of Death: MAY-16-2013. https://or-vitalevents.hr.state.or.us/OVERS/time of death: 11:10 am Tell, William	5/16/2013 1:23:24 PM	<input checked="" type="checkbox"/>

To delete a message, select the message by clicking on the corresponding check box to the right of the message information. Then click the **Remove from List** button as shown in the second message listed above.

Note: Placing a check box in the box to the right of **Date Sent** in the upper right-hand corner of the page will select all messages in the list.

Sending Messages

In the upper right-hand corner, click on the **Send Message** button. You will be taken to the **Send Message** page.

The screenshot shows a 'Send Message' form. At the top left, the text 'Send Message' is displayed. Below it, there is a 'Recipients:' section with a 'Remove Recipient' button. To the right of this is a 'Send By:' dropdown menu currently set to 'Notify'. Below these is a 'Subject:' label and a large text area for the message body. At the bottom right of the form are 'Send' and 'Cancel' buttons. Red circles with numbers 1, 2, 3, and 4 are overlaid on the form, with lines pointing to the 'Recipients' link, the 'Remove Recipient' button, the message body text area, and the 'Send' button, respectively.

1. Select the recipient(s) of the message. Click on the **Recipients** link. You may send a message to a Person or an Organization. Enter the First and/or Last Name of the person to be added to the message as a recipient and click **Find**. Place a check mark in the box to the left of the person to receive the message. Click **Add**. The page will refresh and add the recipient to the **Selected Recipients** list. You can then search for another individual if you choose. Once you have added all intended recipients, click **Save**.

Note: Use caution when sending a message to an Organization, as the message will be sent to every user within that organization.

2. Make a selection from the **Send By** dropdown menu.
 - a. Email and Notification – Sends the message via external e-mail and internal messaging. The message will appear in the OVERS messages list.
 - b. Email – Sends the message via external e-mail only. The message will not appear in the OVERS messages list.
 - c. Notify – Sends the message via internal messaging only. The message will appear in the OVERS messages list. No external email will be sent.
3. Enter a **Subject** and type the message to the recipient in the box below.
4. Click **Send**. A box will appear to notify you that the message has been sent. Click **OK**.

Queues

Queues are a way for you to keep track of the death reports assigned to you that need to be completed. Each user type in OVERS will see different queues to help them do their work. Your queues will display all cases assigned to your office whether or not you are personally responsible for the case.

Funeral Directors may see two registration work queues:

1. Personal Pending
This queue lists reports that are missing information in the Personal Information portion of the death report.
2. Signature Required

This queue lists reports that are missing a signature.

In addition, Funeral Directors may also see three additional queues:

1. Keyed – Requires Affirmation

An amendment request has been entered but requires affirmation using fingerprint verification before it is sent to the State office. For more information about amendment requests, see Chapter 3.

2. Amendment – Keyed

An amendment request has been entered but needs validation and/or affirmation using fingerprint verification before it is sent to the State office. For more information about amendment requests, see Chapter 3.

3. Unverified SSN

A death report has been started but the decedent's Social Security Number (SSN) has not been verified. For more information about SSN verification, see Chapter 2, Decedent page.

Note: Reports appearing in one work queue can also appear in another work queue. For example, if a report is missing information in the personal section of the report and it is missing a signature, it will appear in both the Personal Pending and Signature Required queues.

Access queues by clicking the **Current Activities** fast link on the **Home** page or by choosing **Queues** in the menu bar along the top of the page, then clicking **Registration Work Queue Summary**. Both actions will take you to the same list of queues. If nothing is in a queue, the queue name will not be shown on the screen.

Current Activities			
Queue Name	Type ↓	Count	Age of Oldest in Days
Personal Pending	Death	1	82
Signature Required	Death	2	198
			Total Queues : 2

Select one of the queues by clicking on the corresponding **Queue Name**. The queue will open, showing a list of all reports in the queue. An example is shown below. When you find the report you need to complete, click on either the **Case ID** or the **Registrant (Name)** to open the case.

Search by Registration Work Queue

Queue: Search Type: Value:

Display: rows per page. Filter:

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	4253788		Donelson, Dani Anthony	DEC-06-2012	Attrell's Sherwood Funeral Chapel
<input type="checkbox"/>	4253763		System, Testing The	NOV-27-2012	Attrell's Sherwood Funeral Chapel

Total records : 2

Actions: Register Event, Abandon Case, Request Medical Certification
 Add: Comments
 Print

If too many reports are shown, you can reduce the number shown by filtering the reports. Make a selection from the **Filter** drop-down menu to begin. A second dropdown menu will appear for you to enter an acceptable **Value** to be shown. In this case, **Age** refers to the length of time between today's date and the date of the death. For example, if you chose **Age**, you may choose only to view reports less than 45 days old.

Filter:

Alternatively, you can sort reports by clicking any of the headers listed such as **Date of Event** or **Data Provider**.

Queues can help you identify reports that need to be completed and are an easy way to find the reports referred to you.

2

Completing an Oregon Death Report

Introduction

This chapter explains the process for retrieving, completing and certifying death reports in the OVERS application. It also provides guidance about how to properly complete the information on the report. Certain laws applicable to reporting these data can be found in Appendix C.



These instructions provide answers to frequently asked questions for special circumstances. These items are identified by the logo to the left to help you locate the information.



Occasionally, information is provided that is not necessary for you to complete a death report but may help you understand why the information is collected. This information is marked with the logo to the left.

If you are reporting a death using a paper death report, these instructions will not apply to you. Please visit the Center for Health Statistics webpage for instructions to report a death using a paper death certificate. The webpage is:

<http://public.health.oregon.gov/BirthDeathCertificates/RegisterVitalRecords/Pages/InstructionsDeath.aspx>.

Starting a New Case

Start/Edit New Case

To start a new report for a death event or to find an existing death report, choose **Life Events** from the menu bar. Then choose **Death** and **Start/Edit New Case**.



You will be taken to the **Death Start/Edit New Case** page shown below. Enter the decedent's information for each of the required fields, marked with a red arrow. Then click **Search**.

Death Start/Edit New Case

Decedent's Information

First:	<input type="text"/>	Last:	<input type="text"/>	Date of Death:	<input type="text"/>
Gender:	<input type="text"/>	SSN:	<input type="text"/>	Date of Birth:	<input type="text"/>
Case Id:	<input type="text"/>	ME Case Number:	<input type="text"/>	Medical Record Number:	<input type="text"/>
Place of Death Location Type:	<input type="text"/>	Place of Death:	<input type="text"/>		

Search Clear

The following two items are entered on this page and may not be edited by the Funeral Director. Any changes to these two items can only be made by the medical certifier.

County of Death

Enter the name of the county where death occurred.



For the purposes of ORS 146.003 to 146.189 (Medical Examiner Cases), if the county where death occurs is unknown, the death shall be deemed to have occurred in the county where the body is found, except that if in an emergency the deceased is moved by conveyance to another county and is dead on arrival, the death shall be deemed to have occurred in the county from which the body was originally removed.

If the death occurred on a moving conveyance in international waters, international airspace, or in a foreign country or its airspace and the body was first removed from the conveyance in this state, register the death in this state but enter the **ACTUAL** place of death insofar as it can be determined.

Date of Death

Enter the exact month, day, and year that death occurred.



Pay particular attention to the entry of month, day, or year when the death occurs around midnight. Consider a death at midnight to have occurred at the beginning of one day rather than the end of the previous. For instance, a death that occurs at midnight between December 1 and December 2 occurred on December 2.



This item is used in conjunction with the hour of death to establish the exact time of death of the decedent. Epidemiologists also use date of death in conjunction with the cause of death information for research on intervals between injuries, onset of conditions, and death.

If there is no death report in OVERS that matches your search, the following page will appear. Click **If case does not appear above, start new case**.

Results

There are no cases that match the criteria you have entered.
If this is a new case, select the Start New Case button or select the New Search button to perform a new search.

If case does not appear above, start new case New Search

If your search results display a matching death report, click on the **Decedent's Name** to open the case. Confirm it is the correct decedent before editing the report.

Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
4254006	Test, Miglia	FEB-01-2013	Male	Multnomah	APR-12-1951	Preview

Total records : 1

New Search

For this example, we chose **If case does not appear above, start new case.**

Completing the Death Report

The **Death Registration Menu** contains a series of pages that are used for gathering the information needed to register a new death record.

Death Registration Sub-Menus

Personal Information

The **Personal Information** sub-menu collects legal and personal information about the decedent. The Funeral Director completes these pages.

Medical Certification

The **Medical Certification** sub-menu is primarily completed by medical certifiers and state staff members who have a need to review and/or edit the information found on these pages. However, it is the Funeral Directors' responsibility to complete the **Place of Death** page within this menu. Funeral Directors are able to view the other pages, but are not able to edit the information.

Death Registration Menu
Personal Information
Decedent
Resident Address
Family Members
Informant
Disposition
Decedent Attributes
Medical Certification
Pronouncement
Place of Death
Cause of Death
Other Factors
Injury
Certifier

Completing the Funeral Director's Pages

Decedent Page

The **Decedent** page automatically fills in with the information entered on the **Death Start/Edit New Case** page.

Decedent

Will Medical Examiner be completing personal information?

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix

Maiden Name

Last

Aliases

[Add/Edit Alias Names](#)

Gender Social Security Number None Unknown

Date of Birth Age Years Months Days Hours Minutes SSN Verification Status

Decedent's Birth Place

City or Town State Country

Ever in US Armed Forces? Served in Combat?

Will Medical Examiner be completing personal information?

This dropdown list is disabled for funeral directors.

Decedent's Legal Name

Type or print the full first, middle, and last names of the decedent. **DO NOT** abbreviate.



If the deceased identity is not known you should enter **Male** or **Female** for the first name and **Unknown** for the last name. More than one name may be entered into any of the name fields by separating the two names with a space or a hyphen.



This item is used to identify the decedent.

Maiden Name

If the decedent was female, enter her last name prior to her first marriage if applicable.

Aliases

If the decedent has any alias names, click on **Add/Edit Alias Names**. The **Aliases** box will appear. Click on **New Alias**. Enter the alias name, then click **Save**. When you have entered all alias(es), click **Close**.

Gender

Choose the appropriate option from the dropdown list. If sex cannot be determined after verification with medical records, inspection of the body or other sources, choose **Undetermined** or **Unknown**.

 This item aids in the identification of the decedent. It is also used in research and statistical analysis to determine sex-specific mortality rates.

Social Security Number

Enter the social security number of the decedent. If the decedent does not have a social security number, select **None**. If the decedent's social security number is not known, choose **Unknown**.

 This item is useful in identifying the decedent and facilitates the filing of social security claims.

Date of Birth

Enter the exact month, day, and year that the decedent was born.

 This item is useful in identification of the decedent for legal purposes. It also helps verify the accuracy of the age item.

Age

Enter the exact age of the decedent. To calculate the decedent's age, you may click the blue arrow circled above. This will automatically calculate the decedent's age and enter it in the correct **Age** field(s)

Years is used for a decedent who is age one or older at his/her last birthday.

Months and *Days* are used for a decedent who is under on year of age and more than one day old.

Hours and *Minutes* are used for a decedent who is under one day old, or who survived less than 24 hours, enter the exact number of hours or minutes, the infant lived.

 Information for this item is used to study differences in age-specific mortality and in planning and evaluating public health programs.

Verify SSN

To the right of the age boxes, there are two controls for Social Security number verification: a Verify SSN link and a notification message.

The **Verify SSN** link is used to notify the Social Security Administration (SSA) that the decedent has passed and that any benefits currently being paid should be discontinued. Click **Verify SSN** to begin the notification process.

Initially, the message displayed to the right will be Unverified (0) with the number in parenthesis representing the number of attempts that have been made to contact the SSA. A maximum of 5 attempts can be made. After 5 attempts are made, the **Verify SSN** link will be disabled. Once verification has been completed, the message will change to **Verified**.

Occasionally, the message will change to something other than **Verified**. The table below shows other possible messages and the actions to be taken if the message is shown.

Message	Action
VERIFIED/PASSED	SSN verification was successful. Proceed with completing the death report.
FAILSSN FAILGENDER FAILDOB FAILDOB GENDER FAILNAME	The SSN verification was not successful. You may choose to change the information provided and attempt verification again. Repeated attempts are permissible but not required. If the status does not change to Verified, you may complete the Social Security 721 form with the information you have and submit the form to the SSA as a courtesy to the family.
AUTHUNAVAIL INVALID TRANIDERROR BU01LINKFAIL	The SSN is not being sent to the SSA. Call the OVERS Help Desk at 971-673-1352 to notify the staff of the issue.

Decedent's Birth Place

City or Town

If the decedent was born in the United States, enter the name of the city, town or county. If it cannot be obtained, enter **Unknown**.

State

If the decedent was born in the United States, enter the name of the state. Do not use an abbreviation for the state. If it cannot be obtained, enter **Unknown**.



If the decedent was not born in the United States, enter the name of the province or state, if known.



This item is used to match birth and death certificates of a deceased individual. Federal law requires matching birth and death records, to avoid issuance of a birth certificate for a deceased individual without notation on the record. In addition, matching these records provides information from the birth certificate that is not contained on the death certificate and may give insight into which conditions led to death. Information from the birth certificate is especially important in examining the causes of infant mortality.

Country

Enter the Country in which the decedent was born. If it cannot be obtained, enter Unknown.

Ever in US Armed Forces?

If the decedent ever served in the U.S. Armed Forces, choose **Yes** from the dropdown list. If not, choose **No**. If you are unable to determine if the decedent served in the US Armed Forces, choose **Unknown**.

Served in Combat?

This dropdown list will only be available if you chose **Yes** to the prior question. If the decedent served in a Combat Zone, choose **Yes** from the dropdown list. If not, choose **No**. If you are unable to determine if the decedent served in combat, choose **Unknown**.

Location of Combat?

If you chose **Yes** to the **Served in Combat** question, the **Location of Combat** box will appear. Enter the combat zone(s) where the decedent served. You must use a semi-colon (;) between the combat locations.

Ever in US Armed Forces? Yes
 Served in Combat? Yes
 Location of Combat?

The informant may select the **Location(s) of Combat Zone** that apply from the list found below or they may provide another location. The Center for Health Statistics will accept any location provided, regardless of whether the location appears in the attached list if the informant believes the decedent was in combat.

Veteran's Status – Location of Combat

The following is a list of combat zones as defined by the U.S. Department of Veterans Affairs. Please list any or all locations from the left column that the decedent served while in the U.S. Armed Forces. You are free to report any locations not named at the bottom of this form.

Location of Combat Zone	Details and Time Period	Check if Served
World War II (or name country below if desired)	European-African-Middle Eastern Campaign, from 12/7/1941 to 11/8/1945	
	Asiatic-Pacific Campaign, from 12/7/1941 to 3/2/1946	
	American Campaign, from 12/7/1941 to 3/2/1946	
	American Merchant Marines, in oceangoing service from 12/7/1941 to 8/15/1946	
Korea	From 6/27/1950 to 7/27/1954	
Vietnam	From 2/28/1961 to 5/7/1975	
Lebanon	From 8/25/1982 to 2/26/1984	
Grenada	From 10/23/1983 to 11/21/1983	
Panama	From 12/20/1989 to 1/31/1990	
Persian Gulf	Beginning 8/2/1990, ongoing	
Somalia	Beginning 9/17/1992, ongoing	
Bosnia	From 11/21/1995 to 11/1/2007	
Yugoslavia (now Bosnia-	Operations Joint Endeavor, Joint Guard, or Joint Forge, aboard U.S. Naval vessels in the Adriatic Sea,	

Herzegovina) & Croatia	or air spaces above these areas, from 12/20/1995 to 12/2/2004	
Kosovo	Beginning 3/24/1999, ongoing	
	Operations Joint Endeavor, Joint Guard, or Joint Forge, either in its waters or airspace, beginning 3/24/1999, ongoing	
Afghanistan (or name below)	Operation Enduring Freedom, spanning multiple countries, beginning 10/7/2001, ongoing	
Iraq	Operation Iraqi Freedom, from 3/19/2003 to 2/17/2010	
	Operation New Dawn, beginning 02/17/2010, ongoing	
Global War on Terrorism (name below)	Military expeditions to combat terrorism, beginning 9/11/2001, ongoing	
Name other locations here		

 Effective January 1, 2012, after the passage of Oregon House Bill 3611, this item is used to identify decedents who were veterans. This information is of interest to veterans' groups studying cause of death among veterans and whether deployment to a combat zone has any relationship to cause of death. Veteran status data will be analyzed to determine if certain factors put veterans at higher risk of suicide.

Resident Address

Report the place where the decedent actually resided, not the postal address. Do not enter addresses that are post office boxes or rural route numbers. Get the building number and Street name. Because you are reporting the location where the decedent lived, information on this page may differ from the decedent's mailing address.

Resident Address

Address

<input type="text"/>	Pre Directional	<input type="text"/>	Street Designator	Post Directional	<input type="text"/>
<input type="text"/>	▼	Street Name, Rural Route, etc.	▼	▼	Apt #, Suite #, etc.
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
 City or Town	County	State	Country	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	United States	<input type="text"/>	
Inside City Limits					
<input type="text"/>					

If the street has a **Pre-Directional** indicator, i.e. *East 42nd St.*, then indicate that by selecting **E** from the **Pre-Directional** dropdown list. Similarly, if the street address has a **Post-Directional** indicator, i.e. *42nd St. Southwest*, then indicate that by selecting **SW** from the **Post-Directional** dropdown list. Do not type the pre-directional or post-directional indicators in the Street Name box.



The place of residence is not necessarily the same as “home state” or “legal residence.” Never enter a temporary residence such as one used during a visit, business trip, or vacation on this page.

Place of residence during a tour of military duty or during attendance at college is considered permanent and should be entered as the place of residence.

If the decedent had been living in a facility where an individual usually resides for a long period of time, such as a group home, mental institution, nursing home, penitentiary, or hospital for the chronically ill, report the location of that facility as the residence.

If the decedent was an infant who never resided at home, the place of residence is that of the parent(s) or legal guardian. Never use an acute care hospital’s location as the place of residence for any infant. If the decedent was a child, residence is the same as that of the parent(s), legal guardian, or custodian. If the child was living in an institution where individuals usually reside for long periods of time, the residence of the child is reported as the facility.



Mortality data by residence is used with population data to compute death rates for detailed geographic areas. This data is important in environmental studies. Data on deaths by place of residence of the decedent are also used to prepare population estimates and projections. Local officials use this information to evaluate the availability and use of services in their area.

Information on residence inside city limits is used to properly assign events within a county. Information on zip code and whether the decedent lived inside city limits is valuable for studies of deaths for small areas.

Family Members

Family Members

Marital Status ▼

Spouse's Name

First Middle Last (maiden name prior to first marriage) Suffix

Father's Name

First Middle Last Suffix

Mother's Maiden Name Prior to First Marriage

First Middle Last Suffix

Marital Status

Choose the decedent's marital status at the time of death from the dropdown list as it is reported by the informant. Documentation of marital status is not required.

A screenshot of a web form showing a dropdown menu for 'Marital Status'. The menu is open, displaying the following options: Married, Legal Separation, Widowed, Divorced, Never married, Unknown, and Oregon Registered Domestic Partnership. The 'Marital Status' label is visible at the top left of the dropdown box.

Note that a legal separation requires a court order and is different than living separately. If marital status cannot be determined, choose **Unknown**.



This information is used to determine differences in mortality by marital status.

Spouse's Name

If the decedent was married, widowed, or in a registered domestic partnership at the time of death, enter the full name of his or her spouse. Otherwise, leave this item blank.

If the spouse is the wife, enter her maiden name, regardless of whether she changed her name at the time of marriage.

If name of spouse cannot be obtained, enter **Unknown** for both the **First Name** and **Last Name**.



This item is used in genealogical studies and in establishing proper insurance settlement and other survivor benefits.

Father's Name

Type or print the first, middle, last name, and suffix if applicable of the legal father of the decedent.

If the name of the father cannot be obtained, enter **Unknown** for the **Last Name**.

Mother's Name Prior to First Marriage

Type or print the first, middle, and maiden surname of the mother of the decedent. This is the name given at birth or adoption, not a name acquired by marriage.

If the name of the mother cannot be obtained, enter **Unknown** for the **Last Name**.



The names of the decedent's mother and father aid in identification of the decedent's death record. The maiden surname is important for matching the record with other records because it remains constant throughout a lifetime, in contrast to other names, which may change because of marriage or divorce. These items are also of importance in genealogical studies.

Informant

Informant

Informant Name

First Middle Last Suffix

Relationship to Decedent Other specify

Address

Street Number Pre Directional Street Name or PO Box, Rural Route, etc. Street Designator Post Directional Apt #, Suite #, etc.

 City or Town State Country Zip Code

Informant Name

Enter the name of the person who supplied the personal facts about the decedent. This could be a police officer, medical examiner or other person if an informant who knew the decedent personally is not available.

Relationship to Decedent

Choose the informant's relationship to the deceased from the dropdown list. If an appropriate relationship option is not listed, choose **Other** and specify the relationship in the **Other specify** box.

Address

Enter the mailing address of the informant.



This information may be used to contact the informant for additional information as needed.

Disposition

Disposition

Method of disposition Other Specify

Date of disposition

Place of disposition

Place of Disposition

City or Town State Country

Funeral Director

License Number

First Middle Last Suffix

Funeral Home

Business Registration Number

Street Number Directional Street Name or PO Box, Rural Route, etc. Street Designator Post Directional Apt #, Suite #, etc

City or Town State Country Zip Code

Disposition Permit

Date Disposition Permit Printed ID Tag Number

Method of Disposition

Choose the method of disposition corresponding to the method of disposition of the decedent's body from the dropdown list.

If the method used does not appear on the list, then select **Other** from the dropdown list and type the method in the **Other specify** box.

Method of disposition

- Burial
- Cremation
- Donation and cremation
- Entombment
- Other
- Removal From State



Donation refers only to the entire body, not to individual organs. If the body is used by a hospital, medical, or mortuary school for scientific or educational purposes, choose **Donation** and specify the name and location of the institution in the **Place of Disposition** below.

If a body is removed from Oregon, even if only for the convenience of the nearest crematorium, the death report should indicate **Removal From State**.

Date of Disposition

Enter the exact month, day, and year of disposition. This date should correspond to the disposition of the body. If final disposition has not yet occurred, enter the date disposition will occur or leave this field blank.

Place of Disposition

Enter the name of the cemetery, crematory, or other place of disposition. It is recommended that you use the **Lookup** tool in OVERS by clicking on the magnifying glass icon and searching for the facility of disposal. Selecting a facility will automatically fill in the **City or Town** and **State** fields.



If the body is removed from the state, specify the name of the cemetery, crematory or other place of disposition to which the body is removed.

If the body is to be used by a hospital or a medical or mortuary school for scientific or educational purposes, give the name of that institution.

If the body of the decedent is to be used by a hospital, a medical school, or a mortuary school for scientific or educational purposes, enter the name of the city or town and the state where the institution is located.

If there is any question about how to report the place of disposition, contact the State Vital Records office.



This information indicates proper disposition of the body as required by law. It also serves to locate the body in case exhumation, autopsy, or transfer is required later.

Funeral Director

This section will automatically fill in with the user's profile information. If the **Funeral Director** information needs to be changed, use the **Lookup** tool by clicking on the magnifying glass to find the name of the funeral director who will sign the report. The **License Number** and **First, Middle and Last Names** will fill in with the Funeral Director's information.

Funeral Home

This section will automatically fill in with the user's profile information. If the **Funeral Home** needs to be changed, use the **Lookup** tool by clicking on the magnifying glass to find the name of the **Funeral Home** or facility handling the body prior to disposition.

 This item assists in quality control in completing and filing death reports, as well as fiscal tracking. They identify the person who is responsible for filing the report with the registrar.

Disposition Permit

Enter the date the disposition permit was printed and the ID Tag number that will accompany the remains.

Decedent Attributes

Decedent Attributes

Decedent's occupation Decedent's industry

Decedent's education ▼

Ancestry
Decedent of Hispanic Origin (more than one choice can be indicated).

No, not Spanish/Hispanic/Latino
 Yes, Puerto Rican
 Yes, Other Hispanic Origin (specify)
 Yes, Mexican, Mexican American, Chicano
 Yes, Cuban
 Unknown

Race
Check one or more races to indicate what the decedent considered himself or herself to be.

White
 Chinese
 Vietnamese
 Samoan
 Black or African American
 Filipino
 Other Asian (specify)
 Other Pacific Islander (specify)
 American Indian or Alaska Native, checkbox specify
 Japanese
 Native Hawaiian
 Other (Specify)
 Asian Indian
 Korean
 Guamanian or Chamorro
 Unknown

Decedent's Occupation

Enter the usual occupation of the decedent. **Occupation** is the kind of work the decedent did during most of his or her working life, such as claim adjuster, farmhand, janitor, store manager, college professor or civil engineer. Give the kind of work done during most of the decedent's working life, not necessarily the last occupation of the decedent. Do not enter *Retired*.

 If the decedent was a homemaker at the time of death but had worked outside the household during his or her working life, enter that occupation. If the decedent was a homemaker during most of his or her working life, and never worked outside the household, enter *Homemaker*.

(continued on next page)

Enter *Student* if the decedent was a student at the time of death and was never regularly employed during his or her working life.

Enter *Infant* if the decedent was less than one year old at the time of death and enter *Child* if the decedent was less than school age at the time of death.

Decedent's Industry

Enter the kind of business or industry to which the **Occupation** is related, such as insurance, farming, hardware store, retail clothing, university, or government. Do not enter firm, organization or company names.



If the decedent was a homemaker during his or her working life, and *Homemaker* is entered as the decedent's usual occupation, enter *Own Home* as industry.

If the decedent was a student or a teacher, enter the level of school, such as high school or college.

Enter *Infant* if the decedent was less than one year old at the time of death and enter *Child* if the decedent was less than school age at the time of death.

These items are useful in studying occupationally related mortality and in identifying job-related risk areas. For example, correlating asbestos used in particular occupations in the shipbuilding industry to respiratory cancer was possible with this information.

Decedent's Education

Choose the category that best describes the highest degree or level of school completed by the decedent. Report only those years of school that were completed. For example, for a child who dies while a freshman (9th grade) in high school, report *8th grade or less*.

This item is used in studies of the relationship between education and mortality and provides an indicator of socioeconomic status, which is also closely associated with mortality. This information is valuable in medical studies of causes of death and in prevention programs.

Ancestry

Choose the correct option from the options in OVERS. The entry in this item should reflect the response of the informant. If the informant reports that the decedent was of multiple Hispanic origins, enter all of the origins reported (for example, Mexican-Puerto Rican).

This item is not a part of the Race Item. A decedent of Hispanic origin may be of any race. Each question, Race and Hispanic origin, should be asked independently.



For the purposes of this item, “Hispanic” refers to people whose origins are from Spain, Mexico, Central or South American. Origin can be viewed as the ancestry, nationality, lineage, or country in which the person or his or her ancestors were born before their arrival in the United States.

The response should reflect what the decedent considered himself or herself to be and should not be based on percentages of ancestry. If the decedent was a child, the parent(s) should determine the Hispanic origin based on their own origin. There is no set rule as to how many generations are to be taken into account in determining Hispanic origin. A person’s Hispanic origin may be reported based on the country of origin of a parent, a grandparent, or some far-removed ancestor.



Hispanics comprise the second largest ethnic minority in this country. Reliable data is needed to identify and assess public health problems of Hispanics and to target efforts to their specific needs. This Information will permit the production of mortality data for the Hispanic community.

Race

Enter all of the races of the decedent as reported by the informant. This should **NOT** be determined by observation. If the informant indicates that the decedent was of mixed race, choose all that apply.

The image below shows the Race screen when **American Indian or Alaska Native, Other Asian, Other Pacific Islander or Other** is chosen. If any of these are chosen, describe the selection in the box(es) below.

Race

Check one or more races to indicate what the decedent considered himself or herself to be.

<input type="checkbox"/> White	<input type="checkbox"/> Chinese	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Samoan
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Filipino	<input checked="" type="checkbox"/> Other Asian (specify)	<input checked="" type="checkbox"/> Other Pacific Islander (specify)
<input checked="" type="checkbox"/> American Indian or Alaska Native, checkbox specify	<input type="checkbox"/> Japanese	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> Korean	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Native Hawaiian	<input checked="" type="checkbox"/> Other (Specify)
		<input type="checkbox"/> Guamanian or Chamorro	<input type="text"/>
			<input type="text"/>
			<input type="checkbox"/> Unknown



Race is essential for identifying specific mortality patterns and leading causes of death among different racial groups. It is also used to determine whether specific health programs are needed in particular areas, as well as to make population estimates.

Place of Death

The **Place of Death** page is used to capture the location where the decedent died. In OVERS, the page is listed under the **Medical Certification** sub-menu. It is the Funeral Director's responsibility to complete this page. The page must be completed before the case is referred to the Medical Examiner or sent to the Medical Certifier.

Information on place of death is needed to determine who has jurisdiction for deaths that legally require investigation by a Medical Examiner. These items are also used for research and statistics comparing hospital and non-hospital deaths. Valuable information is provided for health planning and research on the utilization of health facilities.

Place Of Death

Type of place of death Other Specify

Facility Name 

Address

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc
<input type="text" value="123"/>	<input type="text" value="SE"/>	<input type="text" value="Any Street"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City or Town	County	State	Country	Zip Code	
<input type="text" value="Portland"/>	<input type="text" value="Multnomah"/>	<input type="text" value="Oregon"/>	<input type="text" value="United States"/>	<input type="text" value="97216"/>	

Medical Record Number

Type of Place of Death

Choose the **Type of place of death** from the dropdown list.

Type of place of death

- Hospital-Inpatient
- Hospital-Emergency Room/Outpatient
- Hospital-Dead on Arrival
- Decedent's Residence
- Decedent's Residence - Hospice
- Hospice Facility
- Nursing Facility
- Licensed Assisted Living Facility
- Licensed Residential Care Facility
- Licensed Adult Foster Home
- Other



Other should be used if the death was pronounced at a licensed ambulatory/surgical center or birthing center, a house or apartment other than the decedent's home, physician's office, the highway where a traffic accident occurred, a vessel, or at work. If the decedent's body was found, **Other** should be entered and the place where the body was found should be entered as the place of death. Always specify the type of place when **Other** is chosen.

Decedent's Residence should be entered when the death occurs at the decedent's home and may include retirement homes but not nursing facilities, adult foster care, assisted living or other residential care facilities. In these cases, choose the other appropriate option from the dropdown list.

(continued on next page)

If the death occurred on a moving conveyance in the United States and the body was first removed from the conveyance in this state, enter as the place of death the address where the body was first removed from the conveyance.

If the death occurred on a moving conveyance in international waters, international airspace, or in a foreign country or its airspace and the body was first removed from the conveyance in this state, register the death in this state but enter the actual place of death insofar as it can be determined.

Facility Name

The selection you made for **Type of Place of Death** determines what you can enter for **Facility Name**.

If the death occurred at the facility with which your account is located, the **Facility Name** and **Address** will be populated based on this selection.

If you select **Decedent's Residence** or **Decedent's Residence – Hospice** for **Type of Place of Death**, OVERS will automatically populate the **Facility Name** and **Address** from the **Resident Address** page entered by the Funeral Director.

Of you select **Hospital, Hospice Facility, Nursing Facility, Licensed Assisted Living Facility** or **Licensed Residential Care Facility** for **Type of Place of Death**, it is recommended that you select the lookup tool (magnifying glass icon) to search for the facility to be listed on the death report.

If you select **Licensed Adult Foster Home** or **Other**, type the **Facility Name** and **Address** into the fields on this page.

Address

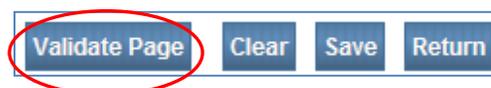
If you used the lookup tool to find the **Facility Name**, the **Address** will automatically be filled in. If you did not use the lookup tool, type the address in the boxes provided.

Medical Record Number

This is not a mandatory field. This is usually completed by medical certifiers. A medical record may be entered.

Validate Page

After you have entered information on all pages necessary, click the **Validate Page** button. This function checks for errors on all off the **Personal Information** pages.



The page will refresh. Look at the **Death Registration Menu** under the **Personal Information** sub-menu. A color-coded arrow has appeared next to each page. These arrows indicate whether the information entered contains errors that must be corrected before signing the report.

Error Types

There are two types of errors in OVERS: hard edits and soft edits.

<p>Red=Hard Edit: Shows pages containing non-overridable errors are marked by red arrows. These errors must be corrected.</p>	
<p>Yellow=Soft Edit: Shows pages containing overridable errors are marked by yellow arrows. Correct the information or override the error.</p>	
<p>Green=No Edit: Pages containing no errors are marked by green arrows. No further action is necessary.</p>	

Below is an example of a Hard Edit on the **Resident Address** page. The **Error Message** at the bottom of the page tells you what needs to be corrected. In this case, you must enter the **State** of the decedent's residence in order to complete the report.

Clicking the **List All Errors** button will display all errors for every page of the report in the **Error Message** section of the page.

Resident Address

Address

Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
<input type="text" value="1201"/>	<input type="text" value="SE"/>	<input type="text" value="Direct"/>	<input type="text" value="Road"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="Portland"/>	<input type="text" value="Multnomah"/>	<input type="text" value=""/>	<input type="text" value="United States"/>	<input type="text" value="97217"/>	<input type="text" value=""/>

Inside City Limits

Validation Results

Error Message	Override Goto Field Popup
<p>DR_1572: Decedent residence State and/or country is invalid. Verify entries for Decedent residence state and country . If Country is "United States", a state must be entered.</p>	<input type="button" value="fix"/> <input type="button" value="fix"/>

Below is an example of a Soft Edit on the **Family Members** page. The **Error Message** at the bottom of the page tells you what needs to be corrected. If the information is accurate, you may click the **Override** check box and then **Save Overrides**.

In this case, the error message is notifying us that the maiden name of the decedent's spouse is the same as the decedent's last name. The validation process is checking to make sure that we didn't accidentally report the spouse's married name.

Family Members

Marital Status Married ▼

Spouse's Name

First: Jennifer Middle: Eileen Last (maiden name prior to first marriage): Jones Suffix:

Father's Name

First: James Middle: Samuel Last: Jones Suffix:

Mother's Maiden Name Prior to First Marriage

First: Rhonda Middle: Lydia Last: Monroe Suffix:

Validation Results

Error Message	Override	Goto Field	Popup
DR_0855: Surviving spouse's maiden surname is same as decedent's (husband) last name. Verify if the surviving spouse's maiden last name is truly the same as the decedent's (husband) last name. The maiden surname is not normally the same as the decedent's (husband) last name.	<input type="checkbox"/>	<input type="button" value="fix"/>	<input type="button" value="fix"/>

After all edits have been corrected or overridden, click **Validate Page** again.

If the errors on the page have been corrected, the arrows will turn green. If you override a Soft Edit, the arrow next to the page will remain yellow.

In the example to the right, the Hard Edit on the **Decedent** page has been corrected and Soft Edits on the **Decedent** and **Family Members** pages were overridden.



Notice that the **Sign** page is now listed. This means that the information provided has passed the validation rules built into OVERS and the report can be signed

Sign

After the report is completed and all validation edits are cleared or overridden, the **Sign** link will appear in the **Personal Information** sub-menu. The system does not automatically open the Sign page.

Click on the **Sign** link to open the **Affirmations** page shown



below.

To sign a death report, read the affirmation statement and place a check mark in the check boxes next to the affirmation statement. An example is provided below. Then click the **Affirm** button in the lower right-hand corner.



Affirmations

Affirm the following:

By submitting this information, I affirm under the penalty of perjury that I am the authorized signer whose name will appear on this certificate.

Found AES3500

Affirm Clear Return

You will be prompted to place your finger on the biometric reader attached to your computer. Place an enrolled finger on the fingerprint scanner.



Affirmations

Affirm the following:

By submitting this information, I affirm under the penalty of perjury that I am the authorized signer whose name will appear on this certificate.

Place Finger

Affirm Clear Return

After your fingerprint is recognized, the screen will show **Authentication Successful**. You have completed the report.

If you experience any problems with the biometric fingerprint scanner, call the OVERS Help Desk at 971-673-0279.

Request Medical Certification

Request Medical Certification is used by the funeral home director to notify the decedent's physician that the death report requires medical certification. Do not use this feature to send a case to a Medical Examiner. If the report will instead be referred to a Medical Examiner, see Chapter 3 for instructions.

In the **Other Links** sub-menu of the **Death Registration Menu**, click **Request Medical Certification**.



You will be taken to the **Request Medical Certification** page shown below. Notice that the **Message** box is pre-filled with information about the case. This message can be left as is, or you may add your own message at the end of the pre-filled message. It is common practice for funeral directors to add the time of death to this message before sending it to the doctor.

First, search for the **Certifier Name** then for the **Facility/Office Name** by clicking on the magnifying glass icons. Enter the first part of the name you are looking for, followed by the wildcard symbol, %. Choose the **Certifier Name** or **Facility/Office Name** by clicking on the **Select** link.

Click **Save** to complete the referral and send a message to the Medical Certifier.

As a courtesy to the Medical Certifier, you may want to call to confirm the certifier is ready and available to certify the death report.

3

Special Situations & Tools

Picking up a Case Started by a Medical Examiner or Medical Certifier

When a Medical Examiner or Medical Certifier starts a case in OVERS, the Funeral Director will need to take ownership of the case before completing the death report. To take ownership of the death report you will need to search for it using **Start/Edit New Case**. This is the only search feature that will find cases not already assigned to your facility.

From the top Menu Bar, choose **Life Events**, then **Start/Edit New Case**. Enter the **First Name, Last Name, Date of Death, Gender, Date of Birth** and **County of Death**. Click the **Search** button.

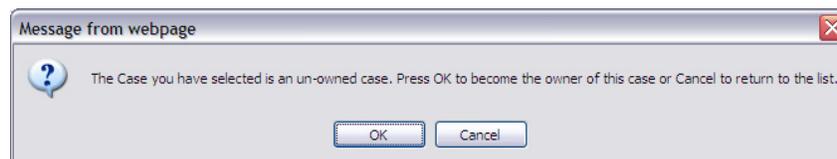
The screenshot shows a search form titled "Death Start/Edit New Case". It contains several input fields for "Decedent's Information": First (Eleanor), Last (Test), Date of Death (JUN-22-2013), Gender (Female), SSN, Date of Birth (MAR-20-1952), Case Id, ME Case Number, and Medical Record Number. There are also dropdown menus for "Place of Death Location Type" (County) and "Place of Death" (Multnomah). Search and Clear buttons are at the bottom right.

After clicking the **Search** button, a **Results** page will appear as shown below. Open the desired report by clicking on the **Decedent's Name**.

The screenshot shows a "Results" page with a table. The table has columns for Case Id, Decedent's Name, Date of Death, Gender, Place of Death, and Date of Birth. One row is visible with Case Id 4254376, Decedent's Name Test, Eleanor (circled in red), Date of Death JUN-22-2013, Gender Female, Place of Death Multnomah, and Date of Birth MAR-20-1952. A "Preview" link is next to the row. Below the table, it says "Total records : 1". At the bottom right, there are buttons for "If case does not appear above, start new case" and "New Search".

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
4254376	Test, Eleanor	JUN-22-2013	Female	Multnomah	MAR-20-1952	Preview

A dialog will pop up asking if you want to take ownership of the report. Click **OK** to take ownership of the case.



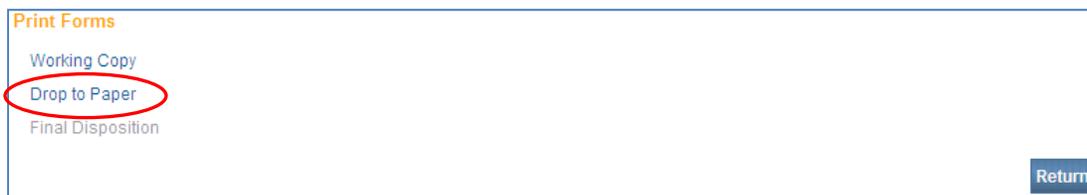
If your search returns no results and you are confident the report has been started in OVERS, you may try your search again or contact the Medical Examiner or Medical Certifier who started the report in OVERS before starting a new case to obtain the information added to the report. This will avoid creating a duplicate report.

Drop to Paper

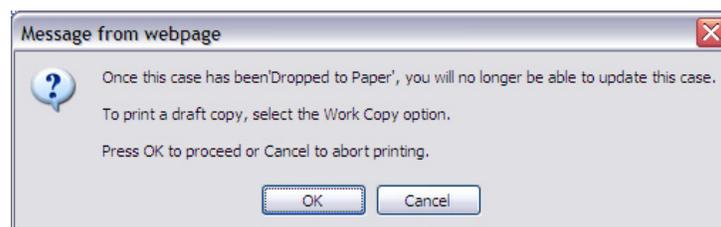
The **Drop to Paper** link is used to print a paper death report when a case is started in OVERS but will be completed on paper by the medical certifier.

Once a report is dropped to paper, previously authenticated signatures are printed along with all filled-in data. **The paper document is then considered the official source of the death report information.** All “authenticated” information will be locked in OVERS at the time a death report is dropped to paper to ensure the paper document matches the electronic report.

To access the **Drop to Paper** link, select **Print Forms** from the **Other Links** sub-menu. The **Print Forms** page will appear. The **Drop to Paper** link will only be available after you have signed your portion of the report. Click **Drop to Paper**.



The following message will appear on screen. The message reminds you that you will not be able to make change changes to this case after you drop the report to paper. To continue, click **OK**.



Selecting **OK** will launch the **File Download** page. Select **Open** to view the document. Once the document displays, you can print the report.

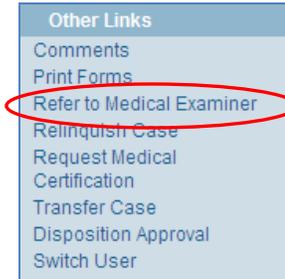
Note: Reports can only be dropped to paper once. After it is dropped to paper, the link will not be available to drop to paper again.

If you find you have made an error after you have dropped the death report to paper, you may call the OVERS Help Desk for assistance.

Refer to Medical Examiner

The purpose of the **Refer to Medical Examiner** page is to notify a Medical Examiner of a death that was due to or may have been due to unnatural causes. In some cases, this step may be required by law.

To begin, go to the **Other Links** section of the **Death Registration Menu**. Click on **Refer to Medical Examiner**.



You will be taken to the **Refer to Medical Examiner** page shown below. Notice that the **Message** box is pre-filled with information about the case. This message can be left as is, or you may add your own message at the end of the pre-filled message.

A screenshot of the 'Refer To Medical Examiner' form. The form has the following fields and elements:

- County:** A dropdown menu with 'Multnomah' selected. A red circle with the number '1' points to the dropdown arrow.
- Office:** A search field with a magnifying glass icon and a 'Select' link. A red circle with the number '1' points to the magnifying glass icon.
- Medical Examiner:** A search field with a magnifying glass icon and a 'Select' link. A red circle with the number '2' points to the magnifying glass icon.
- Message:** A text area containing pre-filled text: 'Please review Case Id: 4254340 - James Ernest Jones, Date of Death: JUN-03-2013 referred by Attrell's Sherwood Funeral Chapel. https://or-vitalevents.hr.state.or.us/OVERS/'. A red circle with the number '3' points to the 'Save' button.
- Buttons:** 'Clear', 'Save', and 'Return' buttons are located at the bottom right.

First, search for the **Office** then for the specific **Medical Examiner** by clicking on the magnifying glass icon. Enter the first part of the name you are looking for, followed by the wildcard symbol, %. Choose the **Office** or **Medical Examiner** by clicking on the **Select** link.

A screenshot of the 'Lookup Office' dialog box. The search criteria are 'st%' and the results are as follows:

Facility Name	Address	City	
State Medical Examiner Office	13309 SE 84th Avenue	Clackamas	select

The 'select' link in the last column is circled in red. The dialog also shows 'Total records: 1' and a 'Cancel' button.

Click **Save** to complete the referral and send a message to the Medical Examiner.

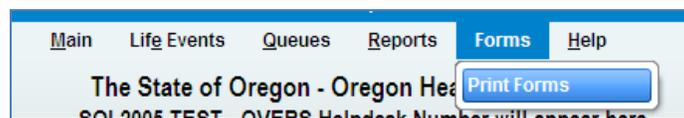
Disposition Approval

The **Disposition Approval** page is used to approve the transport of a decedent's remains. The Disposition Permit serves the permit to transport the decedent's remains authorize the crematory or cemetery for final disposition.

There are two options for printing a disposition approval permit in OVERS. To create a disposition permit you can either open a blank permit and type the information into the form or you can print the permit with the data pre-filled from the death report.

Blank Permit

To access a blank copy of the **Disposition Approval** permit, choose **Forms** from the top menu bar, then **Print Forms**.



You will be taken to the **Print Forms** page. Click **Final Disposition** to open a blank disposition permit. You may type the information in the form prior to printing it on paper.

Auto-Filled Permit

After the death report is completed, you can access the auto-filled **Disposition Approval** permit by selecting **Disposition Approval** from the **Other Links** sub-menu.



There are two affirmation checkboxes on the **Disposition Approval** page:

1. *Authorization for Final Disposition* is used when the Personal Information pages have been completed and the Medical Certification portion has been certified.
2. *Alternate Authorization for Final Disposition* is used when only the Personal Information pages have been completed.

Disposition Approval

Save button is disabled until an affirmation is checked and physician contacted and date contacted are populated.

Authorization For Final Disposition

Alternative Authorization for Final Disposition

Physician

Lookup

First Middle Last

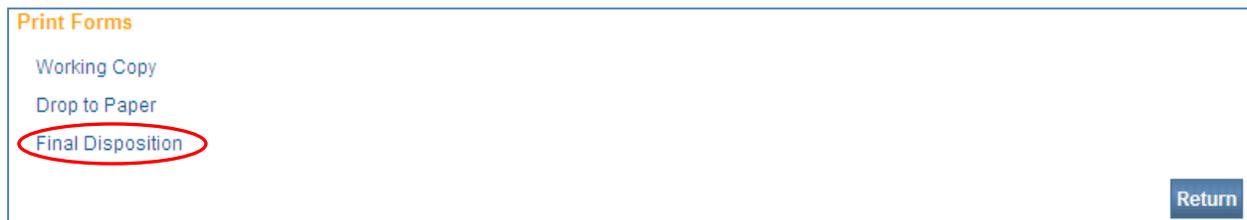
Date Contacted Time Contacted :

Date of disposition

Place a checkmark in the appropriate **Authorization for Final Disposition** check box. Use the **Lookup** tool by clicking on the magnifying glass to search for the medical certifier responsible for the medical portion of the report.

After the medical certifier is chosen, the details will appear on the **Disposition Approval** page. Enter the **Date Contacted** and **Time Contacted**. An example is shown below. Click **Save**.

Next, click the **Print Forms** link in the **Other Links** sub-menu. You will be taken to the **Print Forms** page shown below



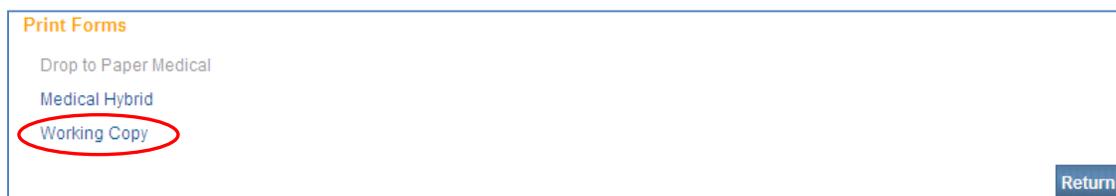
The **Final Disposition** link is now available. Click **Final Disposition** and open the document. The **Disposition Approval** permit will appear on screen, filled in with the information provided on the **Disposition Approval** page.

Print a Working Copy

The working copy is a version of the death report that you can print to help review the information entered before signing a death report.

To print a working copy of the death report, go to the **Death Registration Menu**. Under **Other Links**, click **Print Forms**.

You will be taken to the **Print Forms** menu shown below. Click on **Working Copy**.



The **File Download** box will appear. Click **Open**.

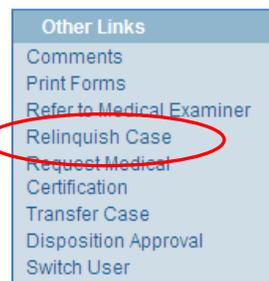
The form will open using Adobe Reader. To print a paper copy, choose **File** then **Print**.

OREGON HEALTH AUTHORITY CENTER FOR HEALTH STATISTICS CERTIFICATE OF DEATH			
I.D. TAG NO. 87514		STATE FILE NUMBER	
1. Legal Name First: Samuel, Middle: George, Last: Solomon, Suffix:			2. Death Date June 02, 2013
3. Sex Male	4. Age 62 years	5. Social Security Number 898-98-9898	6. County of Death Multnomah
7. Birthdate November 10, 1950	8. Birthplace Cape Girardeau, Missouri	9. Decedent's Education Bachelor's degree	
10. Was Decedent of Hispanic Origin? No	11. Decedent's Race(s) White		12. Was Decedent Ever in U.S. Armed Forces? Yes
13. Residence: Number and Street 3245 N Ridge Way		14. City/Town Portland	
15. Residence County Multnomah	16. State or Foreign Country Oregon	17. Zip Code + 4 97215	18. Inside City Limits? Yes
19. Marital Status at Time of Death Never married		20. Spouse's Name Prior to First Marriage	
21. Usual Occupation Teacher		22. Kind of Business/Industry Education	
23. Father's Name Samuel James Solomon		24. Mother's Name Prior to First Marriage Jennifer Wendy Smith	
25. Informant's Name George Solomon	26. Telephone Number Not Available	27. Relationship to Decedent Nephew	28. Mailing Address 12105 NE 121 Avenue, Portland, OR 97232
29. Place of Death Hospital-Emergency Room/Outpatient		30. Facility Name Adventist Medical Center	
31. Location of Death 123 SE Any Street		32. City/Town or Location of Death Portland	33. State Oregon
35. Method of Disposition Burial		36. Place of Disposition River View Cemetery	37. Location Portland, Oregon
38. Name and Complete Address of Funeral Facility Attrell's Sherwood Funeral Chapel 16195 SW First St, Sherwood, Oregon 97140			
39. Date of Disposition June 04, 2013	40. Funeral Director's Signature Funeral Test Director		41. OR License Number CO-3385
42. Registrar's Signature	43. Date Received		44. Local File Number
45. Amendment			
46. Was case referred to Medical Examiner? No	47. Autopsy? No	48. Were autopsy findings available to complete the cause of death?	49. Time of Death 02:12 AM
50. CAUSE OF DEATH			

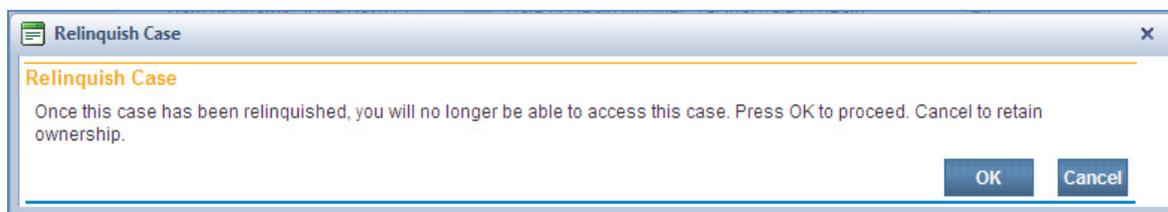
Relinquish a Case

Once a Funeral Home Director has taken “ownership” of a death report, no other Funeral Home facility or office will be allowed to make changes to the record. The **Relinquish Case** link allows a Funeral Director to relinquish control of the report so that a different Funeral Home can finish the death report.

From the **Death Registration Menu**, select **Relinquish Case** from the **Other Links** section.



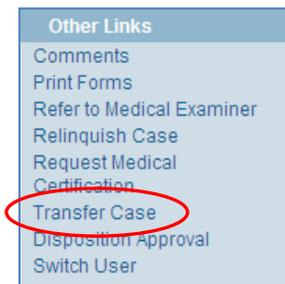
The **Relinquish Case** box shown below will appear. Click **OK**. The case will be released and another Funeral Home facility will now be able to locate and complete the report. Any information provided on the **Disposition** page will be removed. You will not be able to view or edit the report after you relinquish the case.



Transfer a Case

It may sometimes be necessary for a medical facility such as a Funeral Home to transfer ownership of a case to another, similar, facility. In these situations, the transferring facility would use the **Transfer Case** page to transfer ownership to the appropriate facility.

From the **Death Registration Menu**, select **Transfer Case** in the **Other Links** section.



Notice that there are two options on the **Transfer Case** page: **Transfer Personal Ownership** and **Transfer Medical Ownership**. Funeral Directors can only transfer **Personal Ownership**.

To transfer ownership, place a check mark in the **Transfer Personal Ownership To** box. Next, click on the magnifying glass icon next to the facility field. Enter a **Facility Name** in the box and click **Search**. Select the correct facility.

The **Message** box is pre-filled with information about the case. You may add text at the end of the pre-filled message only. Then click **Save** to transfer the case.

 A screenshot of the 'Transfer Case' form. At the top, there is a section for 'Transfer Personal Ownership To:' with a checked checkbox and a search field containing 'River View Cemetery Funeral Home'. A red circle with the number '1' points to the search field. Below this is a section for 'Transfer Medical Ownership To:' with an unchecked checkbox and an empty search field. A 'Message' box contains the text: 'The following case has been transferred to your facility: Case Id: 4254372 - Summer Smith, Date of Death: JUN-20-2013 transferred by Attrell's Sherwood Funeral Chapel.' At the bottom right, there are three buttons: 'Clear', 'Save', and 'Return'. A red circle with the number '2' points to the 'Save' button.

Making Changes to a Report

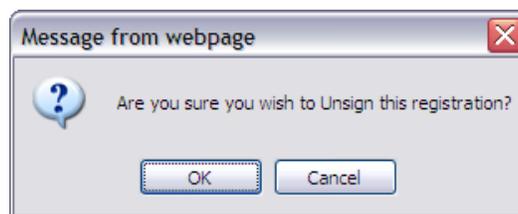
Once the report is signed you can still access and view the report for six months. However, you will not be able to edit the report without unsigned it (if it has not yet been registered at the State level) or requesting an amendment (if it has already been registered at the State level).

Unsign

Until the report is dropped to paper or registered at the State office and assigned a State File Number (SFN), you may unsign it if you need to make edits. To do this, click on the **Sign** link. Notice that the **Affirm** button has changed to the **Unsign** button. To unsign a report so that you can edit it, click the **Unsign** button.



A popup message will ask you to confirm that you want to unsign the death report. Click **OK**.



Make the necessary edits. Once you have completed edits to the death report, validate and sign the report as you would for any other death report.

Amendments

It may sometimes be necessary to make corrections to a death certificate after it has been registered at the State and assigned a State File Number (SFN). Requesting an amendment in OVERS significantly shortens the processing time necessary to change a death record.

After a record is registered, different options will appear under the **Other Links** sub-menu. To request an amendment to a record, select **Amendments** from the **Other Links** section of the **Death Registration Menu**.



The **Amendment Page** will appear. Choose the **Type** of amendment from the dropdown list. Your only option is **Personal**. Then click **Save**.

Amendment Page

Type Amendment Date

Year Amendment Number

Order Number Description

Amendment Status

The page will refresh and automatically show an **Amendment Date**, **Amendment Number**, **Year** and **Amendment Status**. In addition, a new dropdown list appears for **Page to Amend**. Choose the page that contains the information you need to change.

Amendment Page

Type Amendment Date

Year Amendment Number

Order Number Description

Amendment Status

Page to Amend

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Family Members-Mother's First Name	Rhonda	Samantha	Edit	Delete

The page will refresh to show the **Page to Amend** on the **Amendment Page**. Make the necessary changes, then click **Save**.

The page will refresh and show the information that you will change. In this case, the decedent's mother's name has been changed from *Rhonda* to *Samantha*. If the changes are correct, click **Save**.

Amendment Page

Type Amendment Date

Year Amendment Number

Order Number Description

Amendment Status

Page to Amend

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Family Members-Mother's First Name	Rhonda	Samantha	Edit	Delete

While you are working on an amendment, a new menu appears above the **Death Registration Menu**, called the **Amendments Menu**. To complete the amendment, click **Amendment Affirmation** in the **Amendments Menu**.



You will be taken to the **Affirmations** page. As with signing a death record, click the check box to affirm the statement on the screen. Then click **Affirm**. Place your finger on the fingerprint scanner attached to your computer. When your fingerprint is accepted, the amendment request will be sent to the State office for review. The amendment is not complete until it is approved by the State office. You will receive an automated e-mail from OVERS when the amendment is approved by the State office.

Searching for the Amendment Status

Once an amendment is started, it appears in the **Amendment List**. From the **Death Registration Menu**, select **Amendment List** under the **Registrar** sub-menu to find the status of amendment requests.



In the example shown below, three personal amendment requests were submitted to the State office.

- The first request was completed by the Funeral Director and is pending review at the State office.
- The second amendment request was completed by the Funeral Director and completed, or approved, by the State office.
- The third request has been Keyed, or typed into OVERS, but Requires Affirmation using fingerprint verification by the Funeral Director.

To view, edit or affirm an amendment request, click on the **Amendment Id** number to the left.

Amendment List						
Amendment Id	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
352430	History	Personal	JUN-26-2013		Pending	
352431	History	Personal	JUN-26-2013	7/19/2013 8:56:35 AM	Complete	
352438	History	Personal	JUL-18-2013		Keyed (Requires Affirmation)	

A

Appendices

Appendix A – Quick Reference Guide for Funeral Directors

See next page.

OVERS Reference Guide

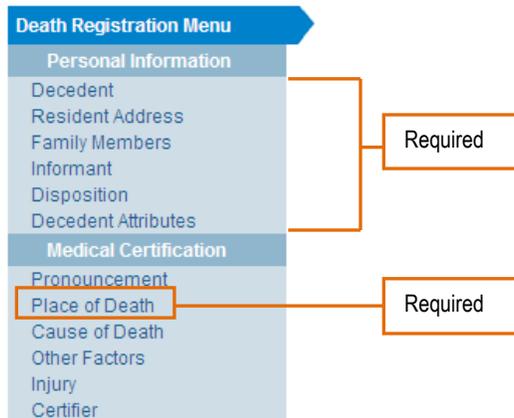
Funeral Directors

1. Getting Started

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

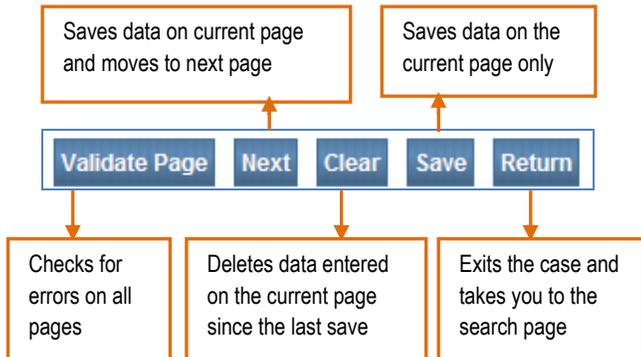
2. Entering Death Report Data

- a. Complete each page under the **Personal Information** Heading.
- b. 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

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



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

Making Corrections or Amendments

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

- a. 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):

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

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



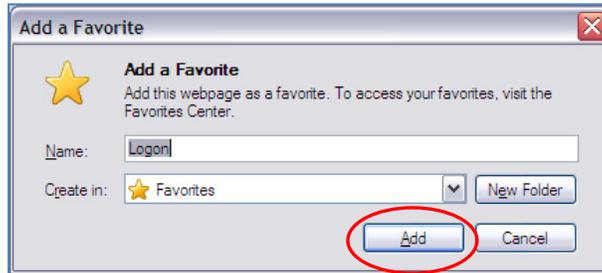
- c. Read and click the check box to certify the changes. Click **Affirm**.
- d. Place the pad of your finger on the biometric reader attached to your computer until OVERS registers your fingerprint. The page will refresh, then show **Authentication Successful**.
- e. The amendment will be finalized 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.