

OVERS User Guide

*Electronic Registration System for
Birth & Fetal Death Records*

This manual is intended as a technical guide for using the *Electronic birth and fetal death registration system*. For definitions and rules for completing the Oregon birth certificate see the companion instructions located at <http://www.oregon.gov/DHS/ph/chs/registration/instructions.shtml>.

Duplication and distribution is permitted.

Facility Edition

Last Revised: January 26, 2009



Oregon Department of Human Services
Office of Disease Prevention & Epidemiology,
Public Health Division
Center for Health Statistics

Table of Contents

Amendments 62
 Searching for an Incomplete Amendment..... 107
 Linking Plural Deliveries 108
 Linking a New Record..... 109
 Linking to an Existing Record 115
 Registries 118
 Metabolic Screening 118
 Immunization 122

This chapter aims to explain the process for amending a registered birth certificate or fetal death record, linking the records of babies from plural deliveries, and recording Metabolic and Immunization registry information in **OVERS**. The definitions and rules for properly completing an Oregon birth certificate are addressed in a separate document available on the Center for Health Statistics' registration website (<http://www.oregon.gov/DHS/ph/chs/registration/instructions.shtml>).

Fetal deaths should only be recorded by a facility birth clerk or Medical Examiner. Midwives must refer all fetal deaths to a Medical Examiner.

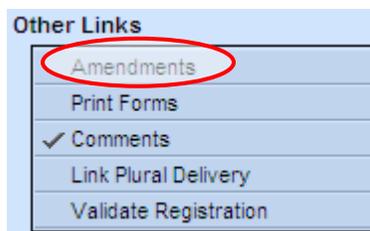
For additional instruction or troubleshooting help contact the **Help Desk** during normal business hours (*Monday – Friday, 8 am to 5 pm*) at **(971) 673-0279**. For questions about the definitions and rules for completing the Oregon birth certificate, contact the Center for Health Statistics, Registration department at **(971) 673-1160**.

Amendments

From time to time, it may be necessary to make corrections to a birth certificate or fetal death record after it has been registered at the State and assigned a State File Number. Amendment requests require a State review process before they can be approved. Requesting an amendment via the OVERS application significantly shortens the processing time necessary to change a birth certificate or fetal death record after registration.

To access **Amendments** for a birth record, select **Other Links > Amendments** from the **Birth Registration Menu**.

To access **Amendments** for a fetal death record, select **Other Links > Amendments** from the **Fetal Death Registration Menu**. The first page displayed is the **Amendment Page**.



The screenshot shows a web-based form titled "Amendment Page". The window title bar contains the text "193 2008005202 :Cara Anna Marie London De Long Martinez JUN-06-2008 Amendment Exists". The form has a light blue background and contains the following fields and controls:

- Type:** A dropdown menu with "Correction Affidavit 1 Year And Under" selected. Below it, "Statistical Correction" is also visible.
- Year:** An empty text input field.
- Order Number:** An empty text input field.
- Amendment Status:** An empty text input field.
- Amendment Date:** An empty text input field.
- Amendment Number:** An empty text input field.
- Description:** An empty text input field.

At the bottom right of the form, there are three buttons: "Save", "Clear", and "Return".

The first step in processing an amendment is to select an amendment type from the **Type** dropdown list.

For birth records, there are 2 types of amendments: 'Correction Affidavit 1 Year And Under' and 'Statistical Correction'.

Correction Affidavit 1 Year And Under – This type includes items that appear in the legal section of the birth record (the personal, legal information about the birth registrant and parents).

Statistical Correction – This type includes items that appear in the facility section of the birth record (the confidential, medical information about the birth and parents that is collected for statistical purposes).

Select 'Correction Affidavit 1 Year And Under' or 'Statistical Correction' from the **Type** dropdown list.

For fetal death records, the only amendment type is 'Correction Affidavit <= 1 Year – FD'.

Next, click **Save**. The page will refresh and the **Amendment Date** will automatically fill in with the current system date and an **Amendment Number** will be assigned. In addition, new controls appear on-screen: an **Item** grid control and a **Page to Amend** dropdown list.

95196 2008017265 :Trini Lana Delacorte NOV-12-2008 Amendment Exists

Amendment Page

Type: Correction Affidavit 1 Year And Under Amendment Date: NOV-24-2008
 Year: 2008 Amendment Number: 21682
 Order Number: Description:
 Amendment Status: Keyed (Requires Affirmation)

Documentation Type
 Other Document Type
 Facts Supported
 Reject Reason
 Other Reject Reason

Page to Amend

Amendment items are added to the control by clicking the "Page to Amend" button, shown here.

Item	Item as it Appears	Item as it Should be	Edit	Delete
Birth - Mother				
Birth - Child				
Birth - Mother Address				
Birth - Place of Birth				
Birth - Marital Status				
Birth - Father - Second Parent				
Birth - Informant				
Birth - Attendant Certifier				

The "Item" grid control will appear once an amendment type has been selected and the Save button has been clicked. Initially, the grid control is empty.

Cancel Amendment Save Clear Return

From the **Page to Amend** dropdown list, select the page to be amended. This will cause the page to refresh, displaying the page to be amended

In the following example, the Mother page was selected from the Page to Amend dropdown. The entire Mother page then appears at the bottom of the page.

Mother

Mother's Current Name

First: Fauna Middle: Rae Last: Delacorte Suffix:

Copy Current Legal Name

Mother's Name Before First Marriage

First: Fauna Middle: Rae Last: Hopkins Suffix:

Date of Birth: JAN-01-1973 Age: 35

Mother's Birthplace

Birthplace State: New York Birthplace Country: United States

Cancel Amendment Validate Page Save Clear Return

Make changes to the page as necessary and then click the **Save** button to save the changes.

You can also click the **Validate** button if you want to check for possible errors in your amendments.

After you save the amendment, the page will refresh with the list of all amendments made to the record appearing under the grid control.

Amendment Page

Type: Correction Affidavit 1 Year And Under | Amendment Date: NOV-24-2008

Year: 2008 | Amendment Number: 21682

Order Number: | Description:

Amendment Status: Keyed (Requires Affirmation)

Documentation Type: | Other Document Type: | Facts Supported: | Reject Reason: | Other Reject Reason:

Page to Amend:

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Mother - Middle Name - Current	Rae	Flora	Edit	Delete
Mother - Middle Name - Before First Marriage	Rae	Flora	Edit	Delete

Buttons: Cancel Amendment, Save, Clear, Return

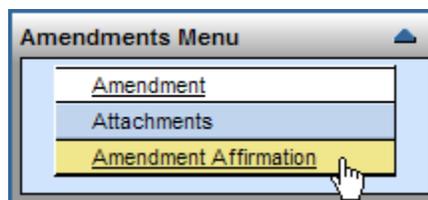
Continue adding items by selecting the **Page to Amend** button, replacing the appropriate items, then clicking the **Save** button with each item added.

Notice in the example above, the **Item** grid control now displays two Amendments to the registration. The **Amendment Page** allows the user to add multiple amendments to a record.

If the information on this page has not been saved, then clicking the **Clear** button will clear all entries related to the current amendment being added. If the page had been previously saved, then clicking the **Clear** button would reset all controls to the values in place prior to the last save.

Click the **Save** button to save the amendment to the **Item** grid or the **Return** button to close this page and return to the **Birth Registration Menu**.

When all amendments have been entered and are displayed in the **Item** grid, select **Amendment Affirmation** from the **Amendments** menu to approve (sign) the amendment request.



Amendment requests must be saved before they can be approved by the State office.

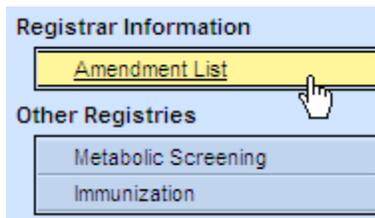
Searching for an Incomplete Amendment

Once an amendment has been requested, it appears on the **Amendment List**. The **Amendment List** contains a listing of all amendments that have been requested for a birth certificate and the status of each request.

For a birth amendment, select **Registrar > Amendment List** from the **Birth Registration Menu**.

For a fetal death amendment, select **Registrar > Amendment List** from the **Fetal Death Registration Menu**.

The **Amendments List** page displays the history for the birth certificate amendments. Notice that each item in the list has an identification number, processing history, date for completion, and amendment approval status.



From the **Amendment List** page select the **Amendment Id** link to access a specific amendment record.

193 2008005202 :Cara Anna Marie London De Long Martinez JUN-06-2008 Amendment Exists

Amendment List

Amendment Id	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
15	History	Correction Affidavit 1 Year And Under	JUN-06-2008		Pending	
16	History	Correction Affidavit 1 Year And Under	JUN-09-2008		Keyed (Requires Affirmation)	
17	History	Statistical Correction	JUN-09-2008		Cancelled	
18	History	Correction Affidavit 1 Year And Under	JUN-09-2008		Keyed (Requires Affirmation)	
21	History	Correction Affidavit 1 Year And Under	JUN-24-2008		Keyed (Requires Affirmation)	

New Amendment Return

The 'Amendment Page' will provide more detail regarding the specific change requested.

193 2008005202 :Cara Anna Marie London De Long Martinez JUN-06-2008 Amendment Exists

Amendment Page

Type: Correction Affidavit 1 Year And Under
 Amendment Date: JUN-06-2008
 Year: 2008
 Amendment Number: 15
 Order Number:
 Description:
 Amendment Status: Pending

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Mother's Current Legal First Name	Jennifer	Jenifer	Edit	Delete
Mother Mailing's Address Apartment Number	13	13-a	Edit	Delete

New Item

Save Clear Return

Linking Plural Deliveries

OVERS provides the ability to link multiple births related to a plural delivery. Since most of the registration information in plural deliveries is common to all related deliveries, this allows information to be copied across all linked records.

The first step in linking plural deliveries is to complete the entry of at least one related birth record. On the **Newborn** page of the first related birth registration, select a **Plurality** greater than single. In the example shown below **Twin** was selected.

Newborn

Medical Record Number:

Infant Birth Weight: Pounds / Ounces: 8 1 Grams: APGAR Score: 5 Minutes: 6 10 Minutes:

Obstetric Estimate of Gestation(weeks): 40

Plurality: Twin Birth Order: Second

If not single birth, number of infants in this delivery born alive:

Validate Page Next Clear Save Return

After the Newborn page is saved with a plurality greater than single the **Birth Registration Menu** will refresh and a new link will appear in the **Other Links** sub-menu: **Link Plural Delivery**.

Other Links

Comments

Link Plural Delivery

Validate Registration

Linking a New Record

OVERS can link a new record to a pre-existing record, or allow the user to create and simultaneously link a new record to the current registration. In the example below, we will create and link records simultaneously.

From an existing birth certificate or fetal death record of a plural delivery, click on the **Link Plural Delivery** link on the **Other Links** submenu.

Notice that there are two sections to the **Link Plural Delivery** page: the **Linked Case List** grid control and the **Current Case** summary window. In the next screenshot example, only the current record shows in the **Linked Case List** control. The **Current Case** page also displays only the information associated with the current registration.

Link Plural Delivery

Linkage Id	Case Id	SFN	Name	Gender	Date of Birth	Time of Birth	Birth Order		
	2300		Hudson, Rob	Male	May-23-2007	06:00	First	Compare	Unlink

Total records : 1

Current Case

Case Id: 2300

Child's Name: Rob Hudson **City or Town of Birth:** Santa Fe

Date/Time of Birth: May-23-2007 06:00 AM **County of Birth:** Santa Fe

Gender: Male **Facility of Birth:** New Mexico Birthing Center

Mother's Current Legal Name: Bobbie Hudson **Mother's Date of Birth:** May-23-1987

Mother's Maiden Name Prior to First Marriage: Hickson

Father's Current Legal Name: **Father's Date of Birth:**

SSN:

Status: .Legal Valid/Medical Valid/Uncertified/Not Registered/Birth Certification Required/Birth GIS coding Required/Birth FIPS coding Required

[Link New Case](#)

Clicking the **Link New Case** button at the bottom of the page will refresh the page and display the **Link Plural Delivery** search page allowing the entry of a new birth record.

From the new **Link Plural Delivery** page, enter the same information that would ordinarily be entered when starting a new birth or fetal death record. As usual, the first step is to conduct a search for any matching records already in the system.

With plural delivery searches, a selection must first be made from the **Event Type** dropdown list.

The **Fetal Death** option would only be selected in the event of a multiple birth in which at least one child was stillborn. Otherwise, select Birth.

Fetal deaths should only be recorded by a facility birth clerk or Medical Examiner. Midwives must refer all fetal deaths to a Medical Examiner.

After making a selection from the **Event Type** dropdown list, enter at least the baby's **Last** name, **Date of Birth**, and **Gender**. Click the **Search** button to proceed.

If no matching records are found, click the **Start New Case** button. A new case will be created and automatically linked to the **Current Case**.

Link Plural Delivery Search 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.

Current Case

Case Id: 2300

Child's Name: Rob Hudson **City or Town of Birth:** Santa Fe

Date/Time of Birth: May-23-2007 06:00 AM **County of Birth:** Santa Fe

Gender: Male **Facility of Birth:** New Mexico Birthing Center

Mother's Current Legal Name: Bobbie Hudson **Mother's Date of Birth:** May-23-1987

Mother's Maiden Name Prior to First Marriage: Hickson

Father's Current Legal Name: **Father's Date of Birth:**

Status: :Legal Valid/Medical Valid/Uncertified/Not Registered/Birth Certification Required/Birth GIS coding Required/Birth FIPS coding Required

New Search Start New Case

Link Plural Delivery

Linkage Id	Case Id	SFN	Name	Gender	Date of Birth	Time of Birth	Birth Order		
265	2301		Hudson, Bob	Male	May-23-2007			Compare	Unlink
265	2300		Hudson, Rob	Male	May-23-2007	06:00	First	Compare	Unlink

Total records : 2

Current Case

Case Id: 2300

Child's Name: Rob Hudson **City or Town of Birth:** Santa Fe

Date/Time of Birth: May-23-2007 06:00 AM **County of Birth:** Santa Fe

Gender: Male **Facility of Birth:** New Mexico Birthing Center

Mother's Current Legal Name: Bobbie Hudson **Mother's Date of Birth:** May-23-1987

Mother's Maiden Name Prior to First Marriage: Hickson

Father's Current Legal Name: **Father's Date of Birth:**

SSN:

Status: :Legal Valid/Medical Valid/Uncertified/Not Registered/Birth Certification Required/Birth GIS coding Required/Birth FIPS coding Required

Link New Case

Note that the **Linked Case List** at the top of the page displays an **Unlink** option. This indicates that the two records shown in the control are linked. Selecting **Unlink** will break the link between the two records.

Much of the information from the first baby's birth certificate will automatically be carried over to the new birth certificate. The **Link Plural Delivery** page and all items on the following pages will be inserted into the new case:

- **Mother**
- **Mother Address**
- **Mother Attributes**
- **Mother Health**
- **Marital Status**
- **Father**
- **Father Attributes**
- **Place of Birth**
- **Pregnancy Factors**
- **Labor**
- **Attendant/Certifier**

Even though much of the registration data was copied from the original record to the linked record, the new registration is still incomplete. Click on the registrant link in the **Name** column to open the new record and complete the registration.

If more than two children were born in the same delivery, additional cases can be linked by clicking the **Link New Case** button again and repeating the steps above.

Linkage Id	Case Id	SFN	Name	Gender	Date of Birth	Time of Birth	Birth Order		
265	2301		Hudson, Bob	Male	May-23-2007			Select	Unlink
265	2300		Hudson, Rob	Male	May-23-2007	06:00	First	Compare	Unlink

Total records : 2

Selecting the name link and clicking **Validating Page** will highlight the fields that still need data.

Linking to an Existing Record

OVERS also provides the ability to link two or more multiple deliveries that may have been keyed separately from one another.

First, select **Main Menu > Life Events > Birth > Locate Case** to locate one of the multiple births.

Locate Case

Child's Information

Child's First Name: Child's Last Name: Date of Birth:

Gender: Case Id:

Place of Birth Location Type: Place of Birth:

Mother's Current Legal Last Name:

Mother's Last Name Before First Marriage (Maiden):

Open the record by clicking on the **Child's Name** link:

Results

Case Id	Child's Name	Date of Birth	Gender	Place of Birth	
2296	Meyer, Amy	May-23-2007	Female	Santa Fe, Santa Fe	Preview

Total records : 1

With the record open, locate and select **Other Links > Link Plural Delivery**

The **Link Plural Delivery** page will display. The page contains a **Linked Case List** across the top, the **Current Case** summary window in the middle and a **Link New Case** button in the bottom right-hand corner. Click the **Link New Case** button to proceed.



Link Plural Delivery

Linkage Id	Case Id	SFN	Name	Gender	Date of Birth	Time of Birth	Birth Order		
	2296		Meyer, Amy	Female	May-23-2007	06:00	First	Compare	Unlink

Total records : 1

Current Case

Case Id: 2296

Child's Name: Amy Meyer **City or Town of Birth:** Santa Fe
Date/Time of Birth: May-23-2007 06:00 AM **County of Birth:** Santa Fe
Gender: Female **Facility of Birth:** New Mexico Birthing Center
Mother's Current Legal Name: Crystal Meyer **Mother's Date of Birth:** May-23-1987
Mother's Maiden Name Prior to First Marriage: King
Father's Current Legal Name: Mike Meyer **Father's Date of Birth:** May-23-1982

SSN:

Status: Legal Valid/Medical Valid/Uncertified/Not Registered/Birth Certification Required/Birth GIS coding Required

[Link New Case](#)

Selecting **Link New Case** will launch the **Link Plural Delivery** search page.

Link Plural Delivery

Linkage Id

Event Type ▶ Birth

Child's Name

First Middle Other Middle ▶ Last Suffix

 Meyer

Date of Birth ▶ May-23-2007 Time of Birth : : ▶ **Gender** ▶ Female

Social Security Number - -

Place of Birth Location Type ▶ Location Name ...

Mother's Name Before First Marriage

Last

[Search](#)

From the **Link Plural Delivery** page, enter the same information that would ordinarily be entered when starting a new birth record. As usual, the first step is to conduct a search for any matching records already in the system. However, with plural delivery searches, a selection must first be made from the **Event Type** dropdown list.

Linkage Id

Event Type ▶

Child's Name

Birth

Fetal Death

First

The **Fetal Death** option would only be selected in the event of a multiple birth in which at least one child was stillborn. Otherwise, select **Birth**.

Fetal deaths should only be recorded by a facility birth clerk or Medical Examiner. Midwives must refer all fetal deaths to a Medical Examiner.

After making a selection from the **Event Type** dropdown list, enter the baby's **Last** name, **Date of Birth**, and **Gender**. Click the **Search** button to display the **Link Plural Delivery Search Results** page.

Link Plural Delivery Search Results

Case Id	SFN	Child Name	Gender	Date of Birth	Time of Birth	Birth Order		
2296		Meyer, Amy	Female	May-23-2007	06:00	First	Compare	Link
2298		Meyer, Mamie	Female	May-23-2007	06:10	Second	Compare	Link

Total records : 2

Current Case

Case Id: 2296

Child's Name: Amy Meyer **City or Town of Birth:** Santa Fe

Date/Time of Birth: May-23-2007 06:00 AM **County of Birth:** Santa Fe

Gender: Female **Facility of Birth:** New Mexico Birthing Center

Mother's Current Legal Name: Crystal Meyer **Mother's Date of Birth:** May-23-1987

Mother's Maiden Name Prior to First Marriage: King

Father's Current Legal Name: Mike Meyer **Father's Date of Birth:** May-23-1982

Status: Legal Valid/Medical Valid/Uncertified/Not Registered/Birth Certification Required/Birth GIS coding Required

Any potentially matching records will be displayed in the **Linked Case List** along with the current case. Select the **Link** option next to the newly returned case to link the two records.

Case Id	SFN	Child Name	Gender	Date of Birth	Time of Birth	Birth Order		
2296		Meyer, Amy	Female	May-23-2007	06:00	First	Compare	Link
2298		Meyer, Mamie	Female	May-23-2007	06:10	Second	Compare	Link

Total records : 2

The page will refresh and disable the links associated with the current record. Also, the **Link** indicators are changed to **Unlink**, allowing the user to undo the linking process.

Linkage Id	Case Id	SFN	Name	Gender	Date of Birth	Time of Birth	Birth Order		
263	2296		Meyer, Amy	Female	May-23-2007	06:00	First	Compare	Unlink
263	2298		Meyer, Mamie	Female	May-23-2007	06:10	Second	Compare	Unlink

Total records : 2

Select the [Compare](#) link to display a summary of both linked records:

If more than two children were born in the same delivery, additional cases can be linked by clicking the [Link New Case](#) button again and repeating the steps above.

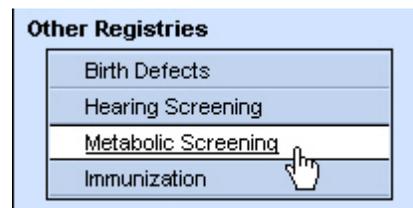
Registries

The OVERS Registry screens for Metabolic Screening and Immunization can only be accessed from within a Birth record. These registries do not need to be completed in order to certify a record.

Metabolic Screening

Most metabolic tests are performed at or near the time of birth. In many jurisdictions, an infant must be screened before he/she is discharged unless the parent has signed a refusal. In the event an infant is transferred before the test can be performed, the test should be performed by the facility to which the infant was transferred.

OVERS allows the entry of one or more [Metabolic Screening](#) test results for a birth registration. To access this registry, select [Birth Registration Menu > Other Registries > Metabolic Screening](#).



Note: Access to the Metabolic Screening link is based on user security privileges and is typically available to Birth Clerks and/or medical staff who conduct the screenings.

The [Metabolic Screening Reports](#) page initially displays a message stating “[Currently there are no Metabolic Screenings entered. Press ‘New Report’ to enter a screening.](#)” Click the [New Report](#) button.



The page will refresh and display the [Metabolic Screening](#) tab control.

Metabolic Screening Reports

Currently there are no Metabolic Screenings entered. Press 'New Report' to enter a screening.

Metabolic Screening

Facility Name  

Test Data

ID Chart #

Barcode Number

Last RBC Transfusion Date 

Date of Specimen  Time of Specimen :

Infant Present Weight Pounds Ounces Grams

Food Source in Last 24 Hours

Breast NPO Tube Feeding
 Soy Formula Lactose Formula Other

Other Factors

Hyper-alimentation Transfused

To enter the name of the facility where the **Metabolic Screening** was administered, click on the **Lookup Metabolic Screening Facility** search icon ().

Metabolic Screening

Facility Name  



Click this search icon to locate and enter the name of the facility that administered the Metabolic Screening.

Selecting the search icon will launch the **Place Name** search window shown here.

Place Name

If the specific facility name is known, enter it in the **Place Name** field and click **Search**.

Place Name > Acoma Canoncito - Laguna PHS Hospital

Search

Cancel

If a matching location is found, it will be displayed in the **Primary Name** grid shown below. Click the **select** link to add the facility to the record.

Place Name > Acoma Canoncito - Laguna PHS Hospital

Search

Primary Name	Address	City	
Acoma Canoncito - Laguna PHS Hospital			select

Total records : 1

Cancel

If the exact facility name is not known, a wildcard search can be performed by entering any portion of a known facility name, adding the “%” sign wildcard to the entry, and clicking the **Search** button.

Place Name > A%

Search

Cancel

Notice that, when searching by specific facility name, only one matching record will be returned. WildCard searches usually return more than one potentially matching record. If the desired facility is found in the results table, click the **select** link to add the facility to the record.

Place Name > A%

Search

Primary Name	Address	City	
A Second Test Hospital	Main	Los Alamos	select
Acoma Canoncito - Laguna PHS Hospital			select
Albuquerque Regional Medical Center	601 Dr Martin Luther King Jr Ave NE	Albuquerque	select
Albuquerque VA Medical Center	2100 Ridgecrest Dr SE	Albuquerque	select
Alta Vista Regional Hospital	104 Legion Ave	Las Vegas	select
Artesia General Hospital	702 13th St St	Artesia	select

Total records : 6

Cancel

Clicking the **select** link will add the facility to the **Facility Name** control.

Next, complete the Test Data tab control. If applicable, enter **ID Chart #**, **Barcode Number**, and **Last RBC Transfusion Date**. Notice that **Date of Specimen** is marked by a red arrow (▶). Fields marked with a red arrow are required entries that must be completed.

Time of Specimen consists of 3 controls: 2 number entry boxes and one **AM/PM/Military** dropdown list. In the first number entry box enter the 2-digit birth hour. For example, if birth occurred at 6:30 am, enter '06' in the first number box.

In the second number entry box enter the 2 digit minute at which birth occurred. If the birth occurred at 6:30 am, enter '30' in the 2nd number box. To complete the **Time of Specimen** entry, make a valid selection from the **AM/PM/Military** dropdown list.

Complete the **Food Source in the Last 24 Hours** tab control by selecting one or more of the checkbox options. Multiple selections are allowed if necessary.

Complete the **Other Factors** tab control by selecting one or more of the checkbox options. Multiple selections are allowed if necessary.

Other Factors

Hyper-alimentation Transfused

When all entries have been completed, select **Save** to write the **Metabolic Screening** report to the registration.

Currently there are no Metabolic Screenings entered. Press 'New Report' to enter a screening.

New Report

Metabolic Screening

Facility Name: Acoma Canoncito - Laguna PHS Hospital

Save
Clear
Cancel

Selecting **Save** will store the new report and display the **Facility** grid control shown below. The current report can be changed or removed by clicking either the **Edit** or **Delete** link. Additional **Metabolic Screening** reports can be added by re-clicking the **New Report** button.

Metabolic Screening Reports

ID	Facility	Date Entered	Entered By	
21	Acoma Canoncito - Laguna PHS Hospital	MAY-17-2007	State Registrar	Edit Delete

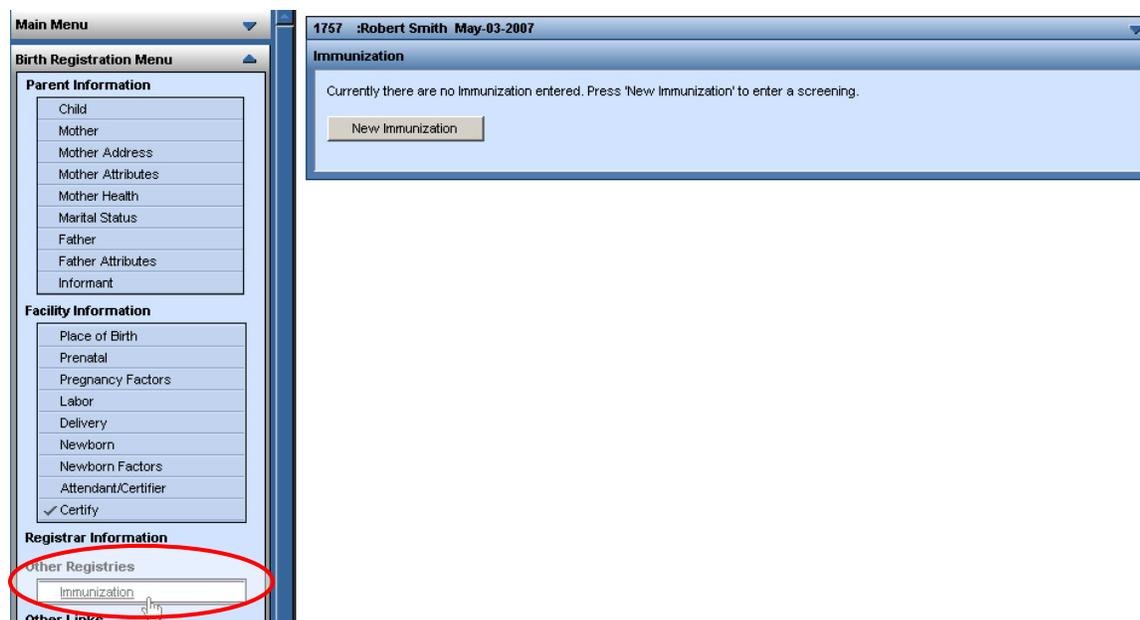
Total records : 1

New Report

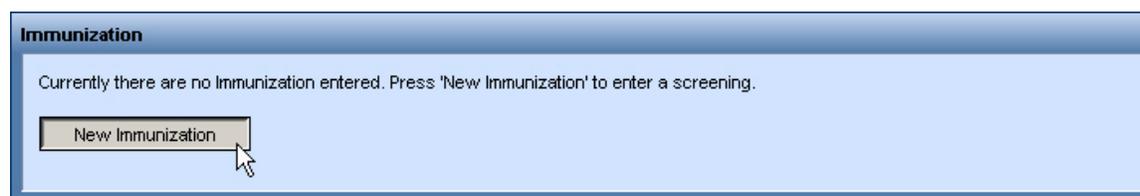
Immunization

The OVERS application includes the ability to create new **Immunization** reports.

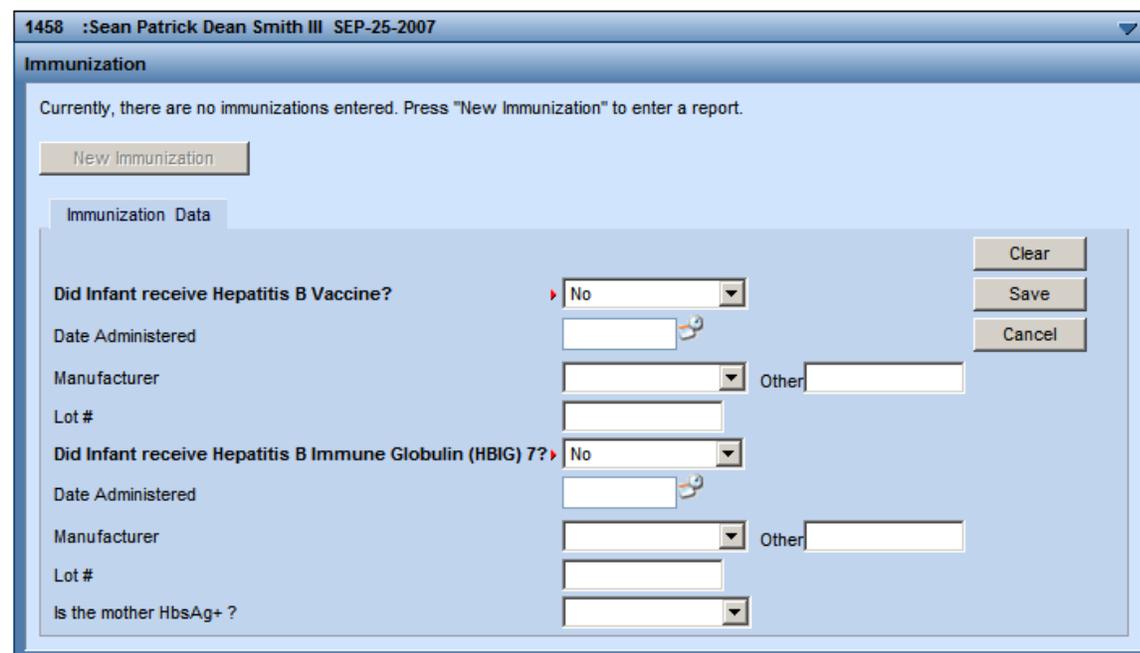
From the **Birth Registration Menu**, select **Registrar Information > Other Registries > Immunization**



Initially, the **Immunization** page will be blank, as shown below. Press the **New Immunization** button to enter a new immunization report.



The page will refresh and display the new controls shown below:



Notice that certain questions are marked with a red arrow (▶). Fields marked with a red arrow are required entries that must be completed.

Make a selection from the **Did Infant receive Hepatitis B Vaccine?** dropdown list. Next, make a selection from the **Manufacturer** dropdown list.

Each lot of vaccine is assigned a unique number. Locate the lot # of the vaccine used and note that in the **Lot #** field.

Manually key in the date using a valid date format, or use the Calendar control icon (📅) to complete the **Date Administered** field.

Next, make a selection from the **Did Infant receive Hepatitis B Immune Globulin (HBIG) 7?** dropdown list. Also, make a selection from the **Manufacturer** dropdown list.

Each lot of vaccine is assigned a unique number. Locate the lot # of the vaccine used and note that in the **Lot #** field.

Manually key in the date using a valid date format, or use the Calendar control icon (📅) to complete the **Date Administered** field.

Lastly, select **Positive**, **Negative**, **Unknown**, or **Unscreened** from the **Is the mother HbsAg+?** dropdown list.

1458 :Sean Patrick Dean Smith III SEP-25-2007

Immunization

Currently, there are no immunizations entered. Press "New Immunization" to enter a report.

New Immunization

Immunization Data

Did Infant receive Hepatitis B Vaccine?	▶ Yes	Clear
Date Administered	OCT-10-2007 📅	Save
Manufacturer	Glaxo Smith Kline Other	Cancel
Lot #	11-00032-123	
Did Infant receive Hepatitis B Immune Globulin (HBIG) 7?	▶ Yes	
Date Administered	OCT-10-2007 📅	
Manufacturer	Merck Other	
Lot #	1213-000112-A	
Is the mother HbsAg+ ?	Not Screened	

Click the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Cancel** button to close this page without saving changes.

The page must be saved before moving to another page. If you navigate away from the page without saving it first, the information will be lost.

Immunization

ID	Facility	Date Entered	Entered By	
12	Center for Health Statistics	OCT-10-2007	Jason Matthews	Edit Delete

Total records : 1

Once an immunization record has been saved, it can be changed by returning to the **Immunization** page and selecting the **Edit** link or deleted by selecting **Delete**.