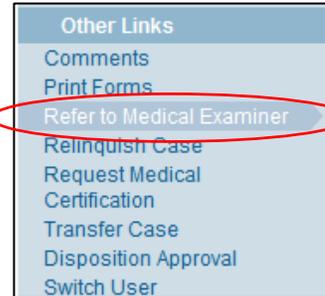


Oregon Vital Events Registration System

REFER TO MEDICAL EXAMINER

The [Refer to Medical Examiner](#) screen allows a Funeral Director to electronically refer a death certificate to a Medical Examiner for review.

Step 1: Select the [Refer to Medical Examiner](#) link under the [Death Registration Menu, Other Links](#).



The [Refer to Medical Examiner](#) search tool is shown below. Note: the **County** will populate based on the "Place of Death" entered in the search to start the case.

Figure 1: The Refer to Medical Examiner search tool

A screenshot of the "Refer To Medical Examiner" search tool. It features a form with the following fields: County (Washington), Office (empty), Medical Examiner (empty), and Message (Please review Case Id: 4253750 - Angela Belshaw, Date of Death: NOV-08-2012 referred by Attrell's Newberg Funeral Chapel. https://or-vitalevents.hr.state.or.us/OVERSI/). At the bottom right are buttons for Clear, Save, and Return.

Step 2: Select a Medical Examiner's Office

Click on the [looking glass icon](#) (🔍) next to the office dialogue box. Type the first two letters of the facility name and then a % sign in the **Facility Name** field. Click **Search**. Next to the correct office name in the search window, click the [select](#) link.

Figure 2: Medical Examiner Office/Facility Search

A screenshot of the "Medical Examiner Office/Facility Search" tool. It shows the "Refer To Medical Examiner" form in the background with a "Lookup Office" dialog box overlaid. The dialog box has a "Facility Name" field containing "st%" and a "Search" button. Below the search field is a table with the following data:

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

The "select" link is circled in red. At the bottom right of the dialog box are buttons for Cancel and a "Total records: 1" indicator.

Oregon Vital Events Registration System

Step 3: Select a Medical Examiner Name

Click on the **looking glass icon** (🔍) associated with the **Medical Examiner** field. Type *the first two letters of the medical certifier's last name and then a % sign* in the **Last Name** field.

Click **Search**.

A list of Medical Examiners associated with the selected Office will appear.

Next to the correct recipient listed in the search window, click the **select** link.

4254200 : Jerry Jones APR-18-2013
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Refer To Medical Examiner

County: Multnomah
Office: State Medical Examiner Office
Medical Examiner: [Field with icon and circled 3]
Message: Please review 2013 referre vitalevents.h

Lookup Medical Examiner Name

Last Name: ex% First Name: Search

License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name
MD28151	Examiner	Medical	Test			select

Total records: 1

Cancel

Figure 3: Medical Examiner name search

Step 4 (optional): If needed, edit the Message if needed. Only add text to the end of the pre-filled message text.

Do not edit the pre-filled message text.

Editing it will prevent the Medical Examiner from accessing the record.

Message: Please review Case Id: 4253750 - Angela Belshaw, Date of Death: NOV-08-2012 referred by Attrell's Newberg Funeral Chapel. <https://or-vitalevents.hr.state.or.us/OVERS/>

If you need to share information with the medical examiner, add text at the **end** of the pre-filled message.

Step 5: Click the **Save** button.

This sends the Request to the Medical Examiner.