

1. Getting Started

- Login at: <http://bit.ly/overslogon>.
- To pick up a case referred by a funeral director, click **Current Activities** found under the **Main** tab and then click on the **Medical Certification Requested** link.
- Click on the **Decedents Name** to open the record.

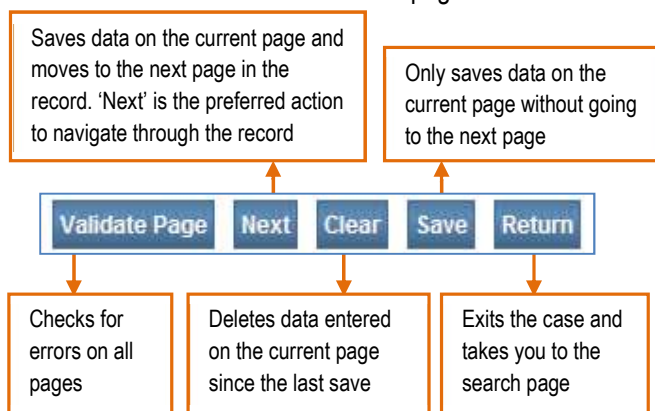
2. Entering Death Certificate Data

- Complete each page under the **Medical Certification Heading**
- Click on **Pronouncement** to begin



Site Navigation

Use the buttons at the bottom of the page.



Regarding Cause of Death:

You may sometimes be confused about errors that appear for cause of death. Most errors are related to using terminology to report the cause of death that does not comply with national standards for reporting cause of death. For more information visit:

<https://bit.ly/orvrMEDCERT>.

3. Validating Death Certificate Data

After you enter the information on the last page, click **Validate Page**. This will check for errors on all medical pages. A symbol will appear to the left of each page, which tells you what to do next. After you make the necessary corrections, click **Validate Page** again.

- [Green check mark] There are no errors on the page. You may certify the report. (See step 4 below.)
- [Yellow circle] Click on the page with the yellow circle next to it. *Carefully read the error message.* You may: 1) edit and save the information, then click **Validate Page** again, or 2) confirm your entry is accurate by clicking the **Override** box, then click **Save Overrides**. *It will remain a yellow circle even after you override the message. This is acceptable.*
- [Red x] Go to the page with the red x symbol. You must edit the item highlighted in red to complete the report.

4. Certify the Death Certificate

- After all corrections and overrides are complete, the **Certify** link will appear below the **Certifier** link. Click on **Certify**.
- Read the three affirmation statements. Click the check boxes to affirm the three statements.
- Click **Affirm**
- The report is complete.



Affirmations

Affirm the following:

- ☒ I certify that to the best of my knowledge traumatic injury or poisoning DID NOT play any part in causing death, and that death did not occur in any unusual manner and was due entirely to NATURAL CAUSES.
- ☒ I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate.
- ☒ I certify that death occurred at the time, date and place indicated.

Affirm Clear Return

Making Corrections or Amendments

Before the report is registered:

- Click on **Certify**, then click the **Uncertify** button. Make the necessary changes, then click **Validate Page**. Follow Step 4 above to **Certify** the report again.

After the record is registered:

- Under **Other Links**, you will see a link for **Amendments**. (If you do not see this link, the record is not yet registered.) Choose the type of amendment (Medical) and click **Save**, then select the page you want to amend. Make the changes and choose **Save**.
- In the **Amendments Menu**, click on **Amendment Affirmation**.
- Read and click the check box to certify the changes.
- Click **Affirm**.
- The amendment must be approved by the vital records office before the new information will appear on the death certificate.

