Oklahoma State Department of Health - Vital Records

Funeral Home User Guide

Effective Date: March 1, 2024

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Part 1. LOGIN STEPS

- A username and temporary password have been sent to your email address. When you click on the link provided in the email, the login screen pictured below should appear. Enter your username and temporary password and click "Login."

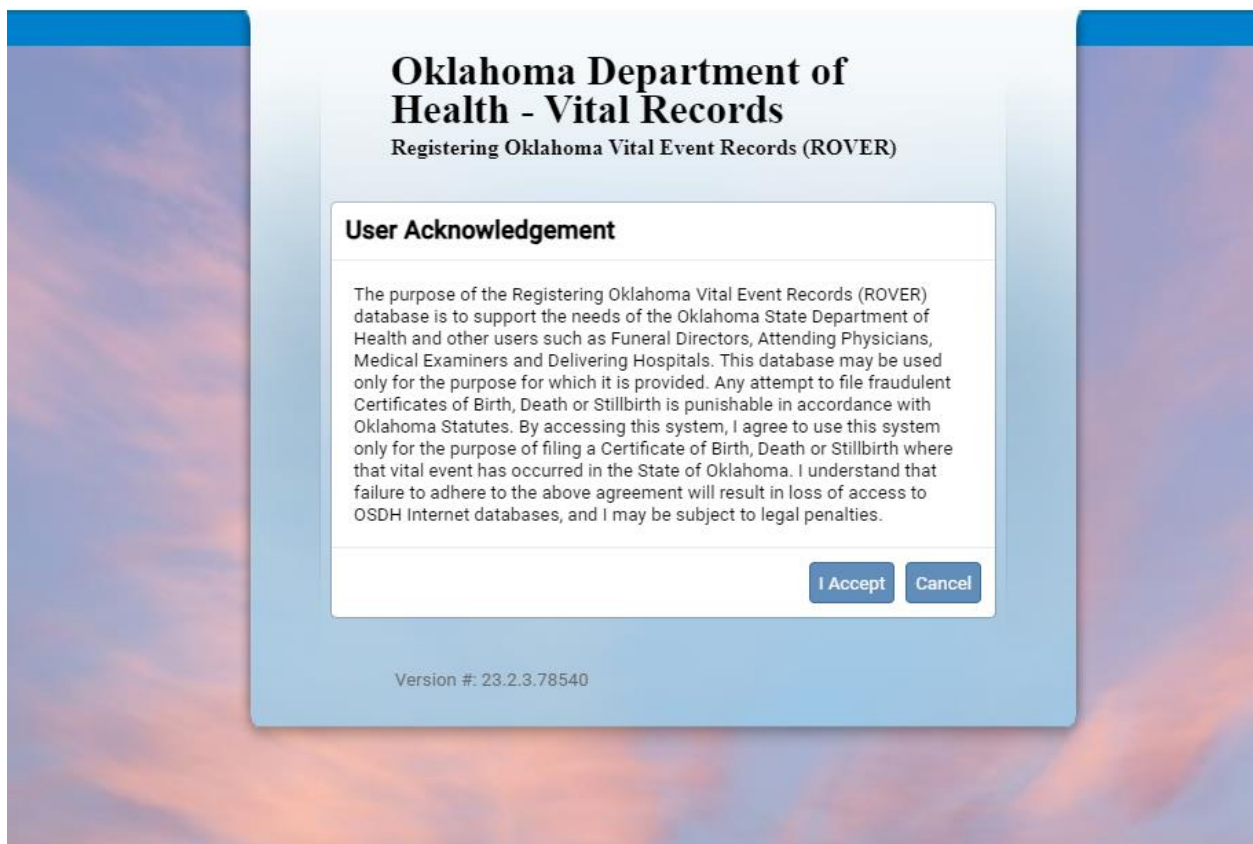

- You will then see the User Acknowledgement screen. Please read this section carefully and click "I Accept" to proceed.

- You should now see the Main page of ROVER. You're logged in!

Part 2. STARTING A NEW CASE

- From the Main page, click on "Death Start/Edit New Case."

- Fill in the decedent's information on the following page and click "Search." Throughout ROVER, fields outlined in red are required.

- If there are no cases that match the criteria you entered, you can go ahead and click the "Start New Case" button. If there is a possible duplicate record found in the system, ROVER will show you when you click "Search." You will have the option to preview the record, or you can proceed with creating the case.

Part 3. DECEDENT TAB

- After your new case has been created, you will be taken to the Decedent tab. Here, you will fill out the name, NNS, Age, and birthplace of the decedent. At any time throughout the record, you can click the "Validate Page" button at the bottom, and ROVER will highlight any fields that are incomplete, and a list of the errors will appear at the bottom of the page.

Error Message	Override	Goto Field	Popup
DR_0059: DECEDENT SSN CANNOT BE LEFT BLANK. ENTER A VALID SSN FOR DECEDENT. IF DECEDENT DOES NOT HAVE AN SSN SELECT THE APPROPRIATE CHECKBOX.		🔍 FIX	🔍 FIX
DR_0061: AGE CANNOT BE LEFT BLANK. ENTER AGE AT TIME OF DEATH IN YEARS, MONTHS, DAYS, HOURS, OR MINUTES. ALL ITEMS CANNOT BE BLANK.		🔍 FIX	🔍 FIX
DR_0065: AGE AT DEATH IS INCONSISTENT WITH CALCULATED AGE. VERIFY ENTRIES FOR DATE OF DEATH, DATE OF BIRTH AND AGE IN YEARS.		🔍 FIX	🔍 FIX
DR_0075: BIRTHPLACE CITY CANNOT BE LEFT BLANK. ENTER THE DECEDENT'S CITY OF BIRTH. IF UNKNOWN, ENTER "UNKNOWN."		🔍 FIX	🔍 FIX
DR_0079: DECEDENT IN ARMED FORCES CANNOT BE LEFT BLANK. DECEDENT IN ARMED FORCES MUST BE "YES", "NO", OR "UNKNOWN".		🔍 FIX	🔍 FIX
DR_0097: DECEDENT BIRTHPLACE STATE AND/OR COUNTRY IS INVALID. VERIFY ENTRIES FOR BIRTH PLACE STATE AND COUNTRY . IF COUNTRY IS "UNITED STATES", A STATE MUST BE ENTERED.		🔍 FIX	🔍 FIX
DR_8464: LAST NAME PRIOR TO FIRST MARRIAGE LAST NAME CANNOT BE BLANK. PLEASE MAKE AN ENTRY FOR THE DECEDENT'S LAST NAME PRIOR TO FIRST MARRIAGE		🔍 FIX	🔍 FIX

- Once all required fields are completed, you can click on "Validate Page" once again to check. You should see no red highlighted fields, and the green check mark on the left of the page next to "Decedent" will appear.

- You can then click "Next" to proceed to the Resident Address page.

Part 4. RESIDENT ADDRESS

- This tab of the record is where the address information for the decedent is recorded. If the decedent had a 2nd legal residence, you may record that here as well. Again, once you have filled out the required fields, please click "Validate Page" to check. Once you see no errors as well as the green check mark, you can click "Next" to proceed to the Family Members tab.

Part 5. FAMILY MEMBERS

- On this tab, you will record the names of the decedent's spouse, if applicable, as well as the decedent's parents. Click "Validate Page" to check if you are ready to proceed to the Decedent Attributes tab.

Death Registration Menu

Personal Information
- ✔ Decedent
- ✔ Resident Address
- ✔ Family Members
- ✖ Decedent Attributes
- ✖ Informant
- ✖ Disposition

Medical Certification
- ✖ Pronouncement
- ✖ Place of Death
- ✖ Cause of Death
- ✖ Other Factors
- ✔ Injury
- ✖ Certifier

Other Links
- Comments
- Print Forms
- Refer to Medical Examiner
- Relinquish Case
- Request Medical Certification
- Transfer Case
- Disposition Approval
- Switch User

4702 :JOHN DOE JAN-01-2024
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Personal Pending/Medical Pending/FIPS Coding Required

Family Members

Marital Status [MARRIED ▾] Other Specify [   ]

Spouse's Name

First	Middle	Last name prior to first marriage	Suffix
JANE		BROWN	

Father / Parent Name Prior to First Marriage

First	Middle	Last name prior to first marriage	Suffix
JOHN		DOE	SR.

Father Current Legal Last Name
[DOE]

Mother / Parent Name Prior to First Marriage

First	Middle	Last name prior to first marriage	Suffix
JANE		SMITH	

Mother Current Legal Last Name
[DOE]

✔ Validate Page → Next ⬆ Clear 💾 Save ↩ Return

Part 6. DECEDENT ATTRIBUTES

- The decedent's usual occupation, industry, highest level of education obtained, ancestry, and race are all recorded on this tab.

- Once these fields have been completed and the appropriate boxes have been checked, remember to click "Validate Page" to double-check!

Part 7. INFORMANT

- On this tab, you will fill in the name and address information for the informant. If the informant and the decedent's addresses are the same, you can click the box next to "Copy From Decedent Resident Address" to pull the decedent's address over into the following fields.

Part 8. DISPOSITION

- On the Disposition tab, you will only need to fill in the method of disposition (Burial, Cremation, etc.) and the date of disposition, as well as the City or Town and State of disposition. If the state of disposition is in another state than Oklahoma, you will need to select "Removal from State" in the method of disposition drop-down menu. If the decedent is to be cremated, Cremation will need to be selected in that drop-down menu. Both instances will mean that the record must be referred to the Medical Examiner first, before it is certified.

- The Funeral Director and Funeral Home information will be pre-populated, so you will not need to edit these fields. Once you have validated the page and see the green check mark, you can click on "Request Medical Certification if someone other than the Medical Examiner will be certifying, or "Refer to Medical Examiner" if the record is a Cremation, Removal from State, etc.

Death Registration Menu

Personal Information
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Medical Certification
- ✘ Pronouncement
- ✘ Place of Death
- ✘ Cause of Death
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Part 9. CREMATION

- If Cremation is selected as the method of disposition, additional fields will appear at the bottom of the page. The person requesting the permit is most often the informant, and you can click in the "Copy From Informant" box if that is the case. This will pull the informant's name and address information over. Otherwise, you will need to complete the fields manually. The name of the funeral home's staff member who is witnessing the permit application will be entered in the "Witness 1" fields. If an additional staff member was present and assisting, you can add their name in the "Witness 2" fields, but only one name is required.

Part 10. REQUESTING MEDICAL CERTIFICATION

- Here, you will assign a medical certifier to the record. Start by clicking on the magnifying glass symbol next to "Certifier Name:" to pull up the search menu. Enter the certifier's last name and click search.

- ROVER will then show you a list of all certifiers in the system with that name. Select the appropriate one by clicking the "Select" link to the right of their name.
- You will then see that the certifier's name and office they are affiliated with has populated on the page.

- Once you have confirmed that the certifier is correct, click the "Save" button at the bottom to request the medical certification. When the medical information has been entered and certified, you can proceed with signing the record (page X).

Part 11. REFERRING TO MEDICAL EXAMINER

- This process is currently being worked on and will change soon – you'll receive an updated user guide once the workflow is finalized.

Part 12. SIGNING THE RECORD

- When the record has been certified and you are ready to sign the record, first double-check that you have all green check marks by the tabs under the Personal Information and Medical Information sections to the left.

Death Registration Menu

Personal Information
- ✔ Decedent
- ✔ Resident Address
- ✔ Family Members
- ✔ Decedent Attributes
- ✔ Informant
- ✔ Disposition

Sign

Medical Certification
- ✔ Pronouncement
- ✔ Place of Death
- ✔ Cause of Death
- ✔ Other Factors
- ✔ Certifier

Other Links

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Transfer Case

Disposition Approval

Switch User

- On the Sign tab, check the box to the left of the affirmation statement, and then click the "Affirm" Button. You should then see the "Authentication successful" message. The record is now signed!