

# Oklahoma State Department of Health - Vital Records Medical Certifier User Guide

Effective Date: March 1, 2024

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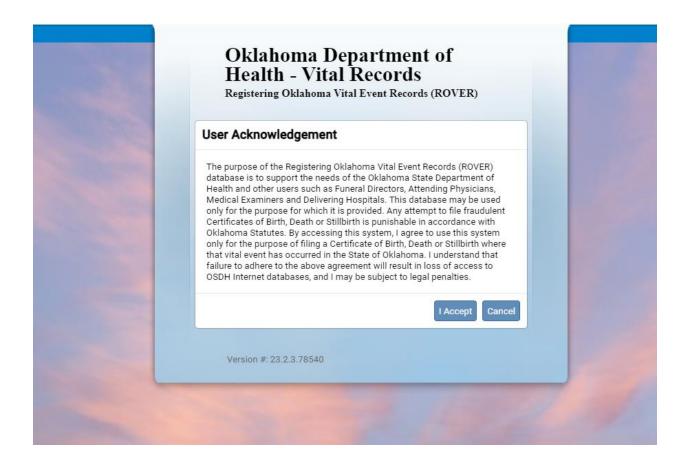
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#### Part 1. LOGIN STEPS

 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."



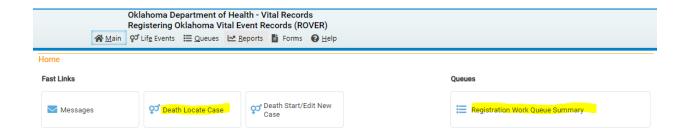
 You will then see the User Acknowledgement screen. Please read this section carefully and click "I Accept" to proceed.



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

#### Part 2. LOCATING THE RECORD

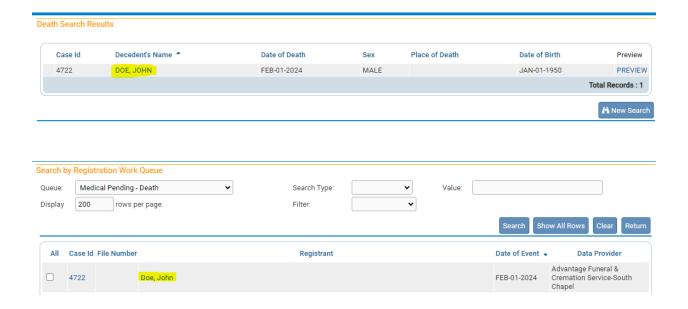
 From the Main page, click on "Death Locate Case" to search for a specific record. You may also click on the "Registration Work Queue Summary" to view all of your pending records.



 In the queue, you'll see both Birth and Death records under "Type" – You will only need to work on the death records. Additionally, the Cremation Clearance Required records are only for the Medical Examiner. Non-M.E. certifiers will be working in the Certification Required, Medical Certification Requested, and Medical Pending queues.

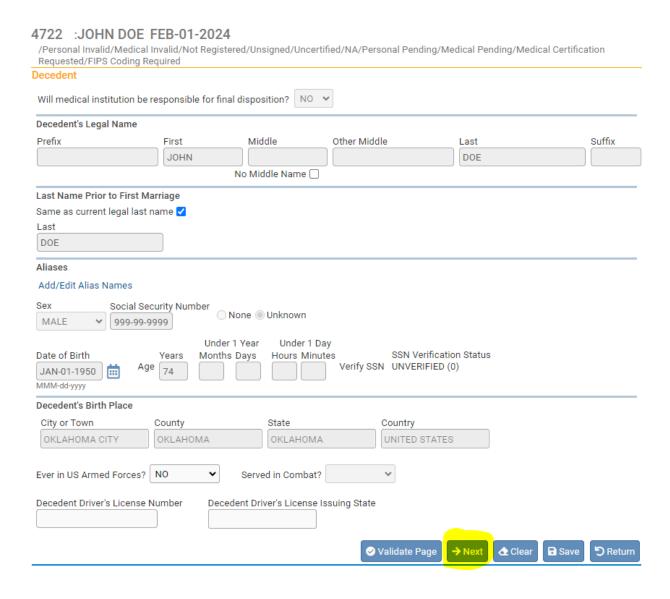


 Once you've either searched the decedent by name or found the record in the queue, you will click on the decedent's name to enter the record.



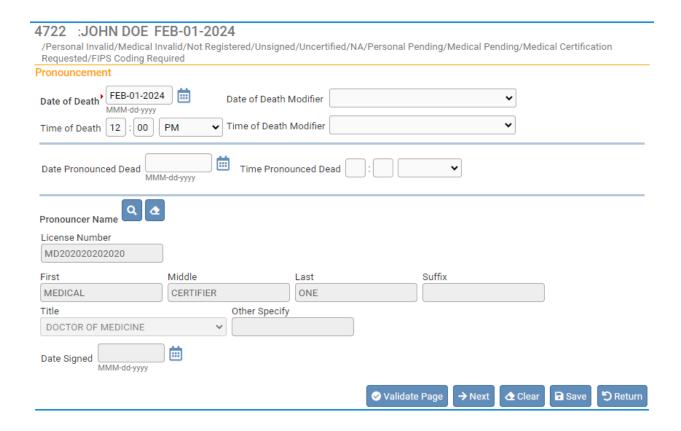
### Part 3. DECEDENT TAB

On this page, you will not need to make any selections. The personal information is shown to you
so that you can verify that this is the correct record you mean to be working on. Once you have
done that, you may click the "Next" button at the bottom to proceed to the next step.

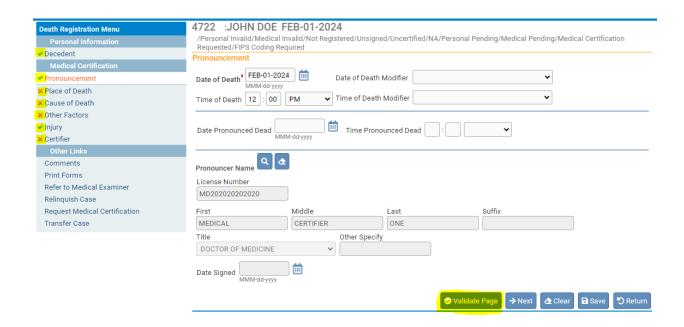


#### **Part 4. PRONOUNCEMENT**

• The date of death field should already be populated with information from the funeral home, but you may correct it here if needed. Time of Death will also need to be entered, and be sure to select AM/PM/Military in the field following the time entry. The "Modifier" fields for both the date and time of death are not required. The date and time pronounced dead section is also not required. Your name and license information should be pre-populated. Please note that the "Date Signed" field is meant to be blank here. It will be automatically filled in once you have certified the record.



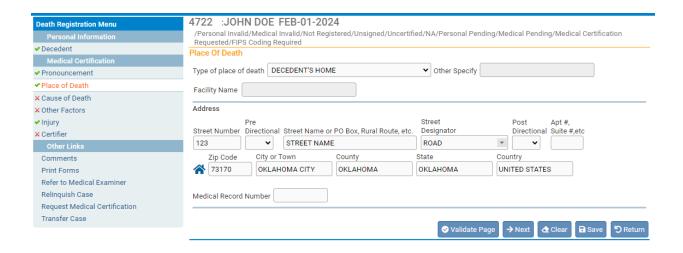
Also note the "Validate Page" button at the bottom of each tab. You can click this button to check if
any required fields have not been completed yet. You want to make sure you get the green check
mark on the left side of the page before proceeding to the next tab. A list of messages will appear
at the bottom of the page, which provide details of any missing information.



The red check marks indicate missing information on the tabs we have not gotten to yet. Once you see the green mark for the Pronouncement tab, you can click "Next" to proceed to the Place of Death Tab.

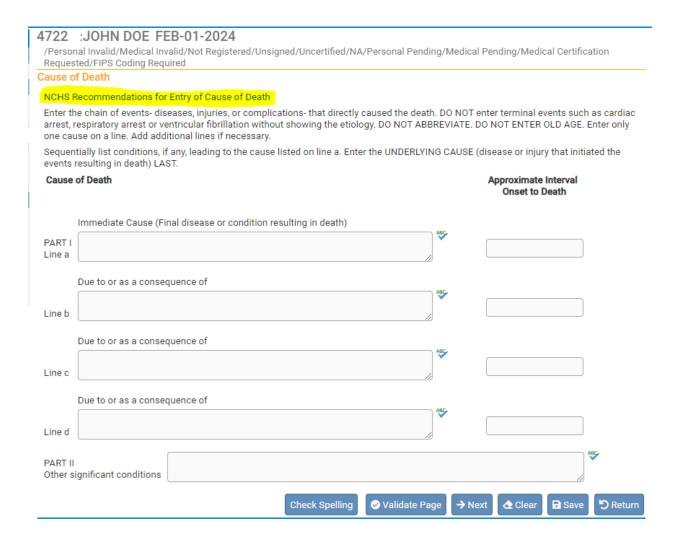
### Part 5. PLACE OF DEATH

• Make the appropriate selection in the "Type of place of death" field. If Inpatient, ER/Outpatient, or DOA are selected, the facility you are associated with will auto-populate in the name and address fields for the facility. "Decedent's home" selection will pull over the decedent's address as reported by the funeral home. If the decedent passed somewhere other than the options given, you will select "Other (specify)", and the following fields will open up for you to complete. Be sure to validate the page before proceeding.



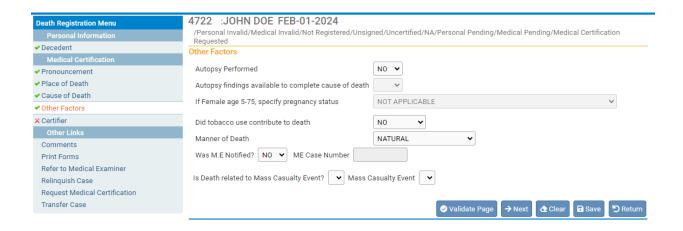
### Part 6. CAUSE OF DEATH

Part I is for reporting the sequence of events leading to the death, proceeding backwards from the final disease or condition resulting in the death. Enter the immediate cause of death on Part I, Line (a) and the underlying cause of death that led directly to the death on Lines (b), (c), and (d). A condition can be listed as "probable" if it has not been definitively diagnosed. Only one cause is to be entered on each line of Part I. DO NOT use parenthetical statements or abbreviations. Abbreviations can often mean two or more medical definitions/diagnoses. The space to the right of each line is for recording the length of time the decedent had each condition/cause. The terms "unknown" or "approximately" may be used in the interval fields. Other significant conditions that contributed to the death, but did not directly lead to the underlying cause, or clarifications as to the cause of death (i.e. second-hand smoke exposure) are reported in Part II. Please click the NCHS Recommendations for Entry of Cause of Death link at the top of the tab for more details.



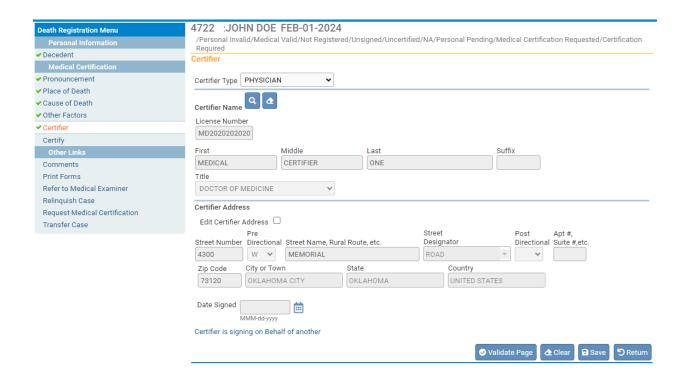
## Part 7. OTHER FACTORS

• Here, you will select whether or not an autopsy was performed. If you are not sure and have not been provided any results from an autopsy, you can safely select "No." If the decedent is a female between the ages of 5 and 75, you will need to select the pregnancy status at the time of death. Select yes, no, probably, or unknown for the tobacco use question. Non-M.E. certifiers will always select "Natural" for the Manner of Death field. If the decedent was under 18 years old, the M.E. will have been notified, so you should select "Yes" for the "Was M.E. notified?" question. Otherwise, select "No." The "Mass Casualty Event" fields should be left blank.



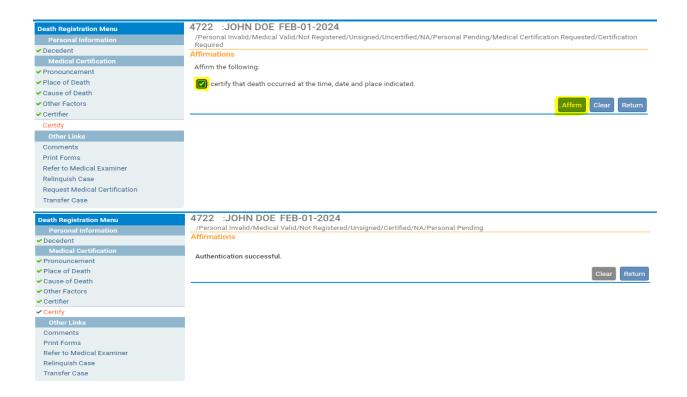
### Part 8. CERTIFIER

On this tab, you will only need to make one selection – next to "Certifier Type," make the
appropriate selection between Physician, Physician Assistant, and Nurse Practitioner. Your name
and practicing address information should be automatically filled out below. Once that selection
has been made, you will need to validate the page in order to proceed to the "Certify" tab. You'll
see it appear on the left side of the page.



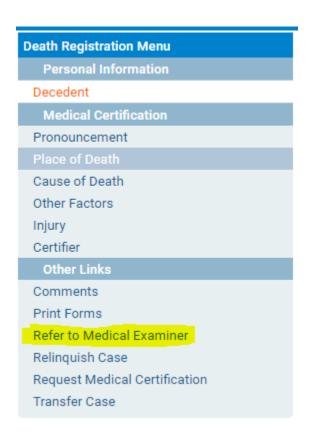
## Part 9. CERTIFY

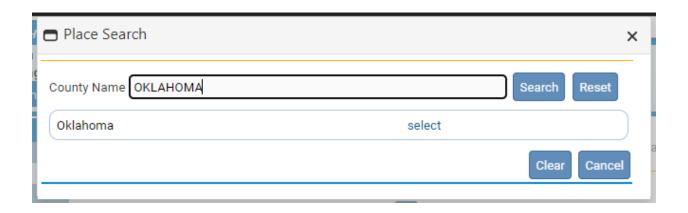
 To certify the record, simply check the box next to statement and click the "Affirm" button. You should then get the "Authentication Successful" message. The record is now certified!

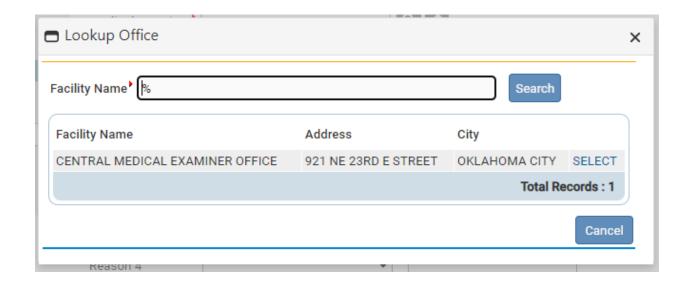


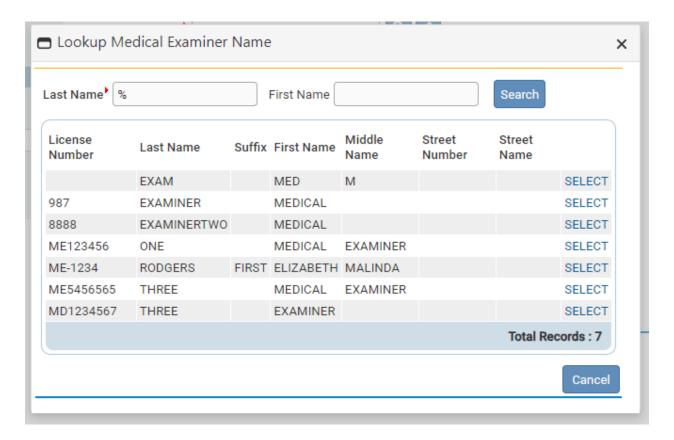
## **Part 10. OTHER FUNCTIONS**

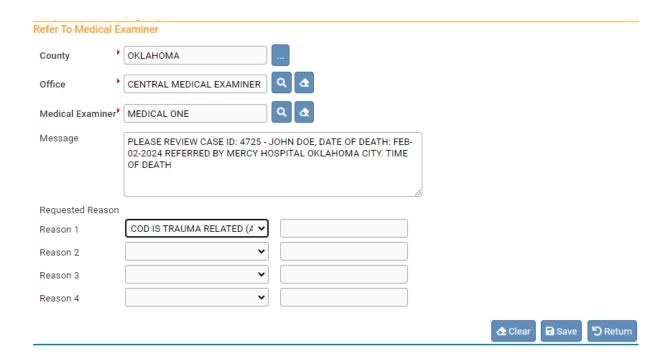
Examiner should be notified first, you can refer the record to the M.E. so that they can access it in their queue. In the record, click "Refer to Medical Examiner" on the left side of the page. Then use the "..." button to pull up the county list. Select or type in the county of death. Then click the magnifying glass button to select the M.E. facility. Enter the % symbol into the field and click "Search." This acts as a wildcard and will show you the available facility for the county you selected. You will then use the magnifying glass button to select the Medical Examiner. Again, use the % symbol to view the list of options at the facility you selected. Any selection here will work if you do not know the specific staff member who will be reviewing the record. Then you will select one or more reasons for referring the record to the M.E. in the "Requested Reason" drop-down menu. Once you're ready, click "Save" and the record will be removed from your queue and available for the M.E. to review.



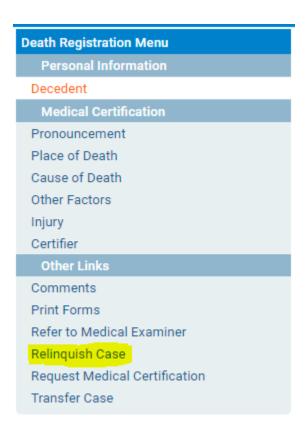


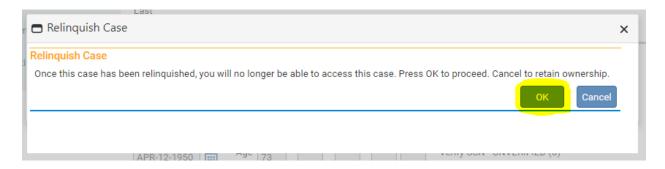






Relinquish Case – If you are not the correct certifier for a record that is in your queue, you can
relinquish it to send it back to the funeral home. In the record, click "Relinquish Case" on the left
side of the page, and then click "OK."





• <u>Transfer Case</u> – If you are not the correct certifier for the record and you know the correct certifier's facility, you can transfer it to that facility directly. In the record, click "Transfer Case" on the left side of the page. Check the box next to "Transfer Medical Ownership To:" and use the magnifying glass button to bring up the facility search. You can use the % symbol as a wildcard to bring up the entire list, or you can type in part of the name of the facility followed by the % symbol to narrow the search. Click "select" next to the correct one. When you're ready, click "Save" at the bottom of the page to transfer the record.

