

1. Login to ROVER
2. Click on Process to the right of the record
3. Click on Tab 10 (Case Actions) and retrieve Place of Death (POD), Date of Death (DOD) and Time of Death (TOD) information noted in the 'Comments Among Users About Case' field
4. Click on Tab 6 (Place/Time/Autopsy) and tab to the 'Place of death' field. Populate the information retrieved from Tab 10 in the respective fields.
5. Answer the 'Was medical examiner contacted?' and 'Was an autopsy performed?' fields.
6. Click 'Next' from the bottom of the screen. You will be taken to Tab 7 (Cause of Death)
7. Complete cause of death field(s)
8. Click on 'Next' to be taken to Tab 8 (Manner/Details/Injury)
9. 'Manner of death' will always be 'Natural' for you the physician.
10. Make selection for drop down 'If female select one from list' field if deceased is female between the age of five and 75
11. Answer the 'Did tobacco use contribute to death' question.
12. Click 'Next' to be taken to Tab 9 (Certifier)
13. Select "Physician in charge of the patient's care" or "Physician in attendance at time of death only"
14. Click 'Finish'
15. Click 'Save (as Pending)'

**ROVER Warning**

The record you are trying to save is UNFINISHED. All of the following fields are required for a FINISHED record.

Required to Submit to State. Fix all the following:

**Personal Information Section**  
Field Group Description: Funeral Homes must still sign or drop to paper

**Medical Information Section**  
Field Group Description: A Physician must certify the record. Please Save (as Pending) and Certify the record.

16. Click 'Certify Now'
17. Click 'Activate Signing'
18. Enter PIN number
19. Click 'Continue'

**RECORD IS CERTIFIED**

**If you need assistance, always feel free to contact us by:**

**EMAIL: [AskROVER@health.ok.gov](mailto:AskROVER@health.ok.gov)**

**PHONE: (405) 271-5380**