

Electronic Death Registration

How to Determine Amendments

By Jennifer Gilmore

WE HAVE SOME GREAT NEWS FOR YOU! With the implementation of ROVER, funeral homes are able to access death certificate information online to determine if an amendment has been made. This includes certificates from the Medical Examiner's Office with "pending" causes of death. Please follow the instructions below:

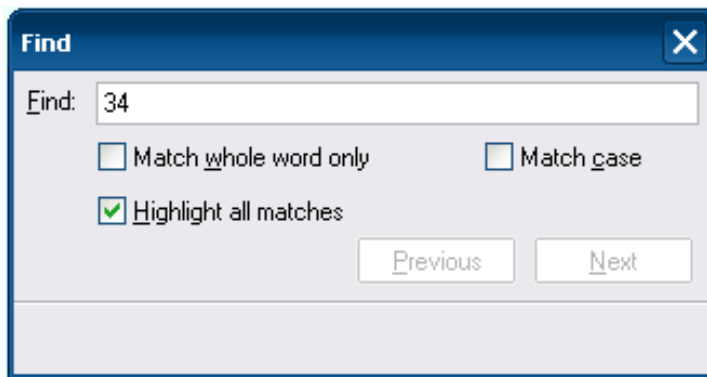
1. Log into ROVER
2. From the Main Page, click Death
3. Click Search
4. Enter the decedent's last name
5. Click on Search at the bottom of the screen
6. When the records list appears, click on Details at the far right
7. Record Details will open. Hold down the Control button at the far left-bottom corner of your keyboard, then push the F key at the same time
8. A "Find" dialogue box will open (see example at right). If you are looking to see if a Cause of Death

has been amended, type in "34" in the blank field within the Find box. The function may take you directly to Item 34, but if it doesn't then click Next until you get to the information you are looking for. If the cause of death no longer reads "pending," but reads some other cause of death instead, then you know that the record has been amended.

This "Control + F - Find Function" takes a little getting used to, but it's pretty easy to use once you get the hang of it. With a little practice, you can

search ANY amendment using this function (not just a medical portion amendment) by entering the item on the death certificate you would like to look at in the Find window.

In the very near future, the Death Desk will no longer be able to accommodate looking up "pending" applications to see if an item has been amended. Please begin using this new tool that ROVER has made available to not only ease frustration in receiving the certificates but also to speed up the process at the Funeral Home Service Window.



"Thank you." From Mikeal Murray

I want to say "thank you" to everyone I've worked with over the past six years in the vital records industry. That's a lot of people and includes funeral homes, hospitals, other state agencies, the OFDA, the Health Department, other states, all kinds of folks.

I have taken a new position within the agency that will move

me out of Vital Records. I am excited for the opportunity, but also feel the "buyer's remorse" that comes with leaving people and work behind. It hasn't always been easy during this "ROVER thing." But ROVER has already made a huge impact on death certificate registration and only gets better with each new update. And when doctors

are added . . . Watch out! Life will be so much easier!

I sincerely hope that my efforts have been helpful. I have appreciated your patience, your professionalism, and your company. It's been challenging, it's been gratifying, and it's been fun! Thank you all very much. "Until we meet again."

ROVER Training and Enrollment Team

Laurie Howard
ROVER Project Manager

Mikeal Murray
Health Education Coordinator

Jan Bohannon
Field Representative

Sherrie Thrower
Field Representative

Jennifer Gilmore
Death Registration Coordinator

ROVER HELP DESK

E-mail: AskROVER@health.ok.gov
Phone: 405.271.5380

E-mails are preferred

ROVER System Requirements

For the system to run at optimal performance, your computer should have the following features:

- Internet Explorer 6.0 or later
- Adobe Acrobat Reader
- Laser Printer
- Broadband Internet Connection



Center for Health Statistics



ATTACH MAILING LABEL HERE.

1000 NE 10th Street
Oklahoma City, OK 73117

ROVER Helpline: 405-271-5380
ROVER Fax Local: 405-271-1235
ROVER Fax Toll Free: 877-885-7470
ROVER E-mail: AskROVER@health.ok.gov

We Collect, Analyze, and Disseminate
Health Statistics to Help Create a State of
Health.

The 110th Annual Oklahoma Funeral Directors Association Convention

This year's OFDA Convention is scheduled for April 16th through the 18th at the Embassy Suites Hotel and Conference Center in Norman, Oklahoma. Once again, we will have an exhibitor's booth in the tradeshow to promote ROVER and our other vital records services. We would love to have you stop by our booth and visit with us.

In addition, we will also have a question-and-answer session on Wednesday, April 18th from 12:15 pm to 1:05 pm. The anticipated emphasis of the session is ROVER issues. However, the session is open to questions pertaining to all aspects of Vital Records. Please check your convention schedule for details on the location of this session. We look forward to seeing all of you there.

ROVER Rollout approaching two-thirds

ROVER implementation continues to go well. For a visual reference, refer to the map below. It's a lot of information to fit in a small space, so here's a summary: the more green, the better! As of the end of March we have registered 260 funeral homes on ROVER, accounting for 63% of the funeral homes in the state. That is just short of the two-thirds mark.

Our current effort is to bring on the entire Tulsa Metropolitan area. So far we have brought on 31 funeral homes out of 38, or 82% of the Tulsa Metro. Jan and Sherrie are already planning where to go next when Tulsa is finished. And we have already identified the high volume death certificate physicians that we will recruit for ROVER use. The "physician phase" of ROVER will begin as soon as the "funeral home phase" is completed, which will be very soon. As you can see from the map, there aren't many places left that we haven't visited. We're getting close!

Please Send Us Your E-mail Address

To be as efficient and inclusive as possible with our mass communications, we are collecting as many e-mail addresses as we can. Please send your e-mail address to AskROVER@health.ok.gov. Also, please let us know if the e-mail address we may have for you needs changing or updating. Thank you.

OSDH is on the
web at
www.health.ok.gov

Resetting Password and Security Question

For funeral directors using a security question and answer to sign certificates, resetting the password is a two step process.

Step One

When ROVER provides the chance to reset the password prior to expiration, it asks for the original password, the new password, and to re-enter the new password. This is all that ROVER tells you to do. However, this is "not" all that you have to do.

Step Two

Once you have completed step one and are on the Main Page, click System => Change

Password. This will take you to a window labeled "Modify a Password." You must complete this window by changing your password again, then re-entering your secret security question and secret security answer. Your secret question and answer do not have to be changed, but they have to be re-entered.

Remember

Passwords must be 8 - 12 characters long and have at least one of each of the following: capital letter, lower case letter, number, symbol.

Your secret answer must be at least five letters long.

