

## Electronic Death Registration

### Important ROVER Things to Remember

Data entry into ROVER is very user friendly. Many users have already commented to us that using ROVER was much easier than they thought it would be. Practice and experience makes using ROVER that much easier. However, there are a couple of very important things to remember.

#### Cremation Permit Process

When entering a cremation case, you must remember to do the following:

- In Tab 4 - Informant/Disposition, indicate cremation in Item 19 - Method of Disposition.
- Also in Tab 4, fill out the "ME Permit Information" section located in the bottom right. Do not leave any fields blank. We have seen a number of records with the Witness name left blank.
- In Tab 10 - Case Actions, go to the bottom left to the "Refer to/Notify Medical Examiner" section. In the Reason field, select CREMATION PERMIT and tab out of the field. Check

Case History at the bottom right to make sure Referred to ME CREMATION PERMIT is printed.

#### And Speaking of Tab 10

For every case that you enter into ROVER, you MUST go to the Case Actions tab (Tab 10) and make an appropriate selection to tell ROVER what it needs to do next with the record.

- If you entered a regular burial case, you must go to Tab 10 and assign a physician. This is done in the "Assign/Transfer/Notify Physician" section located in the top left just below the "Comments" section. Go into the Action field and make the appropriate selection. If you don't see the name of the physician working the case (and right now, you probably won't) select CERTIFIER NOT LISTED - DROP TO PAPER. ROVER will enable you to sign the certificate, print it onto cotton bond paper, and send it to

the physician.

- As stated previously, if you're entering a cremation case, you must go to Tab 10 and select CREMATION PERMIT in the "Refer to/Notify Medical Examiner" section in the lower left.
- If, on a rare occasion, you have to transfer a case to another funeral home, go to Tab 10 to the "Assign/Transfer/Notify Funeral Home" section and select TRANSFER TO ANOTHER FUNERAL HOME.

Under no circumstances would you make more than one of these selections at a time. If you have any questions, please e-mail us.



### ROVER Rollout in Progress

ROVER is being made available to funeral homes in the Oklahoma City Metropolitan area. At the time of this writing, 33 funeral homes in the Metro have been put on ROVER along with the Medical Examiner's Office. This is an exciting time for us as we finally begin to receive electronically submitted

death records.

This implementation process has not been without difficulty. There have been glitches and bugs to deal with along the way. Though this was to be expected to some extent, it is still an annoyance to all of those involved. We are working as hard as we can to deal with

these issues as quickly as we can. We have been greatly encouraged by the patience and cooperation of the funeral homes and the Medical Examiner's Office. When we have addressed the issues and smoothed out the process, we will expand our rollout process to other parts of the state.

#### 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](mailto:AskROVER@health.ok.gov)  
Phone: 405.271.5308

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.

## ROVER Death Certificates Look Different

Reprinted from November 2010

The ROVER death certificate looks different on paper from what you are used to. Each certificate has a bar code printed on it. This is a unique identifier for each ROVER record.

Item 1a, "Last Name Prior to First Marriage," has been added. This asks for what is commonly known as the maiden name. It is NOT sex specific. Husbands sometimes take the name of their wives. Keep that in mind when completing this item.

Item 51 is missing because Local Registrars are not involved in the ROVER registration process.

ROVER certificates will have name blocks for the decedent and physician located vertically in the left margin along with the aforementioned bar code. "Draft" copies printed from ROVER will not have this left-margin information and will have a "DRAFT" watermark printed in the center.

## Don't Forget the Instructional Handouts

As Jan and Sherrie travel around setting up funeral homes and training their people to use ROVER, they are supplying step-by-step instructions on how to enter case information. This includes detailed instructions on what choices to make on Tab 10 - Case Actions and where these choices are located. Please, do not forget about these instructions. Entering information properly on Tab 10 tells ROVER what to do next with the record. Entering information "improperly" on Tab 10 confuses ROVER, makes it angry, and causes it to hang on to the record.

If you have any questions and/or doubts about entering information into ROVER, it is best to contact us first for assistance instead of trying to figure it out on your own. We can fix any situation that needs corrected, but it may take longer and be quite involved. If we can help you get it right the first time, the record can breeze through ROVER and be registered more quickly.

### 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.

### We Attended the OFDA Annual Convention

We attended the 2011 OFDA Annual Convention held in Catoosa, Oklahoma at the Hard Rock Hotel and Casino. The convention was held April 4th, 5th, and 6th.

The exhibit hall opened Monday evening at 6:30pm. We had a very active two-hour period with lots of visits to our booth and lots of interaction throughout the entire exhibit hall. We gave ROVER demonstrations at our booth, interacted throughout the hall, and had a very positive discussion with Randall Earl, President-Elect of the National Funeral Directors Association. Mr. Earl is a funeral director in

Illinois. He told us about their 12-year struggle to enact electronic death registration in his state.

Tuesday afternoon was the main day for the exhibit hall. Again, we had lots of interaction with many representatives of the funeral industry. Comments were very positive with almost everyone saying they were eager for ROVER.

Wednesday morning was the least busy session of the convention. But we still had some good visits. Thank you to Jay Baines for taking care of us as he always does. We also thank all the folks who stopped to talk to us.

OSDH is on the  
web at  
[www.health.ok.gov](http://www.health.ok.gov)



Our exhibitor booth at the Annual OFDA Convention in Catoosa, April 4th - 6th.