



How to assign a physician to your ROVER record

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After completing the Personal Information, go to TAB 10. Start using the **Comments** box. The comments in the box will provide the physician with the information they need to complete the certificate.

Select **REQUEST MEDICAL CERTIFICATION** and touch the TAB key on your keyboard.

Next, click on the Select field on the **Select physician** line. The physician list will appear. As physicians are trained, they will be added to the drop down list.

If the physician is **NOT** on the list, move **REQUEST MEDICAL CERTIFICATION** back to **CERTIFIER NOT LISTED – DROP TO PAPER**. Electronically sign the record and drop to paper to mail to the physician.

If the physician **IS** on the list, click on the physician's name and then touch the TAB key on your keyboard. The assignment of the physician will appear in the Case History box. Click on Finish, save as pending, **SEND NOTIFICATION, CONTINUE**. The Physician phone number and email address will be displayed. **Call or email the physician to let them know they have a record to complete.** MAIN MENU to exit the case. When the physician has completed and certified (signed) the medical portion, you will receive a note on your main ROVER screen reflecting the COD has been certified. The Funeral Director can now electronically sign the record and the record will register.