

## 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:

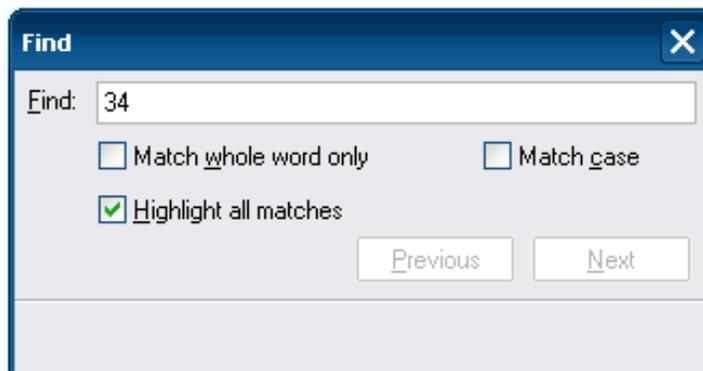
1. Log into ROVER
2. From the Main Page, click Death
3. Click Search
4. Enter the decedent's last name
5. Click on Search at the bottom of the screen
6. When the records list appears, click on Details at the far right
7. Record Details will open. Hold down the Control button at the far left-bottom corner 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

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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

