

Amending an Electronic Death Record – revised 10/2022

Use this process to amend a death record that was certified in OVERS

It may sometimes be necessary to make corrections to a death certificate after it has been registered at the State and assigned a State File Number (SFN).

Locate the record in OVERS that needs to be amended.

After a record is registered, different options will appear under **Other Links**. To request an amendment to a record, select **Amendments** from the **Other Links** section of the **Death Registration Menu**.



The **Amendment Page** will appear. Choose the **Type** of amendment from the dropdown list. Your only option is **Medical**. Then click **Save**.

Amendment Page

Type	<input type="text" value="Medical"/>	Amendment Date	<input type="text"/>
Year	<input type="text"/>	Amendment Number	<input type="text"/>
Order Number	<input type="text"/>	Description	<input type="text"/>
Amendment Status	<input type="text"/>		

The page will refresh automatically and a new dropdown list appears for **Page to Amend**. Select the page from the dropdown that contains the information you need to change.

Amendment Page

Type	<input type="text" value="Medical"/>	Amendment Date	<input type="text" value="APR-01-2021"/>
Year	<input type="text" value="2021"/>	Amendment Number	<input type="text" value="MM-45-9999"/>
Order Number	<input type="text"/>	Description	<input type="text" value="581181"/>
Amendment Status	Keyed (Requires Affirmation)		

Page to Amend:

The screen will refresh and show the **Page to Amend** at bottom of the **Amendment Page**. Scroll down to the field where the changes need to be made, enter the updates to the record and then click **Save**.

Amendment Page

Type	<input type="text" value="Medical"/>	Amendment Date	<input type="text" value="APR-02-2021"/>
Year	<input type="text" value="2021"/>	Amendment Number	<input type="text" value="MM-46-9999"/>
Order Number	<input type="text"/>	Description	<input type="text" value="581185"/>
Amendment Status	Keyed (Requires Affirmation)		

Page to Amend:

Cause of Death

NCHS Recommendations for Entry of Cause of Death

Enter the chain of events- diseases, injuries, or complications- that directly caused the death. DO NOT enter arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO NOT enter one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (diseases resulting in death) LAST.

Immediate Cause (Final disease or condition resulting in death)

PART I
Line a:

Line b:

The page will refresh and show the information that has changed in the **Item in Error** section. In this example, the Cause of Death Line B Description was changed.

For amendments involving multiple pages select the additional pages to amend from the drop-down. If all the changes are complete and correct, click **Save**. A message in red will appear at the top of the Amendment Page alerting you that the amendment must be affirmed.

Amendment Page

The Amendment has not been affirmed. Please select Amendment Affirmation to Affirm the amendment.

Type	<input type="text" value="Medical"/>	Amendment Date	<input type="text" value="APR-01-2021"/>
Year	<input type="text" value="2021"/>	Amendment Number	<input type="text" value="MM-45-9999"/>
Order Number	<input type="text"/>	Description	<input type="text" value="581182"/>
Amendment Status	Keyed (Requires Affirmation)		

Page to Amend:

Item In Error:	Item as it Appears	Item as it Should be	Edit	Delete
Cause of Death-Line B Description	Deep Vein Thrombosis of the left thigh	Deep Vein Thrombosis of the right thigh	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

To Complete the Amendment

Click **Amendment Affirmation** in the **Amendments Menu**. The menu will appear in the left-hand menu above the Death Registration Menu after an amendment has been entered.



You will be taken to the **Affirmations** page. Read the affirmation and click the check box to affirm the statement on the screen. Click **Affirm** to complete the amendment.

Affirmations

Affirm the following:

- I affirm under the penalty of perjury that I am the authorized signer/certifier to amend this record. I certify that this change truthfully reports personal information to the best of my knowledge and is submitted for inclusion on the vital record.

[Affirm](#) [Clear](#) [Return](#)

Once the amendment is affirmed, the amendment request will be sent to the State office for review.

To affirm an amendment previously entered in OVERS

Amendments are sometimes entered on a death record without being affirmed. All amendments must be affirmed to be valid.

To locate an entered amendment that needs to be affirmed, search for and open the decedent's record in OVERS. Click on **Amendment List** from the from the left-hand Death Registration Menu. The Amendment Status will show as "Keyed (Requires Affirmation)". Click on the **Amendment Id** to open the amendment and review the data that has been entered.



The screenshot shows a table with columns: Amendment Id, Processing History, Amendment Type, Date Received, Date Completed / Rejected, Amendment Status, and Order #. The first row (581181) has a status of 'Keyed (Requires Affirmation)'. The second row (581182) has a status of 'Keyed (Requires Affirmation)'. The third row (581183) has a status of 'Pending'. The fourth row (581184) has a status of 'Keyed (Requires Affirmation)'. The fifth row (581185) has a status of 'Keyed (Requires Affirmation)'. The sixth row (581186) has a status of 'Pending'. The seventh row (581263) has a status of 'Complete'. The eighth row (581556) has a status of 'Keyed (Requires Affirmation)'. The ninth row (581768) has a status of 'Keyed'. The tenth row (581769) has a status of 'Pending'. The eleventh row (581770) has a status of 'Keyed'. There are 'New Amendment' and 'Return' buttons at the bottom right.

If any changes are made, click **Save** and then click **Validate Amendment**. You will receive the message that the Amendment had not been affirmed. Click on the Amendment Affirmation link from the left-hand menu.



You will be taken to the **Affirmations** page. To Affirm the amendment see **To Complete the Amendment** above.