

TRIENNIAL REVIEW TOOL -2009- Vital Records Management – Center for Health Statistics

COUNTY:

ADMINISTRATOR:

DATE:

REVIEWER:

PARTICIPANTS:

Criteria for Compliance	Compliance met		Citations /Comments / Documentation / Explanation/ Timelines
	Yes	No	
I. County Requirements			
<p>1. County Registrar notifies State Registrar in writing of a person to be designated as Deputy Registrar before that person may assume the duties of the position. County notifies State Registrar in writing within 2 working days of when a County Registrar leaves duties. ORS 432.035; Instructional Memo (IM) 2009-02</p> <p>2. No staff other than those designated may verify records, accept records for registration, or issue vital records. [Provide list of staff.] ORS 432.035; OAR 333-011-0101(6)</p> <p>3. Staff are trained on laws, rules and procedures relevant to vital records. ORS 432.040(1); ORS 432.030 (1)(d)(e)(i)</p> <p>4. County staff notify Center for Health Statistics staff of ongoing non-compliance by others with provisions of ORS Chapter 432 and OAR 333-011. ORS 432.040(3)</p> <p>5. Vital Records newsletters, memos, policies, and instructions are kept in a central location for use by all staff. ORS 432.040(1); ORS 432.030(1)(d)(e)(i); IM-2009-02</p>			
II. Requirements for Registration of Vital Records			
<p><u>All Records:</u></p> <p>6. Records are reviewed for requirements as set forth in administrative rule. OAR 333-011-0016(2)</p> <p>7. Certificates are dated the day they are received in the office and accepted for registration. ORS 432.010(4)</p> <p>8. County staff contact the hospital or funeral home if certificates are not filed within five days. ORS 432.040(2); ORS 432.206(1); ORS 432.307(1)</p>			

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<p>9. Original death certificates (and other vital records received at County offices) are forwarded to the State Registrar as soon as possible, or on a Monday/Wednesday/Friday schedule. IM-2009-02</p> <p>10. Counties may only accept certificates filed on a form or in a format prescribed by the State Registrar. ORS 432.010(3)</p> <p><u>Birth Records</u></p> <p>11. All paper birth certificates are forwarded to the State for registration. IM-2009-02</p> <p>12. Only the following persons may request an amendment to a birth certificate: the reporting source, parents, legal guardians, or birth persons if 18 years or older. OAR 333-011-0061(3)(a)</p> <p>13. If parents are requesting a change to the birth certificate, there is a \$30 fee unless the change is for the addition of a first/middle name. If the hospital has made an error, there is no fee charged. OAR 333-011-0106(6) and (6)(a)</p> <p>14. A parental affidavit to change the birth certificate is signed in person and may be notarized at the County. It is forwarded to the State with the appropriate fee. OAR 333-011-0061(2)(a); OAR 333-011-0106(6)</p> <p>15. If parents are signing a paternity affidavit in the County office, staff either read or play a “Rights and Responsibilities” statement for the parents before they sign. ORS 432.287(2)(e); [45 CFR Ch. III, 303.5 (g)(2)(i)(C)]</p> <p>16. If a Voluntary Paternity Affidavit [Form 45-21] is completed at the County office, there is a fee of \$50 (which includes a copy of the birth certificate), unless the affidavit is filed within 14 calendar days of the date of birth. ORS 432.146; OAR 333-011-0106(6); IM-2009-02</p> <p>17. Birth abstracts are not currently a part of the Electronic Birth Registration System and abstract information should not be released by the County. IM - 2009-02</p>			

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<p><u>Fetal Death Reports</u></p> <p>18. The fetal death report is prepared and filed by a hospital or attending physician or medical examiner. ORS 432.333(2) and (3) and (4)</p> <p>19. A fetal death report must be filed if the fetus weighs 350 grams or more; or, if weight is unknown, if gestation was 20 weeks or more. The report is filed within five days after delivery. ORS 432.333(1)</p> <p>20. Fetal death reports are forwarded to the State office for registration. IM – 2009 - 1</p> <p><u>Death Records</u></p> <p>21. Each death certificate is checked for acceptability using written guidelines for registration requirements. ORS 432.075(1); OAR 333-011-0016(2)</p> <p>22. The County notifies the funeral home if the death certificate does not meet the written guidelines for registration. The funeral home is responsible for collecting the information. ORS 432.307(2)</p> <p>23. If no cause of death is entered; or if the cause of death is marked as any cause except “natural” <u>and</u> is signed by a physician rather than a medical examiner, the County contacts the funeral home. OAR 333-011-0016(2); ORS 432.307(2); ORS 432.307(4)</p> <p><i>[Note: <u>The medical examiner may decline to take the case if the cause is accidental, but the death certificate must indicate that the Medical Examiner was “notified”.</u></i></p> <p>24. If either the time or the cause or the manner of death is not completed, the death certificate is returned to the funeral home for completion by the physician. OAR 333-011-0016 (2); ORS 432.307(2)</p> <p>25. Death abstracts are reviewed to insure that the County has received a death certificate, or if the electronic version is in OVERS. ORS 432.040(2); ORS 432.317(1); IM-2009-02</p>			

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26. Death abstracts include only specified information; are kept for two years; and are filed alphabetically. OAR 166-150-0075(3); ORS 432.105			
27. Either the funeral home or the informant may request a change in “non medical” information on a death certificate. When a completed and signed affidavit is submitted, the County is allowed to correct either fully paper or hybrid (partially electronic) death certificates. OAR 333-011-0061 (3)(b); IM-2009-02			
28. If the Place of Death is “Decedent Residence – Hospice”, the Medical Examiner does not have to be notified unless hospice care was initiated less than 24 hours prior to death. ORS 443.850 and ORS 146.100			
29. “Place of Death” may be corrected by an affidavit or by an electronic amendment of the Electronic Death Registration System by either the funeral director or the medical certifier. IM -2009			
30. A completed and signed affidavit is submitted to change medical cause information or date of death on a death certificate. Only the physician or medical examiner who originally signed the certificate may request this type of change. There is no fee charged for this change. OAR 333-011-0061 (3)(b) & (6); OAR 333-011-0106 (7)			
31. A faxed affidavit correcting <u>non-medical</u> death certificate information is acceptable. The faxed affidavit is stapled to the original certificate and forwarded to the state. OAR 333-011-0061(2)			
32. Signed burial/cremation permits are matched to death certificates. ID tag number must be the same as that shown on the death certificate. ORS 432.317(2); ORS 692.405			
33. A death certificate is marked “delayed” if it is filed one year or more after the death occurred; it is forwarded to the State for registration. ORS 432.307(9)			
34. “White copies” of death certificates are retained until the record is registered in the Electronic Death Registration System. ORS 432.085; OAR 333-011-0101(9); IM-2009-02			

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<p>III. Requirements for Issuance of Vital Records</p>			
<p><u>All Records</u></p> <p>35. Original certificates and intaglio paper supplies are stored at night in a locked container. ORS 432.040; ORS 432.030(d); IM-2009-02</p> <p>36. An electronic inventory of intaglio paper is kept by entering all certificate orders in the Oregon Vital Events Registration System. ORS 432.040; ORS 432.030(d) ; OAR 333-011-0016(1); IM-2009-02</p> <p>37. Only intaglio paper is used to produce certified copies of records. OAR 333-011-0016(1)</p> <p>38. The fee for the first certified copy in each order is \$20; the fee for each additional copy ordered <u>at the same time</u> is \$15. OAR 333-011-0106 (1)</p> <p>39. By entering all orders in the Oregon Vital Events Registration System, a tracking system is maintained for a minimum of two years which shows how many copies of certificates were issued, and to whom they were issued. ORS 432.121 and Eligibility List; IM-2009-02</p> <p>40. A free copy of a veteran’s certificate is issued on request by a funeral home or the Veterans’ Administration. The copy is stamped “For Veteran’s Use”. ORS 432.080</p> <p>41. Other than veterans’ certificates, no other certificates are issued without charging a fee. OAR 333-011-0106</p> <p>42. Customers should complete an order form when ordering certificates. The order form should contain the customer’s name, address, driver’s license number (or other type of photo identification), name of baby or decedent, date and place of birth or death, name of spouse (if applicable), reason for request, and relationship. Information from the order form is used to enter the order into the Oregon Vital Events Registration System. ORS 432.121; IM-2009-</p>			

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02			
43. Customers show photo identification, and sign for the certificate on the order form. ORS 432.121; IM-2009-02			
44. Staff verifies eligibility of customer before conducting a search for records. Certified copies are only issued to eligible recipients. ORS 432.121(1) and (2); OAR 333-011-0106(2); Eligibility List			
45. The procedure for replacing certified copies that are incorrect is to exchange on a one-for-one basis. The incorrect certificates are logged as void and shredded. The charge for replacement of 4 or more certificates is a flat fee of \$20. Fee Schedule: OAR 333-011-0106 (16)			
46. Certified copies are, whenever possible, issued within one working day following a request. ORS 432.040; ORS 432.030(d); IM-2009-02			
47. Certified copies of birth and death abstracts are not issued. ORS 432.180 (4)			
48. Counties may only issue birth and death certificates for six months following the date of the event. ORS 432.085			
49. Counties may issue certified copies of birth or death records (within six months of the event) to federal, state, and other local government agencies. The regular fee is charged, and the copies must be used solely for the conduct of official duties of the requesting agency. ORS 432. 121(2)(f)			
50. Private investigators licensed under ORS 703.430 may be issued copies of birth and death certificates. ORS 432.121(2)(h)			
<u>Birth Records</u>			
51. The County provides printed materials to hospitals and parents with instructions on how to obtain certified copies of birth certificates. ORS 432.040(2); IM-2009-02			
52. A paternal grandparent is only eligible to receive a copy of the birth certificate if the father is listed on the birth certificate. ORS 432.121(2)(a); Eligibility List			
53. An attorney only receives a copy of the birth certificate with a written statement on letterhead			

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<p>stating whom s/he represents, or a signed notarized release statement from an eligible recipient. ORS 432.121(2)(a); Eligibility List (10)</p> <p><u>Death Records</u></p> <p>54. Only eligible persons are issued certified copies of a death certificate. ORS 432.121; Eligibility List</p> <p>55. A death certificate containing cause of death information is only issued to: immediate family; a legal representative; a person demonstrating a need to establish a legal right or claim; or an organization providing benefits to the decedent’s survivors or beneficiaries. ORS 432.121(3), (6); Eligibility List</p> <p>56. Death abstracts are public records. The county may charge its normal public records fee for copies of abstracts. ORS 432.119(1)</p>			
IV. Security/Access/Confidentiality			
<p>57. Only Vital Records staff have access to files used to produce abstracts. ORS 432.119(1); ORS 432.105</p>			
<p>58. Local health agencies may use records or abstracts as a source of information for public health purposes. ORS 432.119(2); ORS 432.030(i)</p> <p>59. Copies of records, permits, abstracts, and other sensitive materials are shredded after use. OAR 333-011-0021(2)</p>			

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60. The County Registrar sends notices of death to the County Clerk for the purpose of removing deceased persons from voter registration lists. No other entities receive such notices. ORS 247.570			
61. Only Vital Records staff has password-protected access to any computerized information concerning vital events. ORS 432.121; ORS 432.030(h)			
62. Unlawful distribution or use of Vital Records or reports is a Class C felony. Knowledge of any unlawful activity concerning Vital Records is reported immediately to the State Registrar. ORS 432.993			