
County Training Webinar September 27 & 29, 2022

Center for Health Statistics

The logo for the Oregon Health Authority is centered within a light blue, curved banner. It features the word "Oregon" in a smaller, orange, serif font positioned above the "H" of the word "Health". The word "Health" is written in a large, dark blue, serif font. Below "Health", the word "Authority" is written in a smaller, orange, serif font, with a thin blue horizontal line extending from the left side of the "H" in "Health" to the start of "Authority".

Oregon
Health
Authority

Today's Agenda

- Disposition Permits
- 24-Hour Notice Queue
- What to do when the Disposition Permit isn't received.

What is a Disposition Permit?

- Document authorizing the final disposition of a body
- Can be printed from **OVERS**
- Law
 - ORS Chapter 97
 - 432.158 (2),(6) & (7)
 - OAR 333-011-0295



What is a Disposition Permit?

OREGON HEALTH AUTHORITY
CENTER FOR HEALTH STATISTICS
FINAL DISPOSITION AUTHORIZATION

DECEDENT'S NAME: _____ I.D. TAG NO.: _____

CASE NO.: _____ COUNTY OF DEATH _____ DATE OF DEATH: _____

METHOD OF DISPOSITION _____ PLACE OF DISPOSITION _____

AUTHORIZATION FOR FINAL DISPOSITION

This form, when signed by the funeral service licensee and by the medical certifier, shall serve as a disposal-transit permit for the remains of the decedent named hereon.

MEDICAL CERTIFIER'S SIGNATURE: _____ DATE: _____

TITLE OF CERTIFIER: _____ LICENSE NUMBER: _____

What is a Disposition Permit?

ALTERNATIVE AUTHORIZATION FOR FINAL DISPOSITION

This form, when completed and signed by the funeral service licensee, shall serve as a disposal-transit permit for the remains of the decedent named hereon.

I have contacted Medical Certifier _____ on _____ at _____ and he/she has agreed to sign a certification of the cause of death as soon as possible.

FUNERAL SERVICE LICENSEE SIGNATURE: _____ DATE: _____

FUNERAL FACILITY: _____

DATE OF DISPOSITION: _____

SEXTON'S SIGNATURE: _____ DATE: _____

SEXTON'S NAME (print): _____

INSTRUCTIONS: The person in charge of the place of final disposition shall date and sign both copies of this Final Disposition Authorization. Forward the first copy to the registrar of the county where the death occurred within 10 days of final disposition. The second copy will be retained by the cemetery or crematory.

PRINT TWO COPIES

ONE COPY TO BE RETURNED TO THE REGISTRAR OF THE COUNTY OF DEATH.

ONE COPY TO BE RETAINED BY THE PERSON IN CHARGE OF THE PLACE OF FINAL DISPOSITION.

What is the 24-Hour Notice Queue?

- OVERS generates a notice when an electronic death record is started
- Located in the Special Registration Processing Queue
- Will remain in the queue until county selects that the permit has been received

Accessing the 24-Hour Notice Queue

The State of Oregon - Oregon Health Authority
OVERS TEST

[Main](#) [Order Processing](#) [Life Events](#) **[Queues](#)** [Accounting](#) [Reports](#) [Forms](#)

Search by Special Registration Processing Queue

Queue:
Display:

Search Type:
Filter:

Value:

Search by Special Registration Processing Queue

Queue:
Display: rows per page.

Search Type:
Filter:

Value:
Value:

Accessing the 24-Hour Notice Queue

Search by Special Registration Processing Queue

Queue: Search Type: Value:

Display rows per page. Filter: Value:

Search by Special Registration Processing Queue

Queue: Search Type: Value:

Display rows per page. Filter: Value:

All	Case ID	SFN	Decedent's Name	Date of Death	County of Death	Funeral Home Name	Status
<input type="checkbox"/>	7324056		Test, John	JUL-22-2022	Clackamas	Tulip Cremation Inc	24-Hour Notice
<input type="checkbox"/>	7324055		Test, Jasmine	JUL-22-2022	Clackamas	Tulip Cremation Inc	24-Hour Notice
<input type="checkbox"/>	7324051		Test, Sunny	JUL-15-2022	Clackamas	Tulip Cremation Inc	24-Hour Notice
<input type="checkbox"/>	7324038	2022000060	Test, Edit Certify	JUN-22-2022	Clackamas	American Burial and Cremation of Oregon	24-Hour Notice

Total Records : 4

Actions

Remove From Queue
Abandon Case

Add

Comments
Correspondence

Print

Queue List
Queue Aging Report

Accessing the 24-Hour Notice Queue

24 Hour Notice ×

24-Hour Notice


Full Name of Deceased: John Doe

Date of Death: 06-01-2022 **County of Death:** Multnomah

Place of Death:
123 SW Any Street Portland Portland, Oregon 97239

Funeral Home Name and Phone Number: **Record Received at the County?** Yes No
American Burial and Cremation of Oregon
(541) 726-9948

State File Number: 2022000059 **I.D. tag number:** 55555

Disposition permit received? Yes No **If yes, date received** 
MMM-dd-yyyy

24-Hour Disp Rec- Death Queue

Search by Special Registration Processing Queue

Queue: **24-Hour Disp Rec - Death** Search Type: Value:
Display rows per page. Filter:

[Search](#) [Show All Rows](#) [Clear](#) [Return](#)

All	Case ID	SFN	Decedent's Name	Date of Death	County of Death	Funeral Home Name	Status
<input type="checkbox"/>	7324056		Test, John	JUL-22-2022	Clackamas	Tulip Cremation Inc	24-Hour Disp Rec
<input type="checkbox"/>	7323631		Test, Donald	DEC-20-2021	Clackamas	Tulip Cremation Inc	24-Hour Disp Rec
<input type="checkbox"/>	7323387		Test, New	NOV-12-2021	Clackamas	Tulip Cremation Inc	24-Hour Disp Rec
<input type="checkbox"/>	7323274		Test, Andrew	OCT-29-2021	Clackamas	Tulip Cremation Inc	24-Hour Disp Rec
<input type="checkbox"/>	7323267		Test, Don	OCT-29-2021	Clackamas	Tulip Cremation Inc	24-Hour Disp Rec
<input type="checkbox"/>	7322518		Test, Second	OCT-23-2020	Clackamas	American Burial and Cremation of Oregon	24-Hour Disp Rec
<input type="checkbox"/>	7322485		Test, Zena	SEP-22-2020	Clackamas	Tulip Cremation Inc	24-Hour Disp Rec

Disposition Permit not received

- Contact Funeral Home
- Leave a comment on the record

Search by Special Registration Processing Queue

Queue: Search Type: Value:

Display: rows per page. Filter: Value:

All	Case ID	SFN	Decedent's Name	Date of Death	County of Death	Funeral Home Name	Status
<input type="checkbox"/>	7323843	2022000031	Bin, Green	APR-20-2022	Multnomah	Andreason's Cremation & Burial Services, Springfield	24-Hour Notice
<input type="checkbox"/>	7323817		Test, Frank	APR-12-2022	Multnomah	Andreason's Cremation & Burial Services, Springfield	24-Hour Notice
<input type="checkbox"/>	7323802	2022000030	Needle, Space	MAR-28-2022	Multnomah	Andreason's Cremation & Burial Services, Springfield	24-Hour Notice
<input checked="" type="checkbox"/>	7323748		Test, Charles	MAR-11-2022	Multnomah	American Burial and Cremation of Oregon	24-Hour Notice
<input type="checkbox"/>	7323753	2022000017	Disposition, Alk	MAR-11-2022	Multnomah	Andreason's Cremation & Burial Services, Springfield	24-Hour Notice
<input type="checkbox"/>	7323752	2022000016	Disposition, Test	MAR-11-2022	Multnomah	Andreason's Cremation & Burial Services, Springfield	24-Hour Notice
<input type="checkbox"/>	7323745		Sign, Test	MAR-09-2022	Multnomah	Andreason's Cremation & Burial Services, Springfield	24-Hour Notice
<input type="checkbox"/>	7323755		Berg, Darian	FEB-25-2022	Multnomah	Tulip Cremation Inc	24-Hour Notice

Total Records : 8

Actions

- Remove From Queue
- Abandon Case

- Add Comments Correspondence

Print

- Queue List
- Queue Aging Report

Leave a comment

Comments

Comments

State File Number:
Registrant Name: Charles Test
Event Type: Death
Event Date: MAR-11-2022

No data found.

Enter New Comment

Comment Type: General Comments

Comment:

Called the funeral home letting them know that the disposition permit has not been received. Joe said they would send it.

Maximum text length: 4000 Characters left: 3879

Save
Clear
Cancel

New Comment Close

Remove from Queue

<input checked="" type="checkbox"/>	7323756		Test, Me	MAR-14-2022	Multnomah	Buell Funeral Chapel	24-Hour Notice
<input type="checkbox"/>	7323760	2022000022	IE-Project, Test One	MAR-14-2022	Multnomah	American Burial and Cremation of Oregon	24-Hour Notice
<input type="checkbox"/>	 7323748		Test, Charles	MAR-11-2022	Multnomah	American Burial and Cremation of Oregon	24-Hour Notice
<input type="checkbox"/>	7323753	2022000017	Disposition, Alk	MAR-11-2022	Multnomah	Andreason's Cremation & Burial Services, Springfield	24-Hour Notice
<input type="checkbox"/>	7323752	2022000016	Disposition, Test	MAR-11-2022	Multnomah	Andreason's Cremation & Burial Services, Springfield	24-Hour Notice
<input type="checkbox"/>	7323745		Sign, Test	MAR-09-2022	Multnomah	Andreason's Cremation & Burial Services, Springfield	24-Hour Notice
<input type="checkbox"/>	7323755		Berg, Darian	FEB-25-2022	Multnomah	Tulip Cremation Inc	24-Hour Notice
Total Records :							

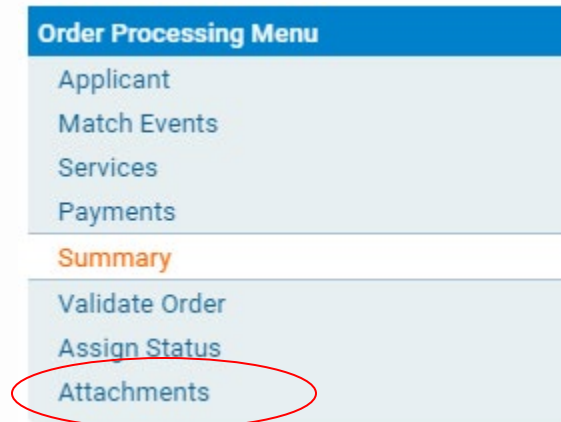
- | | | |
|---|--|--|
| <p>Actions</p> <ul style="list-style-type: none"> Remove From Queue Abandon Case | <p>Add</p> <ul style="list-style-type: none"> Comments Correspondence | <p>Print</p> <ul style="list-style-type: none"> Queue List Queue Aging Report |
|---|--|--|

Benefits of monitoring 24 Hr Notice Queue

- Notices don't build up in the queue
- Know when funeral homes need to be contacted
- Spot check of the queue done before triennial review
- What do you do to make sure the queue is kept up to date?

Retention of Disposition Permits

- Each county determines how long they want to retain Disposition Permits after entering in OVERS
- Option to attach the permit to the record



Q & A Break



Contacts



Kathy Ellis

Vital Records Trainer

971-673-1353

Kathy.Ellis@dhsoha.state.or.us

Derrick Patterson

Vital Records County Liaison

971-673-1166

derrick.c.patterson@dhsoha.state.or.us

Thank you!