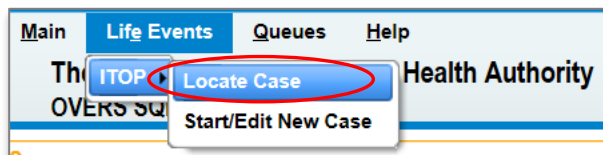


ITOP Amendment Guide

To request an amendment using the Oregon Vital Events Registration System (OVERS)

1. Navigating to the record

- a. Login at: <https://or-vitalevents.hr.state.or.us/overs>



- b. Find the record that needs correction. You can search for a record using any of the identifiers below (only one identifier is required). Then click **Search**.
- c. Click on the **Patient Id** to open the record.

ITOP Locate Case

Case Id:

Patient's ID Number:

Date of Termination:

Patient's Age:

Location Type:

Place of Termination:

Residence State:

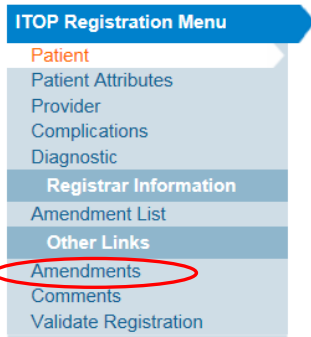
Residence City:

2. Starting the Amendment

ITOP Search Results

Case Id	SFN	Patient Id ↓
6631575	2017000012	123456789

- a. To start an amendment, go to **Other Links** → **Amendments** from the **ITOP Registration Menu**.



- b. The Amendment Page will open. Select **Statistical Correction** → **ITOP** from the amendment type dropdown. Leave the Order Number and Description fields blank. Then click **Save**.

Amendment Page

Type: **Statistical Correction - ITOP**

Year:

Order Number:

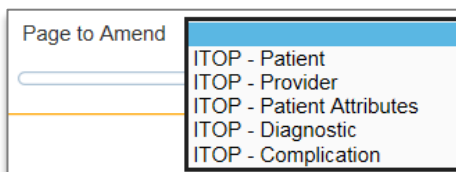
Amendment Status:

Amendment Type: Statistical Correction - ITOP

This amendment type will allow you to make changes to any previously entered field on each screen in the ITOP report: Patient, Patient Attributes, Provider, Complications, and Diagnostic.

3. Select the Page to Amend

- a. Select the **Page to Amend** from the dropdown. You can only select one page at a time, however, you can repeat this step for any additional changes needed in the same amendment.



4. Make the necessary changes to the record

- a. Once you select the page to amend, the page selected will appear below the Amendment Page section. Make the necessary change(s) to that page, then click **Save**.
- b. If any additional changes are needed, select the **Page to Amend** again and repeat the above steps.

5. Amendment Affirmation

- a. Once all changes are made, select **Amendment Affirmation** from the **Amendments Menu**.



- b. Read the Affirmation statement, then select the check box, and click **Affirm**. You will see the message "Authentication successful".
- c. Click **Return**.

Checking the status of amendments

Within the record, go to **Registrar Information** → **Amendment List** from the **ITOP Registration Menu**.

You will see a list of each amendment and its status:

- **Keyed (Requires Affirmation)**: you have not affirmed the amendment yet.
- **Pending**: you have affirmed the amendment and it is awaiting approval by the State office.
- **Complete**: the State office has approved the amendment. The record is now updated.

For assistance please call the OVERS Help Desk at 971-673-0279, M - F 8:00 am – 5:00 pm