

## OVERS Facility Administrator Acknowledgment of Responsibilities

Fax Completed Form and Documents to CHS: 971-673-1201

The role of the Facility Administrator within the Oregon Vital Events Registration System (OVERS) is to support medical certifiers with the enrollment process and using OVERS. This may include resetting passwords and monitoring the status of death records that have been assigned to their facility.

Facility Administrators should never sign an OVERS Enrollment Form on behalf of a medical certifier. Facility Administrators **do not** create new OVERS users and **do not** sign death records.

Facility Administrators are designated by the facility with which they are associated, and **agree to perform the following tasks:**

- Maintain confidentiality regarding access to OVERS, including following basic security protocols by not sharing usernames or passwords with others.
- Assist medical certifiers in submitting the OVERS Enrollment Form and supporting documents\* to the Center for Health Statistics (CHS).
- Reset OVERS passwords as necessary.
- Notify CHS when medical certifiers leave or when their user information changes.
- Communicate updates regarding OVERS with medical certifiers.

**\*NOTE: Two pieces of ID are required for new users. One of these must have photo identification.** When submitting the OVERS Enrollment Form for a medical certifier, fax their completed OVERS Enrollment Form and their two legible pieces of ID to CHS.

I attest that I have read the statements above and agree to perform the duties listed to the best of my ability.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Facility \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_