

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
ADMINISTRATIVE POLICIES  
ADOPTION - PLANNED**

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**Effective Date: July 2009**

**Policy No: AD009**

**Cross Referenced:**

**Origin: Care Management**

**Reviewed Date: 6/13**

**Authority: Chief Financial Officer**

**Revised Date: 6/13**

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**PURPOSE**

To define the guidelines for hospital staff regarding a planned adoption

**POLICY**

- I. Hackettstown Regional Medical Center will assist in coordinating the care of a newborn who is to be released for a planned adoption
- II. Who may perform and may be responsible: RNs, social workers

**PROCEDURE**

- I. Upon admission of a mother who has decided to release her newborn for adoption, the OB department staff shall notify Social Service
- II. Copies of any forms on file from an attorney or adoption agency will be placed in the mother's labor and delivery chart:
- III. Upon delivery, the original forms shall be placed in the newborn chart and a copy will remain in the mother's chart.
  - A. All information will be kept confidential.
  - B. The mother or Social Service personnel will make all notification calls.
- IV. The mother reserves the right to see and interact with her newborn at any time during her hospital stay:
- V. If the newborn is not rooming with the mother, the newborn may be brought to the mother's room or the mother may be brought to the newborn, depending on conditions and at the discretion of the nursing staff.
- VI. No information is to be released without the mother's consent:
  - A. Other family members or prospective adoptive parents may arrange to see the newborn upon written consent of the mother.
- VII. Social Service or Case Management Staff will act as the liaison between the adoption agency and the relinquishing mother.
- VIII. Counseling by Social Service or Case Management staff will be offered to the patient and family as needed, and the staff must support the mother's decision.

Approved at November 18, 2013 President's Council Meeting  
month / year Committee Name

Format approved at President's Council 7/22/13

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IX. The biological mother's wishes regarding adoption are to be ascertained daily and so noted in the mother's chart.

X. In private adoption cases, the newborn will be discharged as per hospital policy and procedure unless there is a legal document granting temporary transfer of custody to an authorized agent (this may be an adoption agency licensed in the State of New Jersey, or may be an individual named in a court document). The agency representative or individual must produce identification, a copy of the legal document, and, as appropriate, and a copy of the agency's license at time of discharge.

XI. The nurse, with or without Social Work or Case Management personnel, will verify identity of an authorized agent by using two (2) methods:

- A. One (1) photo ID is required, i.e. driver's license.
- B. Social Security card or other identification is also required.

XII. In cases where the authorized agent is a representative of an adoption agency, the agent must show proof of employment of said agency (agency ID, or similar)

XIII. A copy of the agency's license to perform adoption services in the State of New Jersey may also be required

XIV. In cases where there is a failure to produce a legal document authorizing the temporary transfer of custody and the birth parents chose to proceed with a private adoption, the birth parents, and any attorneys or agencies that are known to be involved in the adoption, will be advised that any physical transfer of custody must occur off hospital property.

XV. Newborn medical records are to be provided to the authorized agent upon written request

XVI. In the event a mother decides to place an infant for adoption without previous adoption plans, the Social Service Department is to be notified immediately for evaluation and proceed with completion of proper forms.