

Section: Division of Nursing

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\* PROCEDURE \*  
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HACKETTSTOWN REGIONAL MEDICAL CENTER

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**NEWBORN SERVICES**  
(Scope)

**TITLE: SPECIAL CHILD HEALTH SERVICES AND STATE BIRTH DEFECTS REGISTRY**

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PURPOSE: To outline the steps to register all newborns with abnormalities or suspected abnormalities with the State Department of Health.

SUPPORTIVE DATA: The State Department of Health needs this information to provide anticipated care for children with abnormalities. The information is also useful for statistical data. See SCHS booklet in file cabinet on Post Partum Nurse's Station.

EQUIPMENT: Special Child Health Services Registration form

CONTENT:

**PROCEDURE STEPS:**

**KEY POINTS:**

1. Physician diagnosis of condition must be written either on front sheet, on physical assessment, or in progress note.
2. Nurse places the form in the newborn's chart when she becomes aware of the diagnosis and that the condition is reportable and fills out form.
3. If two or more minor abnormalities exist (as listed on the exclusion list), a referral must be made. "Rule-out" diagnosis pending lab studies, such as TORCH or chromosomal studies also need to be reported.
4. Enter all available information on form.
5. Inform mother that baby has been registered and document that she was so informed on the chart. Give parent SCHS booklet.
6. Place last page of completed form on infant's chart. (green form)
7. OB Tech will transfer all information on form into NJHSS Special Child's registry via internet site.

- Check inclusion and exclusion list located in folder.
- The diagnosis must be exactly the same as that which the MD has written.
- Parents may become upset if they receive notification of registration and are unaware it has been done.