HACKETTSTOWN REGIONAL MEDICAL CENTER

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NEWBORN SERVICES
(Scope)

TITLE: **EBC CORRECTION PROCEDURE**
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PURPOSE: To outline procedure to correct a birth certificate that has already been down-loaded to NJDOH.

SUPPORTIVE DATA: The manual from GENESIS systems contains detailed instructions.

1. Determine the birth records that need correction. If there are more than 3, you will need to prepare a written list to submit to the NJ DOH via fax. You will need to call the NJDOH first to alert them of impending fax arrival. HRMC has a contact person to call at the NJDOH, see page one of NJDOH information package (Sue Pagano 609-292-4087 Ext 624)

2. If there are 3 or less birth records to be corrected, you should call the NJDOH at the number listed above and ask for unlock numbers, one for each record to be corrected. Once paperwork has gone to Social Security Administration we are unable to make changes. Corrections would need to be made by Registrar's office.

3. First you need to have the computer set up to receive the unlock numbers. From the main menu, hit F7, utility menu, then F3 to change record status.

4. At this point, you need to enter F1 to select the record that needs to be unlocked by either the mother's last name or by medical record number.

5. When mother's chart comes up, you need to tell the NJDOH the EID number which is located on the lower right corner of printed birth certificate or on the top of the electronic record screen. You will need to tell NJDOH the reason we are unlocking this certificate. The NJDOH person may ask you for baby's name for further verification.

6. Enter F6 to get the unlock box to come up. Tell NJDOH person that you are ready for unlock number. Enter number and press enter. If number is accepted, you will see on the screen a pop-up saying "adding" then another pop-up screen telling you to reprint certificate.

7. Press ESC twice to go back to the main menu.

8. Select F1 and select F1 again, then enter mother's medical record number to pull up chart (or use your usual method of selecting birth records, such as mother's last name).

9. Scroll through the birth record and press F2 or F3 to make corrections as needed. Make sure corrections are made on all the screens applicable.

10. The program will ask you if the changes you made appear on the birth certificate - if the answer is yes, then a pop-up screen will appear telling you to reprint this birth certificate.

11. Reprint (F4) after all corrections are made.

12. The corrections will download to the state automatically when the next file of birth records are downloaded via modem. When the next file (or "batch") or birth records is set up for transmission, these corrected birth records will be "locked" again.

Reference:
    EBC = The Electronic Birth Certificate Live Birth Registration System, New Jersey copyright© 1986, 1995 Genesis Systems Corporation, Lewistown, Pa.
    Electronic Birth Certificate Perinatal Database Data Dictionary, Health Research & Educational Trust of New Jersey, Princeton and MCH Epidemiology, New Jersey Department of Health; March 1995