

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: PROCEDURE TO START A NEW ELECTRONIC BIRTH CERTIFICATE (EBC) RECORD

PURPOSE: To outline the steps to start accurate birth records without duplication in the computer system.

SUPPORTIVE DATA: The manual for GENESIS Systems Corporation/EBC the Electronic Birth Certificate Live Birth Registration System *New Jersey* contains detailed instructions.

- CONTENT:**
1. Before starting a new birth record, check the birth records for an existing birth record for this individual by doing the following:
 - a. Select F1 "GET"
 - b. Press **ENTER** 3 times - the cursor should be on mother's name.
 - c. Type the first 2 or 3 letters of the mother's last name. The less letters used, the wider the computer will search for names. This will result in more likelihood of finding this mother's birth record if it already exists. Press **ENTER**.
 - d. Computer response will be one of the following:
 1. A list of records to select from. The numbers on the left are used to select the particular record you want. Type the number (1-10) of the record you need then press **ENTER**. The record will then be on the screen. (pg. 48-49).
 2. A very quick pop-up message will flash stating "Record Not Found".
 2. To start a birth record, select F2 "ADD/EDIT": and press **ENTER**.
 3. A small pop-up screen will appear asking for the mothers' medical record number. Type in the mothers' medical record number and press **ENTER**.
 4. The next pop-up screen to appear will say the following: NOT FOUND...PLEASE COMPLETE THE FOLLOWING CARE DATA ITEMS. There will be a smaller pop-up screen contained within that will give the following information:
 1. Delivery has or will take place here
 2. Infant transferred from another facility
 3. Fetal Death
 5. Answer by entering 1, 2 or 3 according to the descriptions listed above.
 6. The software will then ask for the following information by the appearance of another small pop-up screen. Use data from birth certificate modules completed by nursing staff. Modules to complete now:
 1. Prenatal Module
 2. Labor and Delivery Module
 3. Newborn Delivery Module
 4. Parent Information Module
 5. Newborn Discharge Module
 6. Parent/Guardian Module
 7. Mother Discharge Module
 8. Adhoc Screen

7. The larger pop-up screen will now be fully exposed with the cursor on the next item to be entered - the mother's medical record number. This is requested a second time as a means of verifying that you entered it correctly when asked the first time. Type in the medical record number and press **ENTER**.
8. Continue to enter the core data items as requested. Next will be admission date, then mother's name as per delivery, last name, **ENTER**, first name **ENTER**.
9. The software will then show screen 1, module 1 with the cursor blinking at the operator code,
10. Put operator code in and begin birth certificate. The program will move from screen to screen and module to module. Use data from birth certificate modules completed by nursing staff. If you need to stop, press escape and a pop up screen will come up with 3 options.
 1. Exit without saving
 2. Save as Incomplete
 3. Resume entry

If you have done any lot of the modules, press **2** to save so someone else can finish EBC.

Reference:

EBC The Electronic Birth Certificate Live Birth Registration System, New Jersey copyright© 1986, 1995 Genesis Systems Corporation, Lewistown, PA.