

This quick reference provides instructions on registering and updating newborns in the Person Directory (PD) application.

## DEFINITION OF A NEWBORN IN PD

A newborn is defined as a baby, born in Alberta, who is 28 days or under.

## WHO CAN ADD OR UPDATE A NEWBORN IN PD?

Currently only Alberta Netcare Portal (ANP) users with a role of Admin 1 can add or update a newborn in PD.

## ADDING A NEWBORN

Newborns can be added within the first 28 days after birth in Alberta.

**TIP**

Additional Information  
[How to Register Adopted Newborns](#)  
[How to Register Surrogate Newborns](#)

## HOW TO ADD A NEWBORN

- Log into Alberta Netcare Portal (ANP), access PD, and search for the mother’s Personal Health Number (PHN)/Unique Lifetime Identifier (ULI). Ensure parent ULI information, including address, has been validated and the information is correct prior to step 2.
  - If the mother cannot be found, click **Add**.
  - If the results display a match for the mother’s name, age, city and birth date, click **Add Person**.
- Click **Newborn (born 28 days or under)** from the list of options.

**Add Person**

Choose one of the following registration types:

- Newborn (born in Alberta, 28 days or under)**
- [Visitor to Alberta \(e.g. out of province or out of country\)](#)
- [Federally Insured \(Canadian Forces, Federal Inmates\)](#)
- [Resident of Alberta \(e.g. new resident or not previously registered\)](#)
- [Dependant Child \(of already registered parent e.g. Adopted\)](#)

- Each registration type displays varying demographic data fields. Complete as

many of the fields as possible (fields highlighted with \* are mandatory). Click **Submit** to check for duplicates and/or proceed to the confirmation page.

**Add Newborn**

**Parent Information:** \* required

Parent PHN/ULI:   \*

-OR-

No Parent ULI Reason:  \*

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**Newborn Information**

**Preferred Name:**

Last Name:  \*

First Name:   No First Name\*

Middle Name:

Suffix:

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**Person Details:**

Gender:  \*

Date of Birth:  \*

(YYYY-MM-DD)

Birth Order:  \* of  \* - Singleton \*

Registration Facility:  \*

### 1 PARENT INFORMATION

When registering a newborn, you may or may not have a parent PHN/ULI. This will determine the Add Newborn page type displayed.

- If yes, enter the parent PHN/ULI into the field, or click **Find** to search for the parent’s information. Ensure it is the correct record before clicking **Accept**. An Alberta Personal Health Card is automatically generated once the newborn is added to the parents account.
- If no, select a reason from the **No Parent ULI Reason** drop-down menu.

### 2 NEWBORN INFORMATION PREFERRED NAME

All newborns must have a first and last name. If the first name is not known, select the **No First Name** checkbox. Do not type e.g., “baby boy.”

PD automatically enters a default first name for a multiple birth if the No First Name check box is selected.

- Complete the **Birth Order** boxes.

- Once the newborn name is registered in the system, an Alberta Personal Health Card will be generated if the newborn is eligible for coverage.

### 3 PERSON DETAILS

**Birth Order** is selected from a drop-down list. When adding multiple newborns (e.g., twins), the birth order defaults to the previous entry.

The registration facility must be entered.

The screenshot shows a registration form with the following fields and labels:

- Civic Mailing Address:** Includes 'Suggest Addresses' and 'Clear All' buttons. A yellow circle with the number '1' is next to this field.
- Delivery Installation Address:** Includes 'Suggest Addresses' and 'Clear All' buttons.
- Residential Phone Number:** Includes a checkbox for 'Unlisted Phone Number', 'Phone Number' (with area, phone, and ext. sub-fields), '-OR-', 'International Phone' (with entry, route, and phone sub-fields), and 'Phone Number Start Date' (with a date picker set to 2015-Jan-22 and a '(YYYY-MM-DD)' format indicator). A yellow circle with the number '2' is next to this section.

### 4 RESIDENTIAL MAILING ADDRESS

Can be entered manually, or mailing address is prepopulated in the **Parent Information** area (using the **Find** button).

**NOTE** For more information on civic mailing address, delivery installation address, and phone number review the quick reference "[How to Update Demographic Data.](#)"

### 5 PHONE NUMBER

If the parent ULI was found/entered previously, the phone number will be pre-populated based on parent information. Otherwise, it can be entered manually.

## DUPLICATE CHECKING

Duplicate checking is performed to minimize the possibility of adding the same newborn multiple times. If one or more duplicate newborns are found, the **Duplicate Check Results** page will be displayed to enable you to verify that the baby being entered is not a duplicate entry. This duplicate

checking relies on a comparison of the following identifiers:

- Last name, first name (first initial)
- Date of birth
- Gender

1 A **Duplicate Check Results** page appears if the scoring algorithm for newborns returns a score of 3 points or more.

The screenshot shows the 'Duplicate Check Results' page with the following content:

- Duplicate Check Results** (Section Header)
- POSSIBLE DUPLICATE STAKEHOLDER(S) FOUND.** (Alert Message)
- Person to be Added:**

| Name  | Name Type | Age       | Date of Birth | Gender | City    |
|-------|-----------|-----------|---------------|--------|---------|
| Smith | Preferred | 17 Day(s) | 2015-Jan-05   | Male   | Calgary |
- Potential Duplicates:** (select to view details)
 

|                       |           |           |             |      |
|-----------------------|-----------|-----------|-------------|------|
| <a href="#">Smith</a> | Preferred | 17 Day(s) | 2015-Jan-05 | Male |
|-----------------------|-----------|-----------|-------------|------|

**NOTE** The list of potential duplicates is not restricted to newborns. A person entered with a different registration type (e.g., dependent child) who has the same last name, gender, and date of birth will appear on the potential duplicate list.

2 Click the potential duplicate name to compare both entries.

- Click **Back** if it is the same newborn, then click **Cancel Add**.
- If it is not a duplicate, click **Add**. The **Add Newborn Confirmation** page will appear.

## UPDATE NEWBORN INFORMATION

Newborn information can only be updated for the 90 days that a baby (born in Alberta) is designated a Newborn in PD.

**Parent Information:** There are times when you may want to clear parent information. This is done when a baby is stillborn or has become deceased. This prevents a Personal Health Card being sent to the family.

**Newborn Information includes:**

- Birth order
- Registration facility
- Stillborn (checkbox)

**NOTE** For a newborn already entered into PD and who has become deceased (not stillborn), date of death details are entered through **Update Preferred Name and Person Details**.

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## DECEASED OR STILLBORN BABIES

To minimize the possibility of an Alberta Personal Health Card being mailed to the parent of a deceased newborn, the date of death should be recorded immediately in PD.

When an autopsy is required, it is essential that a stillborn be registered in PD.

- The stillborn indicator can be checked from the **Newborn Information** page.
- The deceased information is added through the **Update Preferred Name and Person Details** function.

**TIP**

For more information about this function, review the quick reference "[How to Update Demographic Data](#)."

For more information about PD, visit the [Alberta Netcare Learning Centre](#).