Person Directory Quick Reference
How to Add/ Update a Newborn

Alberta Netcare
ELECTRONIC HEALTH RECORD

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, you must have an **Admin 1** Alberta Netcare Portal (ANP) User Role to Add or Update a Newborn in Person Directory (PD).

Adding a Newborn

You can add a Newborn up to their first 28 days of the baby being born in Alberta.

How to Add a Newborn

1. Log in to the Alberta Netcare Portal, access PD, and search for the Mother's PHN/ULI.
   - If a mother cannot be found, click the **Add** link.

2. If the Search Results display a match to the mother's correct name, age, city and birth date, you may click on **Add Person**.

3. Click **Newborn (born 28 days or under)** from the list of options.

4. Each registration type displays a relevant screen for entry of demographic data. Complete as many of the fields as possible (fields highlighted with a * are mandatory), and then click **Submit** to have PD check for potential duplicates and/or proceed to a confirmation screen.

Details	Notes
Parent Information	• When registering a newborn, you may or may not have a parent PHN/ULI; this determines the type of **Add Newborn** screen displayed. • If yes, enter the parent PHN/ULI into the field, or click **Find** to search for the parent 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.

Details	Notes
	• If no, be sure to select a reason from the **No Parent ULI Reason** drop-down menu.
Newborn Information Preferred Name	• All newborns must have a first and last name. If a first name is not known, select the **No First Name** check box. Do not type a first name of "Baby Boy". • PD automatically enters a default first name for a multiple birth IF the **No First Name** check box is selected. – Be sure to 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.
Person Details	• **Birth Order** is selected from a drop-down list. • When adding multiple newborns (e.g. twins), **Birth Order** defaults to the previous entry. • **Registration Facility** must be entered.
Residential Mailing Address	• Can be entered manually, or mailing address is pre-populated in the Parent Information area (using the **Find** button).
Civic Mailing Address, Delivery Installation Address, and Phone Number information is provided in the **How to Update Demographic Data** Person Directory Quick Reference document and the PD User Guide.	
Phone Number	• Can be entered manually, or phone number is pre-populated in the Parent Information area (using the **Find** button).

Duplicate Checking

Duplicate checking is performed to minimize the possibility of adding the same newborn multiple times. If one or more potential duplicate newborns are found, then a Duplicate Check Results screen is displayed to allow the user 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* screen appears if scoring algorithm for newborns returns a score of 3 points or more.

> **Note** that the list of Potential duplicates is not restricted to newborns. A person entered with a different registration type (e.g. Dependent Child) that has the same Last Name, Gender, and Date of Birth will appear on the potential duplicate list.

2 Click on the *Name link* of the Potential Duplicate to compare the two newborns.

3 Compare the *Person to be Added* to the *Potential Duplicate* (already exists in PD).

4 Click *Back* if it is the same newborn, and click *Cancel Add*.

5 Click *Accept* if this is not a duplicate newborn. You will see an **Add Newborn Confirmation**.

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 avoids a Personal Health Card being sent to the family.
- Newborn Information includes:
  - o Birth Order
  - o Registration Facility
  - o Stillborn (check box)

> **Note:** For a Newborn already entered into PD and who has become deceased (not stillborn), the Date of Death Details are entered through Update Preferred Name and Person Details.

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 Person Directory.

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 screen.
- The Deceased information is added through the Update Preferred Name and Person Details.