

ALBERTA NETCARE PORTAL

PD Quick Reference

How to Register Adopted Newborns

Alberta adopted newborns need to be registered in Person Directory in a specific way in order to protect the identity of the birth mother and to ensure that the new adoptive identity is not compromised.

All Alberta adopted newborns (born in Alberta, 28 days or under) are registered in Person Directory in the same manner.

PROCESS

A newborn will have to be added through the Add Newborn screen within Person Directory and selecting the No Parent ULI Adopted/Abandoned reason.

1. From the **Add Person** screen, select **Newborn (born in Alberta, 28 days or under)**

Note: the Adopted/Abandoned reason has edits in place to prevent an address being added to the record.

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 \(of already registered parent e.g. Adopted\)](#)

Add Newborn

Parent Information:
Parent PHN/ULI: *
-OR-
No Parent ULI Reason: *

Newborn Information
Preferred Name:
Last Name: *
First Name: No First Name *
Middle Name:
Suffix:

Person Details:
Gender: *
Date of Birth: *
(YYYY-MM-DD)
Birth Order: * of *
Registration Facility: *
Date of Death:
(YYYY-MM-DD)
 Stillborn

Residential Address:
 No Address
Addressee:

2. Under the **Add Newborn** screen, Select **Adopted/Abandoned** in the No Parent ULI Reason drop down.

Note: Do NOT enter a parent's ULI.

NEWBORN INFORMATION

3. Enter the birth parent's last name. Prior to an adoption being finalized, the newborn must be identified by the birth parent name as it is the legal name of the baby at that time.
4. A first name is not required to be entered.

PERSON DETAILS

5. Select the **Gender**, enter the **Date of Birth** and **Birth Order** and select the **Registration Facility**.

RESIDENTIAL ADDRESS

6. Check the **No Address** Check box.
7. Click **Submit**.



The Add Newborn Confirmation screen is displayed with the information entered on the patient.

When Alberta Health is notified of the adoption and sufficient documentation is obtained, the record is remediated and the birth name is removed from the electronic health record.

Note: If the newborn has already been added to Person Directory and it has been discovered that the adopted newborn is linked to the birth parent, the user is required to notify the Person Directory Help Desk. This is to ensure that the newborn's identity is properly maintained. For further questions, contact the Person Directory Help Desk at 780 427-1494 during regular business hours.

For additional information on PD, please visit the Alberta Netcare Portal Learning Centre.

<http://www.albertanetcare.ca/LearningCentre/PD-Quick-Reference.htm>