PERSON DIRECTORY QUICK REFERENCE:

How to Search and View a Newborn

Alberta Netcare
ELECTRONIC HEALTH RECORD

Who can View a Newborn in PD?

Currently, an **Admin 1** or **Admin 4** permission level is required to view Newborn Information in Person Directory (PD).

Definition of a Newborn in PD

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

Where do I find Newborn Information in PD?

The regular search engine will display Newborn Information. This information will only be viewed for the first 28 days of a baby's birth *and the baby is only considered a Newborn if he/she was born in Alberta.*

After this time period the baby will lose their newborn status and will be available for viewing by any user who as access to PD.

Why is it important that a newborn be registered as a Newborn type in PD?

The Registration Type of "Add Newborn" supports the Alberta Newborn Metabolic Screening (NMS) program.
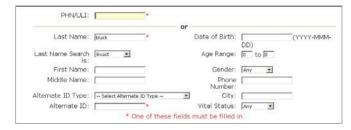
The goal of the NMS program is that all babies born in Alberta will have access to the newborn metabolic screening as an integral component of their health care. The purpose of the NMS program is to minimize morbidity and mortality of Alberta infants with screened disorders.

How do I search for a Newborn?

You can search for a Newborn in a number of different ways:

- By PHN/ULI.

- By the last name of the baby.

TIP: *To narrow the search so that only children, whose age is calculated in months, will appear, enter the range of 0 to 0.*

Viewing Newborn Information

The View/Update Person screen includes

- Name and Person details.

- Address and Phone number details.

- Eligibility details.

- Additional Information.

Under *Additional Information,* click the **Newborn Information** link to view the Newborn Information screen.

What information is specific to a Newborn?

Parent Information includes:

- Parent's PHN/ULI.

- Parent's full name.

Newborn Information includes:

- Birth Order (such as: 1 of 1 – Singleton).

- Registration Facility (and Stillborn, when applicable).

Health Care Insurance Coverage

The baby automatically receives health care coverage if the parent is eligible. If the parent is a dependent, Alberta Health will follow-up in this situation.