

This quick reference provides instructions for registering surrogate newborns in the Person Directory (PD) application.

Surrogate births in Alberta must be registered in PD in a specific manner to safeguard the identity of the gestational carrier and newborn.

**Surrogate Birth:** An arrangement where a woman carries and delivers a child for a couple or individual. The gestational carrier may be the child's genetic mother or may be biologically unrelated to the child.

**Intended Parent:** A parent who has used assisted reproduction to create a child whom they intend to parent whether or not they have a genetic or biological relationship to the child.

All surrogate births (born in Alberta, 28 days or under) are registered in PD using the **intended parent(s)** information.

## Registering Surrogate Newborns

- From the **Add Person** page, select **Newborn** (i.e., born in Alberta, 28 days or under).

**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)

- Do **NOT** enter a parent's ULI. On the Add Newborn page, select "Adopted/Abandoned" in the **No Parent ULI Reason** drop down.

**NOTE**

PD users are instructed to use the "adopted/abandoned" reason for surrogate births because this selection is configured to prevent an address from being added to the record.

**Add Newborn**

Parent Information: \* required

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:  \*

Birth Order:  \* of  -  \*

Registration Facility:  \*

Date of Death:

Stillborn

Residential Address:

No Address

Addressee:

## NEWBORN INFORMATION

- The **intended parent's last name** MUST be used to identify the patient.
- It is not required to enter a **first name** is not. Select the **No First Name** checkbox.

## PERSON DETAILS

- Select the **gender**, enter the **date of birth** and **birth order** and select the **registration facility**.

## RESIDENTIAL ADDRESS

- Select the **No Address** checkbox and click **Submit**.

The **Add Newborn Confirmation** page will display.

**NOTE**

If it is found that a newborn previously added to PD is linked to the gestational carrier, the user must notify the PD Service Desk at **780-427-1494**.

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