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.

Alberta, 28 days or under)

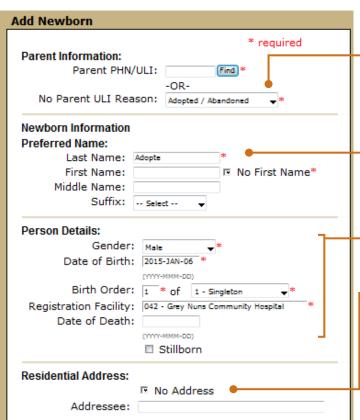
From the Add Person screen, select Newborn (born in

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)



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 <u>must be identified by the birth parent name</u> as it is the legal name of the baby at that time.
- A first name is not required to be entered.

PERSON DETAILS

 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