

This quick reference provides instructions on searching for and viewing a newborn in the Person Directory (PD) application.

Definition of Newborn in PD

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

Who can view a newborn in PD?

Currently, an **Admin 1** or **Admin 4** permission level is required to view newborn information in PD.

Where can I find newborn information in PD?

The regular search engine will display newborn information. This information will only be viewable for the first 28 days after a baby's birth. **Babies are only classified as newborn if they are born in Alberta.** After 28 days babies are no longer classified as newborn and become available for viewing by any user with PD access.

Why is it important for a newborn to be registered as such in PD?

Registering newborns under the newborn classification supports the Alberta Newborn Metabolic Screening (NMS) program.

The goal of the NMS program is for all babies born in Alberta to have access to the newborn metabolic screening in order to minimize morbidity and mortality of Alberta infants with screened disorders.

How do I search for a newborn?

- By PHN/ULI
- By last name

TIP

To narrow the search results to include only newborns, enter the year range 0 to 0.

Viewing Newborn Information

The **View/Update Person** page 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 page.

What information is specific to newborns?

Parent Information

- Parent's PHN/ULI.
- Parent's full name.

Newborn Information

- Birth order (e.g., 1 of 1 – singleton).
- Registration facility (and stillborn, when applicable)

Health Care Insurance Coverage

Babies automatically receive health care coverage if the parent is eligible. If the parent is a dependent, Alberta Health will follow-up.