

Birth Registrations where Mother does not have an NHS Number in BadgerNet
The mother / baby records are unlinked at the point of birth registration
(eg. Overseas Visitor not entitled to free NHS Care, or Scottish/Welsh resident)
The mother has no fixed abode

Or any other reason why the routine Birth Registration process cannot be followed

To get an NHS Number for Baby User's need to follow the BNA workflow for manually registering a Birth (with a couple of minimal tweaks)

1. Access Summary Care Record (you will need to put your SmartCard into the slot on the keyboard to gain access)
2. Search for Mother on Summary Care Record (the link to this is in your Internet Explorer "Favourites")
 - a. If you get no results, then proceed to point 3
 - b. If you do find Mum on SCR then her NHS Number simply needs to be copied and entered into PAS (Cerner eRecord) by a member of our Admin team – Then normal E3 registration can be completed.
3. You will see the screen below, click on the highlighted "Birth Notification" link

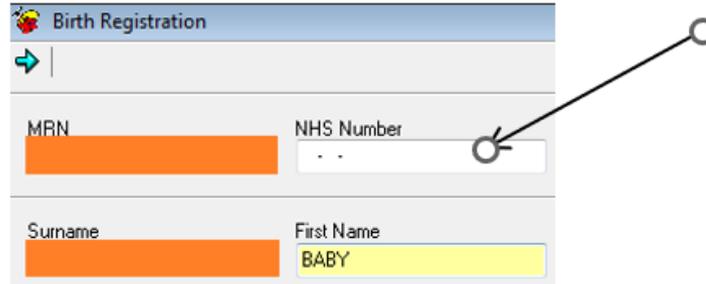
Do NOT click the "Allocate" tab

4. Complete the form on the following screen
5. You will receive an NHS Number for the Baby, be sure to take a note of this!
6. BadgerNet: Ignore the "NHS Baby Registration" link within the Labour and Birth section (baby tab).
7. BadgerNet: A BadgerNet user with local admin rights will need to log on and manually add the NHS number to the Post baby smart form.
8. BadgerNet: Click on "Register Baby on PAS" within the Labour and Birth section. This will add the baby to the worklist in PMOffice.

Birth Registrations where Mother does not have an NHS Number in BadgerNet
The mother / baby records are unlinked at the point of birth registration
(eg. Overseas Visitor not entitled to free NHS Care, or Scottish/Welsh resident)
The mother has no fixed abode

Or any other reason why the routine Birth Registration process cannot be followed

9. As part of the “encountering” of the Baby in PAS/eRecord you can add the new NHS Number to the Baby record:



Birth Registration	
MRN	NHS Number
[Orange]	[White]
Surname	First Name
[Orange]	BABY

10. The baby’s MRN number will be displayed in the Birth Registration, be sure to take a note of this.
11. BadgerNet: A BadgerNet user with local admin rights will need to log on and manually add the MRN number to the Post baby smart form.

QUICK TIPS:

- Follow the same naming principles; “BABY”, “TWIN ONE”, etc.
- **Delivery Suite** - “Facilities associated with Cons/GMP/Midwife Ward”
- **Birthing Centre** - “Facilities associated with Midwife Ward”
- **RTD** - Delivery Place Code Lookup
- **5D701** - CHU Code
- Note that GP Practice code is set to V81997 (Not registered at GP Practice). This can be overwritten if known.