You might need to obtain the NHS Number for the baby manually, too. Please refer to the "Manual NHS birth registration" guidance and complete that first otherwise you will have to do more data correction later on. It is not absolutely necessary, if you need to be super quick.

- Open PMOffice
- Please check the worklist to ensure the baby is indeed not on there



- Then go to the Conversation list
 - Click on "Birth Registration" and you will be presented with the search screen. (the following security positions can see the "Birth Registration" in the Conversation list
 - Clerical Medium
 - o Clerical High
 - o Nurse Enhanced)

-		
Access Management Office		
Task View Groups Help		
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Conversation		
A&E Red Request		
125 A&E Full Patient Registration		
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C Add MAJAX Person		
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Belsay Day Care	Patient Search	X
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Birth Registration		
BNA NHS Number Entry		No natients found
Check in enhanced	MRN	
CM Emergency Inpatient Admission		
CM Inpatient Pre Admission		
CM Transfer Consultant	NHS Number:	
CM Undo Discharge		
CM Undo Transfer		
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DC Allow Set 1st Enc of Pathway	Forename:	
DC Correct outpatient		
St DC Discharge	· · · · · · · · · · · · · · · · · · ·	
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DC Custo Direct Date		
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S DOWNTIME Newborn Registration (NN4		
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ED Decision to Admit		
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Eye Casualty Registration		UN Cancel Preview Add Patient Add Encounter
GP/GDP/NOK Update		
Ye IT Encounter Correction		

Baby was on the worklist but "has disappeared"	Baby's details have never been on the worklist		
This happens if results have been put through	This happens for example if there is a		
e.g. blood gases before the Birth registration	Badgernet downtime, BadgerNet is in Failover		
has been completed as the baby will have been	or on go-live day.		
assigned a "Results only" encounter.	5 ,		
Search for the baby via MRN if you h	ave it, if not search by name and DoB		
Baby record has been found. MRN available.	No baby record has been found. No MRN		
Add Encounter	Add Person		
Fin NDR Puttode Beech Read v OK Canod Prove Add Paler Add Docume	Foretarise Foretarise Foretarise Bander Gander Fill Name Foretarise Bander Foretarise Bander Foretarise Bander Foretarise OK Carcel Pained OK Carcel Pained OK		
When the conversation opens, the MRN will be	The conversation will be blank. eRecord will		
prefilled. Confirm that it is the correct record.	assign a MRN starting with 91.		
Please add the manually obtained NHS number if available.			
Complete all mandatory fields. Ensure all birth data is correct.			
Assign ward and cot to the correct location			
Data correction required in BadgerNet: A BadgerNet local administrator (Digital Midwife Team)			
will need to log on and manually add the MRN	will need to log on and manually add the MRN and NHS 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"