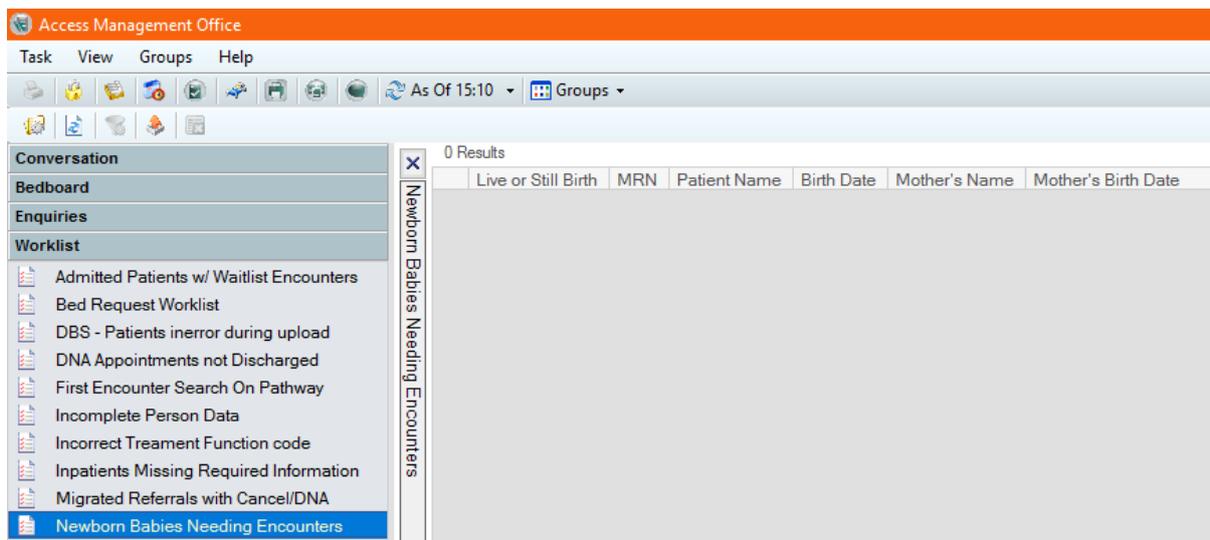


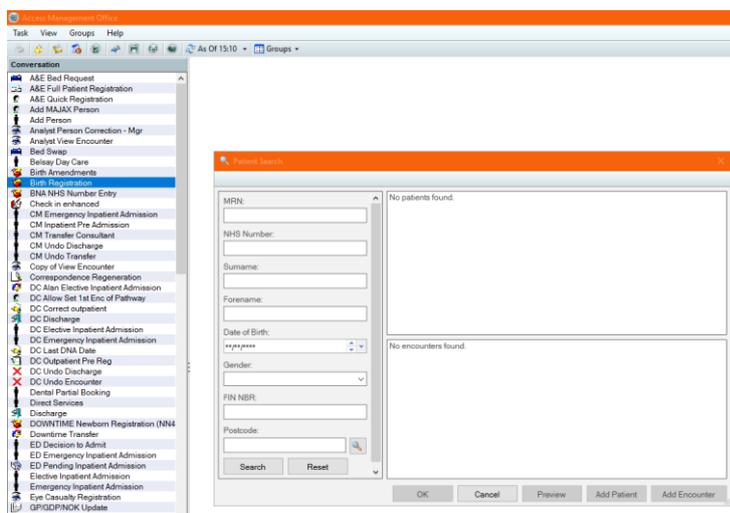
How to encounter a baby if this is not possible from the worklist
“Newborn babies needing encounters”

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.

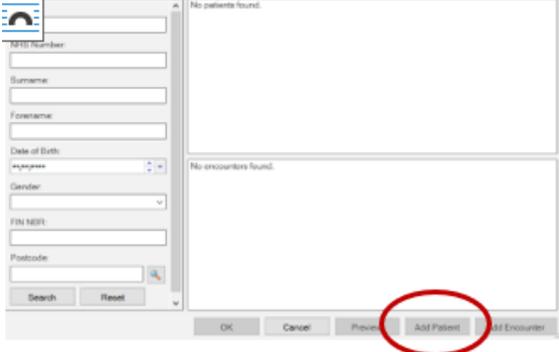
- Open PMOffice
- Please check the worklist to ensure the baby is indeed not on there



- 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
 - Clerical High
 - Nurse Enhanced)



How to encounter a baby if this is not possible from the worklist
 “Newborn babies needing encounters”

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 e.g. blood gases before the Birth registration has been completed as the baby will have been assigned a “Results only” encounter.	This happens for example if there is a Badgernet downtime, BadgerNet is in Failover or on go-live day.
Search for the baby via MRN if you have 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
	
When the conversation opens, the MRN will be prefilled. Confirm that it is the correct record.	The conversation will be blank. eRecord will 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 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”