# **Facility Users Training Guide**

## Indiana State Department of Health



# WEB ELECTRONIC BIRTH REGISTRATION PROJECT

IN-01-0073-Facility Users Training Guide-A-061114 November 27, 2006 Document Version A

The Industry Standard in Vital



**Records Integrated Systems** 

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## 1.0 Version / Change Log

Date	Author(s)	Notes
11/22/2006	Annachristine M. Hoover	Original Document
	11/22/2006	Date     Author(s)       11/22/2006     Annachristine M. Hoover



#### 2.0 Introduction

IN EBRS Training Guide – Facility Users

#### 2.1. Scope

This document serves as a training guide for facility users of the Indiana Electronic Birth Registration System (IN EBRS). The topics covered in this document address functionalities specific to the scope of responsibility of facility users within the IN EBRS.

#### **Management/Technical Issues** 2.2.

Any management issues and/or problems that may affect the implementation and/or use of the Facility Users Training Guide should be reported immediately to the following Genesis team members for the development of counter measures, solutions and/or alternatives:

Project Manager: Annachristine M. Hoover

Technical Lead: Thomas Young



Title:

IN EBRS Training Guide – Facility Users

### 3.0 Training Topics

The training topics listed below pertain to functionalities that are specific to Facility Users of the IN EBRS. Each topic will be addressed separately in the pages to follow.

- Accessing the IN EBRS
- Navigating the IN EBRS
- Printer Set-up
- Accessing User Parameters
- IN EBRS Main Menu
- Adding an Attendant/Certifier to Library Maintenance Tables
- Adding a Birth Record
- Electronic Certification
- Searching for a Birth Record
- Updating an Unresolved Birth Record
- Releasing a record to your Local Health Department
- Printing Forms
- Printing Reports

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#### 3.1.1. Login

1. To access the IN EBRS, click on the IN EBRS icon on your desktop.



2. Login to the EBRS by entering your username and password in the appropriate fields provided and Click OK.

Genesis Login User Name: Password:	<b>~</b>
C <u>h</u> ange Password <u>O</u> K ☐ Demo Mode	<u>C</u> ancel

Passwords must be between 6-8 characters in length and must contain at least 1 letter and 1 number.

3. The window (below) will appear only if you are assigned to more than one facility location. Select a location by picking from the selection in the drop-down list and click OK.

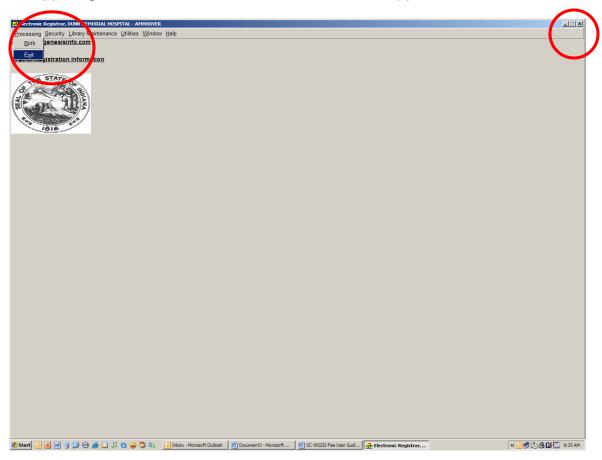
Select a Location		1
	Please select the location you are in	
Location Name:	<u>_</u>	
	<u> </u>	

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#### 3.1.2. Logout

Exit or Logout of the IN EBRS using one of the following methods:

- Select Exit from the Processing menu in the main window of the IN EBRS.
- From the Main Menu, click on the [X] (close window option) located in the upper right hand corner of the screen to close the application.



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#### 3.1.3. Navigating the IN EBRS

#### Using the Mouse

Use the mouse to navigate the IN EBRS. Click on the various items (hyperlinked text and/or icons) on the menu to perform functions related to Birth Registration.

#### Using Your Keyboard

**TAB:** The 'TAB' key is the Windows standard for moving from one control to another. A control refers to anything on the screen that either accepts user input or enables action. When you are 'on' a control, the control is said to 'have focus'. A flashing cursor, bolded text and in some cases, a dotted line frame will indicate where focus is located. You can also change focus by clicking on another control with the left mouse button.

**Shift + Tab:** Holding down the shift key and pressing Tab simply reverses the 'TAB order' and moves focus back to the previous control.

**Enter:** The 'Enter' key typically means 'Execute'. It is the equivalent of double clicking using the mouse. If a control has focus and the Enter key is pressed, whatever action is associated with that control will be initiated.

**Alt + key:** The sequence of holding down the Alt key and then pressing one of the letter keys on the keyboard is referred to as a 'Hot Key'. The screen will provide a visual cue to indicate what Hot Keys exist to perform a function.

**Left/Right/Up/Down Arrows:** These keys are used to navigate within a field or within a 'pick list'. Within a field, the left and right arrows will move the cursor back and forth to let you change a specific letter, etc. The backspace and delete keys also operate within a field to allow editing. Within a drop down list (pick list), the Up and Down arrows can be used to navigate through the list. Also the PgUp and PgDn keys can be used. In a drop down list, once you have selected the choice you want (highlighted) by placing focus on it with the arrow keys, pressing Tab will accept the selected choice and move focus to the next field.

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**Alt+Down Arrow:** This key sequence has significance for a special type of field referred to as a 'Drop Down Box'. It is also known as a 'Combo Box' or 'Pick List'. The small arrow pointer (drop down arrow) on the right side of the field indicates that a list is available for you to select from. You can, of course, click on the drop down arrow to cause the list to open and then use the mouse to scroll through and select a choice. If you prefer to keep you hands on the keyboard, you can hold down the Alt key and press the 'Down Arrow' on the keyboard. This will open the pick list and you can use the Down and Up arrows to navigate through the list.

#### Minds Eye (Type Ahead Logic)

Type Ahead logic provides another way to save time by eliminating the number of keystrokes to pull up an item from a drop down box. In the drop down boxes for States, Counties, Towns, Attendants/Certifiers, and facilities we have introduced this 'Type Ahead' feature. This simply means that when you have focus on these fields you can simply begin typing and the list will filter as you type. Where this deviates from typical combo boxes is the typing is not limited to 1 character. If focus is on the State field and you type 'C', focus will be on 'C'alifornia. If you then type an 'O', the field will filter down to 'CO'lorado and if you then type an 'N' the field will filter to 'CON'necticut. This is a more advanced type ahead method than used in typical Windows applications where normally the first 'C' would yield California, pressing the 'O' would give you Oregon and the 'N' would probably produce 'Norway' or 'North Carolina.' In our 'State' lists you can also type the two character standard abbreviation such as 'OK' or 'OH' or 'NJ' to immediately focus on the correct choice.

#### Space Bar

For the most part, you will find it more convenient to use the mouse to click on 'Check Boxes' to turn them on or off. But if you wish, you can also use the Tab key to advance to the checkbox and then press the Space Bar to toggle the checkbox item on or off. Using the Tab key can be a time saving step.

#### Tool Tips

Tool Tips can be very helpful if the user needs to know what a certain icon represents. Simply hover the mouse over the icon and the Tool Tip will display.



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### **Registration Toolbar**

The toolbar within Registration provides quick and easy access to the most commonly used commands:

lcon	Hot Key	Registration Function
Į,	Alt + F + X	E <u>x</u> it the Application
<b>#</b>	Alt + G + F Ctrl + F	<u>F</u> ind Records
D	Alt + G + N Ctrl + N	Create a <u>N</u> ew Record
	Alt + G + S Ctrl + S	Save the Current Record
0	Alt + G + A	C <u>a</u> ncel
×	Alt + G + D	Delete Record
	Alt + G + P	<u>P</u> rint Menu
\$	Alt + G + R F5	Refresh Record Queue
Η		Move to the First Record
	Alt + G + I	Move to the Previous Record
	Alt + G + E	Move to the Next Record
H	Alt + G + L	Move to the <u>L</u> ast Record
¢	Alt + G + V	Move to the Pre <u>v</u> ious Screen
⇒	Alt + G + C	Move to the Next Screen
Ж	Alt + E + U	C <u>u</u> t
₿ <u>₽</u>	Alt + E + O	С <u>о</u> ру
æ	Alt + E + P	<u>P</u> aste
Ú	Alt + H + H F1	Topic <u>H</u> elp

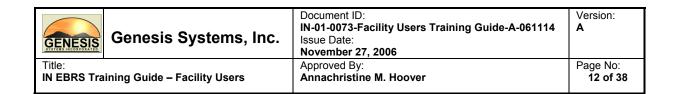
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lcon	Hot Key	Registration Function
<u></u>	Alt + H + S	<u>S</u> earch Online Help

#### Hot Keys

Hot keys provide shortcuts to perform various actions using the keyboard. Hot keys can be accessed using the **ALT key** in combination with the <u>underscored</u> <u>letter</u> in various menu items.

🏯 Request Scre	een, INHOUSE FACILITY - ACMHOOVER
Reguest functions	Edit Window Help
🗅 <u>N</u> ew	Edit <u>W</u> indow <u>H</u> elp Ctrl+N
<b>↑</b>	+ N = Create New Record



#### 3.1.4. Utilities Set Up and Configuration

#### 3.1.4.1. About Printer Setup

The Printer Setup function provides the capability to select a specific printer to be used for each printed form. The hardcopy output will be directed to the specified printer each time that particular form is generated. For example, your facility may want to direct birth certificates to one printer and reports to another printer.

Configuring forms/reports is specific to each individual workstation. If you attempt to run a report that has not been configured in the Printer Setup, an error will occur, so please remember to set-up your forms/reports prior.

#### Main Printer Tray Setup Window

vailable Reports:	Current Printer:
Sentified By Centifier acality Unresolved Birth Records twospaper Lister Swespaper Lister Provide Security Letter Social Security Letter Istelistical Report Artification of Birth Facts	Microsoft Office Document Image Writer Lewistown 1st Floor Color HP Leards 1600 Series POL hp deskjet 512 series File Primi FadEx Kinko's Cenon C LBP 40PS Anne-6127 Actoba EDE Current Tray: As Per Primter Settings Auto Tray1 (A4/Ltr. Cassette) MPF Not assigned
	Save Report Configuration Exit

The Main Printer Tray Setup window is divided into three frames:

#### Available Reports

This frame will display all available reports and forms that are the user may configure.

#### Current Printer

This frame will display all available printers that are currently mapped to your workstation and available for selection, as well as, an option of Not Assigned.

#### **Current Tray**

This frame will display the tray options for the corresponding printer that is selected under Current Printer, as well as an option of Not Assigned.

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### 3.1.4.2. Configure a Report or Form for Printing

1. From the main menu, under Utilities, click Printer Setup.

🚓 Electronic Registrar, DUNN MEMORIAL HOSPITAL - AMHOOVER				
Processing Security Library Maintenance	<u>U</u> tilities	Window Help		
http://www.genesisinfo.com		et System Flags		
	Fiel	d Help Utility <u>2</u> 005		
IN Birth Registration Information	<u>P</u> rin	ter Setup		
	<u>V</u> iev	w Error Logs		
THE STATE OA	<u>C</u> ha	nge Password		
8	U <u>s</u> e	r Parameters		
THE TOTOL				

- 2. In Available Reports, select the report or form to be configured.
- 3. Under Current Printer, select the printer that you would like to direct the report or form to.
- 4. Under Current Tray, select the desired printer tray/settings.
- 5. To save, press the Save Report Configuration button.
- 6. The Printer Setup Utility can be closed by clicking the Exit button or by pressing Alt + E.

#### Notes:

- This process must be repeated for each report.
- If a printer is changed on the system, any forms or reports that had been configured for the previous printer must be re-configured for the new printer.

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#### 3.1.4.3. About User Parameters

Certain characteristics of the system can be tailored according to user preference. This includes items such as color schemes, time-out durations, and directory paths for certain files, etc. In some cases, the tabs in this area allow for changing settings and in other cases they provide a source for information about current settings. User Parameters contains four tabs: Directories, Visual Cueing, Admin and Preferences.

As a hospital user, the tabs that will be of main concern to you are two tabs: Directories and Visual Cueing. The following pages will provide details about these two tabs specific to the scope of our responsibility within the IN EBRS.

#### Directories

Directories		
Directories		
Web VR2000		
Application Location Name:		
Application Location:	C.WINNT	
Application Import:	C:\WINNT\Web VR2000\Import\	
Application Export:	C:\WINNT\Web VR2000\Export\	
Application Errors:	C:\WINNT\Web VR2000\Error\	
Application Log:	C:\WINNT\Web VR2000\Log\	

This tab contains all of the locations for each directory used by the IN EBRS. Application location name and application location are set when the system is installed and therefore, cannot be manually changed. The remaining items on this tab are application import, export, errors and log. These four sections indicate the directory paths for the import, export, errors and log files. They can be manually changed at any time by clicking on the associated ellipses.

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### **Visual Cueing**

Visual Cueing	
Colors	
changing the background and text colors to signal a scheme consists of a Yellow background with Black	Visual Cueing colors. Visual Cueing is the process of problem to the user. The Genesis default Visual Cueing color text. Changing these colors will NOT affect your Windows ne, click Start, Settings, Control Panel, Display, and choose the rs will change colors for all Windows applications.
Visual Cueing Unresolved Colors	Visual Cueing Resolved Colors
Genesis <u>T</u> ext <u>B</u> ackground	Genesis <u>T</u> ext <u>Background</u>
1	

The default visual cueing color schemes are as follows:

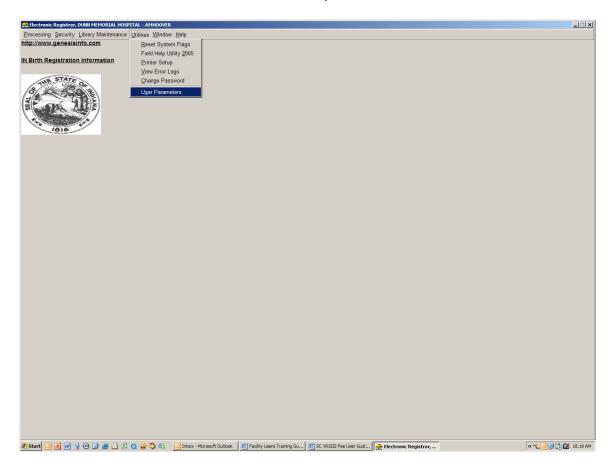
- Unresolved fields: bright yellow background with black text
- Field in focus: light yellow background with black text
- Resolved fields: white background with black text
- Disabled fields: gray background with white and/or black text

However, these colors may be changed to accommodate vision-impaired users. This is simply done by clicking on the text or background buttons and selecting the preferred color. The resolved colors can also be changed in this manner.

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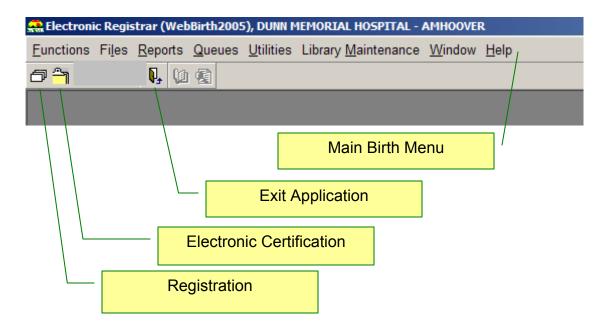
#### 3.1.4.4. Access User Parameters

1. From the SC VRSIIS Main Menu, click on Utilities, then User Parameters from the choices available in the drop-down list.



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#### 3.1.5. IN EBRS Birth Menu



Menu items can be accessed either by using your mouse or using your keyboard (Alt + Hotkey combination).

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#### 3.1.6. Adding an Attendant and/or Certifier in Library Maintenance

The purpose of adding an attendant and/or certifier in library maintenance is to populate the Attendants/Certifiers list that users from your facility can select from when assigning an attendant and/or certifier to a birth record.

Please follow the steps below to add an attendant and/or Certifier in Library Maintenance:

1. From the Birth Menu, under Library Maintenance, select Attendant/Certifier.

🊓 Electronic Registrar (WebBirth2005), DUNN M	IEMORIAL HOSPITAL - AMHO	OVER	_ 8 ×
Eunctions Files Reports Queues Utilities	Library Maintenance Wind	wow Help	
🗗 🆰 💷 🕵 🥟 🔍 🛄 🕼 🛞	Attendant/Certifier		
	<u>C</u> ounty		
	Eacility		
	State		
	<u>T</u> own		
	Zip Code		

2. Click on the Add New Record icon in the Attendant/Certifier Library Maintenance Table window to create a new entry.

	ance, DUNN MEMORIAL HOSP	ITAL - AMHOOVER					_
cord <u>E</u> dit <u>Window</u> <u>H</u> elp							
	, <b>V. (2)</b> (2)						
d a new record Facility Mame:	DUNN MEMORIAL HOSP	NT AL	_		-	Attendant/C	ertifier
Tacinty barne.	DUNN MEMORIAL HOSP	TAL	_		•		
First Name: AARC	NN	[.	Address:	2 NORTH MERIDIAN ST.			
Last Name: WAG	NER		State:	INDIANA	•		
Role: ATTE	NDANT/CERTIFIER	•	Town:	INDIANAPOLIS (MARION)			
							а
Type: M.D.		•	Zip Code:	46107 •			
			1.1				
Other:							
				Display In Lists?			
License:			PIN:	1000X			
						1	
NPI Number:						Sa	ive
		I.					
ttondonto/Cortifi							3 Records
ttendants/Certifi	ers						3 Records
			CERTIFIERTYPE			TOWNNAME	3 Records
CERTIFIERFIRSTNAM	E CERTIFIERLASTNAME WAGNER	ATTENDANT/CERTIFIER	M.D.	E CERTIFIERTYPEOTHER	2 NORTH MERID		3 Records
ttendants/Certifi CERTIFIERFIRSTNAM AANACHRISTINE CLAYTON	E CERTIFIERLASTNAME		M.D. M.D.	E CERTIFIERTYPEOTHER		IAN ST. INDIANAPOLIS IAN INDIANAPOLIS	3 Records

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3. Enter all available information in the appropriate fields and click on the Save button to add entry to the library maintenance table.

Attendant/Certifier Maintenance, DUNN MEMORIAL HOS	PITAL - AMHOOVER							_ 🗆 🗡
Record Edit Window Help								
🗅 🖬 × # 🖉 🔏 🛍 🛍 🚺 🛍 🍘								
						Atte	ndant/Certi	fier
Facility Name: DUNN MEMORIAL HOSI				•		71110		
DONITINEMONALEITOO								
First Name:		Address:						
,		1						
Last Name:		State:			•			
		1						
Role:	-	Town:						
		TOWN.			•		<b>C</b>	
Туре:	•	Zip Code:	•		_		0	
							00	
Other:								
		I	Display In Lists?					
License:								
		PIN:						
NPI Number:								
NPI Number.							Save	
	I							
Attendants/Certifiers								3 Records
Altendants/ oertiners								
CERTIFIERFIRSTNAME CERTIFIERLASTNAME AARON WAGNER	ATTENDANT/CERTIFIER		CERTIFIERTYPEOTHER	LICENSE	ADDRESS 2 NORTH MERIDIAN ST.	TOWNNAM		
ANNACHRISTINE HOOVER	ATTENDANT/CERTIFIER				2 NORTH MERIDIAN ST.	INDIANAPO		
CLAYTON HOOVER	ATTENDANT/CERTIFIER				2 NORTH MERIDIAN	LAWRENCE		
							<u> </u>	

4. Your entry should be immediately available in the list of Attendants/Certifiers for your facility.

	CERTIFIERLASTNAME	0007000000	OFFICIENT OF	CERTIFIERTYPEOTHER	LIOFNIOT	1000500	TOWNNAME	1
RUPERFIRSTNAME		ATTENDANT/CERTIFIER		CERTIFIERTYPEUTHER		2 NORTH MERIDIAN ST.	INDIANAPOLIS	
INACHRISTINE		ATTENDANT/CERTIFIER				2 NORTH MERIDIAN ST.	INDIANAPOLIS	
AYTON		ATTENDANT/CERTIFIER				2 NORTH MERIDIAN	LAWRENCEPORT	

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#### 3.1.7. Adding a New Birth Record

Please follow the steps below to add a new birth record in the IN EBRS:

1. Click on the Registration icon 🗇 found in the Birth Menu to access the registration screen.

Electronic Revistrar (WebBirth2005), DUNN MEMORIAL HOSPITAL - AMHOOVER	X
Eunctions Files Reports Queues Utilities Library Maintenance Window Help	
Reparation/inhouse	
_	

2. Click on the Create a New Record icon D to begin a new record in the IN EBRS.

Electronic Registrar (WebBirth2005), DUNN MEMORIAL HOSPITAL - AMHOOVER - [Registratio	n]			_ 8 ×
Eunctions Registration Piles Edit Reports Queues Utilities Library Maintenance V	<u>V</u> indow <u>H</u> elp			_8×
⋽ <sup>∽</sup> ┓╙ <u>⋒</u> ⊘∥ <mark>,</mark> А <u></u> <u></u> <u></u> , <i>⊂</i> , <i></i> ,				
MMR: Create a new record	ALL UNRESOLVED		×	
General Mother 1 Mother 2	Father Me	dical 1 Medical	2 Certifier	
		-		
Hello! This is a new design DESCRIPTION				
	Mother's Medical Reco		Child's Information	
Record Type?	Number:	d	Time of Birth:	
Child's Place of Birth			Time of Birth:	
Name:	-		Am/Pm:	
Type: County:			Date of	
State: City:	Date PA Signed:	1.1	Birth:	
Child's Connect Level News			Plurality:	
Child's Current Legal Name     First Name:     Middle Name:	Last Name:	Suffix:		
		-	Birth Order:	
- Mother's Current Legal Name			Number Of Infants Alive:	
First Name: Middle Name:	Last Name:	Suffix:		
		·	Child's Sex:	
Mother's Mailing Address				
Building Number: Pre Direction: Street Name:	Street Type: Post [	Direction: Apt#:		
		•	1	
State / Country: Country:	City:		Mother's Residence Address	
	•			
Zip: Ext: Inside City Limits?				
			Mother's Mailing Address	

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3. Enter all available information in applicable fields in the General Tab.

General	Mother 1	Mother 2	<u>F</u> ather	Medical <u>1</u>	Medical 2	Certifier
Record Type (Registration)	0KZ					
					– Child's Inf	
Record Type?			Mother'	s Medical Record		
Child's Place of Birth					Time of Bi	rth: _:_
Name:	_	_			Am/Pm:	•
Type:		County:			Date of	
State:		City:	Date P/	A Signed:	Birth:	
- Child's Current Legal Na	me			·		Plurality:
First Name:	Middle Na	ime:	Last Name:	Suffix:		<u> </u>
					<b></b>	Birth Order:
Mother's Current Legal N	lame					
First Name:	Middle Na	ime:	Last Name:	Suffix:		Number Of Infants Alive:
					<u> </u>	<b></b>
, 						Child's Sex:
Mother's Mailing Address Building Number:		Street Name:	Street Type:	Post Direction:	Apt#:	<u> </u>
Danangriancon	•					
State / Country:	County:		City:			
State / Country.	- County.		The second secon		- Moth	er's Residence Address
7:	Ext	Inside City Limits?				
Zip:					Mo	ther's Mailing Address
						<b>J</b>

- 4. Click on the Save icon III to save/initiate the record in the IN EBRS.
- 5. Enter all available information in applicable fields in the Mother 1 Tab.

General	Mother 1	Mother 2	Eather	Medical 1	Medical 2	Certifier
Mother's Date of Birth (Registra	ation)					
Mother's Information		Mother's Informa	tion			
Date of Birth:	Age:	Education:				•
State, Te	rritory, or Foreign Country of	Birth: Occupation:		Type of Business(Indust	ny):	
			Mother of Hispanic Orig	in? (Check only one)		
- Mother's Information Mother's SSN: SSN for Baby?	Will Infant Be Placed for Add	ption?	☐ 01. Yes, Me ☐ 02. Yes, Pu ☐ 03. Yes, Cu		ana (Specify)	
			🗖 99. Unknow	n if Spanish/Hispanic/Latina		
			Mother Of	Hispanic Origin?	Mother's Race	

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6. Enter all available information in applicable fields in the Mother 2 Tab.

General	Mother 1	Mother 2	Eather	Medical <u>1</u>	Medical 2	Certifier
Help For This Field Is Not Av	vailable.					
Mother's Health Informati	on		Cigarette Smol	king Before and During Preg	nancy	
	Food For Herself Because she					
was pregnant with this c	hild?	P	Three Months	s Before - Cigs / I	Day: Packs /	Day:
			First Three M	onths - Cigs / [	Day: Packs /	Day:
		Mother's Weight (Pe	Second Three	• Months - Cigs / I	Day: Packs /	Davi
		Prepregnancy:		Ŭ		
Mother's Height (Feet : Inches):	<u></u>	At Delivery:	Third Trimest	er - Cigs / I	Day: Packs /	Day:
Mother's Information						
Mother's Name Prior to	Her First Marriage					
First Name:		Middle Name:		Last Name:	Su	ffix:
		_				<u> </u>
				1		
Marital Status:			Is Mother Married	to the Father of This Child?		
		<b>•</b>				
			Paternity Affiday	vit Number:		
Will a Paternity Affidavit Be Completed?						

7. Enter all available information in applicable fields in the Father Tab (when there is a father associated with the birth record).

General	Mother 1	Mother 2	Eather	Medical <u>1</u>	Medical 2	Certitler
'ather's First Name (Regist	tration)					
Father's Current Legal N	lame	Father's Informa	lion			
First Name:						<b>•</b>
		Education:				
1		Occupation:		Type of Business(Indust	try):	
Middle Name:			Father of Hispanic Origi			
			Famer of hispanic Origi	in r (check only one)		
Last Name:			E 00 No. ant	Spanish/Hispanic/Latino		
			1 00. 100, 101	Spanishrnispanic/Launo		
Suffix:			🗖 01. Yes, Me	exican, Mexican American, Chic	ano	
	•		🗖 02. Yes, Pu	erto Rican		
,						
Father's Information			🗖 03. Yes, Cu	ban		
			T 04. Yes, oth	er Spanish/Hispanic/Latino		
Date of Birth:	_/ Age:				(Specify)	
State	, Territory, or Foreign Country of	Birth:		_		
State	, remory, or roleigh country or					
1						
			I 99. Unknow	n if Spanish/Hispanic/Latino		
Father's S5	SN:		Father Of	Hispanic Origin?	Father's Race	

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8. Enter all available information in applicable fields in the Medical 1 Tab.

General Mo	ther 1	Mother 2		Eather	Medical <u>1</u>	Medical 2	<u>C</u> ertitler
Help For This Field Is Not Available.							
Prenatal Care				Pick Factors In T	his Pregnancy (Check all that	tannlul	
Frenatal Care		-	-	00. None	ins Freghancy (check an una	appiy)	
Prena	ital Care?	1		Diabetes			
					. Prepregnancy (diagnosis prid	or to this prephancy)	
Date of First Visit:		Source of Prenatal Care			. Gestational (diagnosis in this		
Date of Last Visit:		Source or Prenatal Care		Hypertension	,,		
,				L 03	. Prepregnancy (chronic)		
Total Number of Prenatal Visits For This F	Total Number of Prenatal Visits For This Pregnancy:			□ <sup>04</sup>	I. Gestational (PIH, preeclamps	ia)	
1	Date Last Norm	al Menses Began: _/_/	_	🗖 05. Eclampsia			
		I		D 06. Previous	preterm birth		
Pregnancy History					vious poor pregnancy outcom ine growth restricted birth)	e (includes perinatal death, sma	all-for-gestational
Live Births Now Living:	_	Date of Last Liv	e Birth:	ageymaaaa	ine growaries alcied biral)		
Live births Now Living.		_/		-	cy resulted from infertility treatm		
Live Births Now Dead:	_				<ol> <li>Fertility-enhancing drugs, ar</li> </ol>	tificial insemination or intrauterir	ne insemination
Live Dinns Now Dead.							
Number of Other Pregnancy Outcomes:	Date of L Outcome	ast Other Pregnancy		,	<ol> <li>Assisted reproductive techn</li> </ol>		
oucomes.	Outcome			11. Mother h	ad a previous cesarean delive	ry If "YES", ho	
				<ul> <li>12. Antiretrov</li> </ul>	virals administered during preg		w many r
Risk Factors In This Pregnancy		Infections		13. Group B		nancy or at den/ery	
Obstetric Procedures		Onset of Labor		99. Unknowr			
Obstetric Procedures		Unset of Labor		1 33. OIKIOW			

9. Enter all available information in applicable fields in the Medical 2 Tab.

General	Mother 1	Mother 2	Eather	Υ	Medical 1	Medical 2	Certifier		
Characteristics of L&	Characteristics of L&D Method of Delivery Maternal Morbidity (Check All That Apply)								
Child's Health Information					00. None				
Birth Weight -					01. Induction of labor				
Grams:	Obstetric Estimate of	Gestation (Weeks):			02. Augmentation of labor				
	Calculated Gestation	(Weeks):			03. Non-vertex presentation	ı.			
Ozs:	Pounds, Ozs: <u>Apgar Score -</u>				04. Steroids (glucocorticoids) for fetal lung maturation received by the mother prior to delivery				
		at 5 minutes:	at 10 minutes:		U5. Antibiotics received by the mother during labor				
					06. Chorioamnionitis or maternal temperature >= 38 degrees C or 100.4 degrees F				
Abnormal	Conditions of the Newborn	Congenit	al Anomalies		07. Moderate/heavy mecor	ium staining of the amniotic flu	id		
Specify Facility:	Was Infant Transferred within 24 hours of Delivery?				08. Fetal intolerence of labor was such that one or more of the following actions was taken: in-utero resuscitative measures, further fetal assessment, or operative delivery				
	Is Infant Living at Time of Repo	irt?	•		09. Epidural or spinal anest	hesia during labor			
	Is Infant Being Breastfed at Di	scharge?	•		10. Abruptio Placenta				
Hepatitis B Immunization gi	Hepatitis B Immunization given:								

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10. Enter all available information in applicable fields in the Medical 2 Tab.

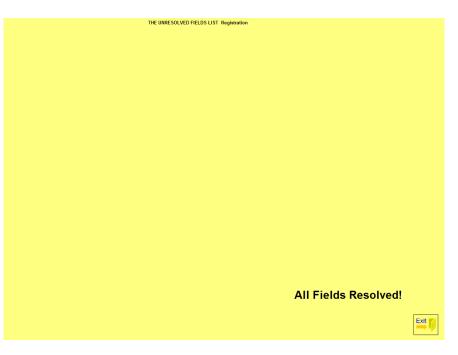
General	Mother 1	Mother 2	Eather	Medical 1	Medical 2	Certifier
tendant (Registration)						
Attendant/Certifier						
_				Is Certifier the Same as Attendar	t?	•
Attendant:			•			
Туре:				Certifier:		•
Address:				_		
State:				Туре:		
City:				Address:		
				State:		
Zip:				City:		
License number:				Zip:		
				License number:		
	Date	e Certified:		License number.		
rincipal Source Of Payment elivery:	For This		•	Other (Specify):		
nfant's Medical Record Num	ber:					
Newborn Screening Number	NT:					
Was the Mother Transferred	I to this Facility for Delivery?		<b>•</b>			
Specify Facility:	_	_	•			

- 11. Click on the Save icon 🔲 to save the record in the IN EBRS.
- 12. Check the Unresolved Fields List for fields that are still detected by the system as having the status of unresolved, by clicking on the record status frame of the registration screen.

General	Mother 1	Mother 2	Eather	Medical	1 Medical ;	2	Certifier
her Transferred (Regi	stration)						
ttendant/Certifier							
	HOOVER ANNACHRISTINE		•	Is Certifier the Same	as Attendant?	YES	•
Attendant:	,		_	Certifier: ITO	OVER ANNACHRISTINE		-
Type:	M.D.			ocitilier.	OVER ANNACHRISTINE	_	
Address:	2 NORTH MERIDIAN			Type:	M.D.		
State:	INDIANA			Address:	2 NORTH MERIDIAN		
City:	INDIANAPOLIS			State:	INDIANA		
Zip:	46107			City:	INDIANAPOLIS		
License number:				Zip:	46107		
				License number:			
	Date Ce	rtified: 11/17/2006 12:11	:46 PM	License number.			
incipal Source Of Paym	ent For This INDIAN HEALTH SER	1805	-				
alivery:	JINDIAN HEALTH SER	VICE	<u> </u>	Other (Spec	ify):		
fant's Medical Record N	lumber:	646					
	ſ						
Newborn Screening Nur	mber:	6565					
Was the Mother Transfe	rred to this Facility for Delivery?	NO	•				
Specify Facility:		_	•				

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13. The Unresolved Field List will identify any field (hyperlinked) that is still considered unresolved by the system. If there are any unresolved fields that are identified in this window, please complete (resolve) them as the record will not be available for release to your Local Health Department until all fields are detected as resolved.



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#### 3.1.8. Electronic Certification

Electronic Certification of a birth record is performed by the Certifier identified on the birth record in the Certifier Tab of the registration screen. If a certifier is NOT identified on the record, he/she will NOT be able to perform electronic certification on the birth record.

Please follow the steps below to perform electronic certification on a birth record.

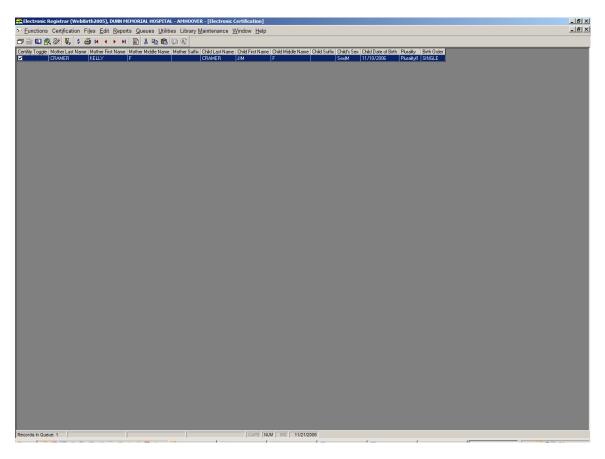
- 1. Certifier must be logged in to the IN EBRS to access the Electronic Certification function. Please follow the directions contained in this document (3.1.1 Login).
- 2. From the Birth Menu, click on the Electronic Certification icon.
- 3. Select a certifier from the drop-down list in the Certifier window and enter the four-digit PIN.

Please Login			
Certifier:			•
PIN:			
	<u>o</u> k	<u>C</u> ancel	

If this is the first time that a certifier is accessing the electronic certification function of the IN EBRS, the system will prompt the user to enter the temp PIN and specify a new PIN.

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4. All records assigned to the certifier will appear on the certification screen.



5. Select the record(s) you would like to certify by checking (or unchecking) the box(es) (under the Certify Toggle column) that corresponds with the birth record(s) you wish to certify.



6. Click on the Certify Record icon 📓 to certify the selected record(s).

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7. Please re-enter your four digit PIN when prompted by the system and click OK.

Please enter your PIN number	
I certify that the birth represented here did specified.	take place at the date and time
PIN:	
<u>O</u> K	Cancel

8. To print a print a listing of the records that were certified during this session select Yes; to close the window without printing select No.

Print	×
?	Would you like to print a listing of the records just certified ?
	Yes No

9. To exit the Electronic Certification screen click on [ X ] located at the top right hand corner of the screen. (Note: 2<sup>nd</sup> 'X' from the top).

			_B×	L
			<u>-</u> षि×	I)
Plurality	Birth Order SINGLE			[
Plurality[1	SINGLE			

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#### 3.1.9. Searching for a Birth Record

There are two ways to search for and retrieve a birth record in the IN EBRS.

- 1. Unresolved Work Queue contains all the unresolved birth records for your facility.
- 2. Search Engine retrieved all records (both resolved and unresolved) associated with your facility.

#### Unresolved Work Queue

1. Expand the drop-down list by clicking on the arrow to view/select the appropriate unresolved record.

D 🔍 🖉 🔍 🛤 D 🖬 🖉 😂	\$ K 4 <b>→</b> N ⊕ :	⇒ 🌡 🖻 🛍 🕼 🖗						
			ALL UNRESOLVE	-				
					CRAMER JIM(C), 11/1	0/2006, SINGLE		
General	Mother 1	Mother 2	<u>F</u> ather	<u> </u>	Medical 1	Medica	al <u>2</u>	<u>C</u> ertifier
lellol This is a new design DESCRIP	TION							
							Child's Infor	mation
Record Type?			•	Mother's Me Number:	dical Record			
Child's Place of Birth					1		Time of Birth	с <u></u>
Name:			•					
							Am/Pm:	
Туре:	Co	unty:					Date of Birth:	
State:		City:		Date PA Sig	ned: _/_/_	_	Dirtii.	
Child's Current Legal Name					1			Plurality:
First Name:	Middle Nam	e.	Last Name:		Suffix:			
								Birth Order:
						~		
Mother's Current Legal Name								Number Of Infants Alive:
First Name:	Middle Nam	e:	Last Name:		Suffix:			
						Ŧ		
J	I		1					Child's Sex:
Mother's Mailing Address								•
Building Number: Pr	e Direction: St	reet Name:	Stree	et Type:	Post Direction:	Apt#:		
	•				-			
State / Country:	County:		City:				Mathar	's Residence Address
	• 000000					-	Wother	s Residence Address
Zip: Ext:	!	nside City Limits?						
<u> </u>	ļ	•					Mothe	er's Mailing Address

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The following filters can also be applied to the Unresolved Work Queue to increase the specificity of your search: Uncertified Records and Unsent Paternity.

🌨 Electronic	Registrar (WebBirth	2005), DUNN MEMORIAL HOSPITA	- AMHOOVER - [Registratio	n]				_ 8 ×
Eunction	s Registration Files	s <u>E</u> dit <u>R</u> eports <u>Q</u> ueues <u>U</u> tiliti	es Library <u>M</u> aintenance <u>V</u>	<u>Y</u> indow <u>H</u> elp				_ 8 ×
67 🌥 🔟 (	9, 🌽 🎙 🖟 🗅 I	<b></b>	🕺 🖻 🛍 🕼 😥					
MMR:				ALL UNRESOLVED	•			
	l			ALL UNRESOLVED				
	General	Mother 1	Mother 2	UNCERTIFIED RECORDS UNSENT PATERNITY	Medical 1	Medical 2	Certifier	

2. Click on the Search icon to access the Registration Search screen.

is. Search	X = 6 2
Child's Information	Mother's Information
First Name:	Mother's Medical Record Number:
Middle Name: Suffix:	Infant's Medical Record Number:
Last Name:	First Name:
Date of Birth: /	Middle Name:
Bith Order: Sex. Sex.	Last Name
- Father's Information	Suffix
First Name:	- Attendant/Certifier
Middle Name:	Attendant:
Last Name:	Certifier
	Filter:
	Number of Records Found: 0
Eind Select Record(s) Clear	Egit Shown: 0 to: 0
	T T

3. Enter identifying information about the birth record you wish to view and/or retrieve and click on the Find button.

Note: Child's Date of Birth is a mandatory field.

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4. Records that match the search criteria will be displayed in the record grid.

	Eind	<u>S</u> elect Reco	rd(s)	<u>C</u> lear		E	E <u>x</u> it	Number of Shown:	Records Fo	und: to:	1	1
Child's ID	Child's Date of Birth	Child's First Name	Child's Middle Name	Child's Last Name	Child's Suffix	Birth Order	Child's Sex	Father's First Name	Father's Mid	Idle Name	Father's Last Na	-
5120000046	80 11/10/2006	JIM	F	CRAMER		SINGLE	MALE					<b>•</b>
												▲ ▼
<u>( )</u>											Þ	<b>_</b>

- 5. Select the appropriate record from the grid (single-click to highlight) and click on the Select Record(s) button.
- 6. The system will retrieve the record from the database and display it on the registration screen for viewing and/or further editing.

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#### 3.1.10. Updating an Unresolved Birth Record

Editing and/or updating fields in a birth record is possible for records that have not yet been released (legal and/or statistical) to your Local Health Department.

Please follow the steps below to update an unresolved birth record:

- 1. Retrieve the unresolved record to the Registration screen using either the Unresolved Work Queue or the Search Engine.
- 2. Check the Unresolved Field List for fields that is still considered unresolved by the system.

Note that each field listed in the Unresolved Field List is a hyperlink to the direct location of the field in question. Clicking on the hyperlink will bring you directly to the selected unresolved field.

- 3. Update the unresolved fields in the birth record.
- 4. Verify that all fields are resolved by checking the Unresolved Fields List.
- 5. Click on the Save icon **I** to save the changes you made on the record.

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#### 3.1.11. Releasing a record to your Local Health Department

In order for a birth record to be eligible for release to your Local Health Department all applicable fields must be detected as resolved by the system. When the IN EBRS detects that all fields are completed when the record is saved, the system will ask you the following (as applicable):

- Would you like to legally release this record to the system?
- Would you like to statistically release this record to the system?

Answering 'Yes' to each prompt will lock that portion of the record in the system preventing further editing.

Answering 'No' to each prompt will not release the applicable portion to the system.

Answering 'Yes' to both prompts will lock the entire record (no longer editable in your facility) and releases the entire record to your Local Health Department.

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### 3.1.12. Printing Forms

The following forms are available for printing using the IN EBRS:

- Paternity Affidavit
- Verification of Birth Facts
- SSA Public Assistance Letter

Click on the Printer icon found in the Birth Menu on the Registration screen and select the form you wish to print from the list.

	PA ication of Birth Facts al Security Letter	ALL UNRESOLVED	FORD HENRY(C), 11/2	1/2006, SECOND	~
	ner 1 Vigther 2	<u>F</u> ather	Medical 1	Medical 2	Certifier
ecord Type (Registration) ok2				⊤ Child's Inf	
Record Type? BORN AT FACILITY		Moth Num	er's Medical Record	Time of Bi	
Child's Place of Birth					00.14
Name: CAMERON MEMOR	RIAL COMMUNITY HOSPITAL, INC.	•		Am/Pm:	AM
Type: Hospital State: INDIANA	County: STEUBEN City: ANGOLA	Date	PA Signed:	Date of Birth:	11/21/2006
Child's Consent Land Manag					Plurality:
Child's Current Legal Name	Middle Name:	Last Name:	Suffix:	TWINS	•
HENRY		FORD	Sumx.		Birth Order:
		T		SECOND	•
Mother's Current Legal Name					Number Of Infants Alive:
First Name:	Middle Name:	Last Name:	Suffix:	2	
HANNAH		SMITH			Child's Sex:
Mother's Mailing Address				MALE	•
Building Number: Pre Dire		Street Type	Post Direction:	Apt#:	
		City:			
State / Country:	County: STEUBEN			Moth	er's Residence Address
	Inside City Limits?				
Zip: Ext:	YES			Mot	ther's Mailing Address

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The system will display the form in Print-Preview mode.

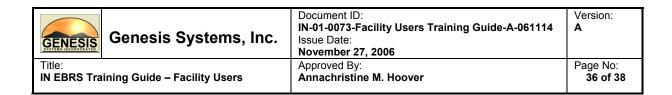
	view (PATERNITY AFFIDAVIT FORM), CAMERON MEMORIAL COMMUNITY HOSPIT	I, INC AMHOOVER		
Prime Number 2012 Print Prime Prima Prime Prima Prime Prima Prime Prima Prima Prima Prima	🗃 Brint   Q. Q. 90 % 💽   🖧 🕼 1/1 🛛 🔶 Beck ⇒ Fgrv			
	A STATE AND A STATE AND A STATE AND A STATE			
Verminance of the control of th				
Numerature       Numerature         Corps of Impair       Numerature         Corps of Impair       Numerature         Statistication       Numerature         Corps of Impair       Numerature         Statistication       Numerature         Corps of Impair       Numerature         Statistication       Numerature				
Comport of TEXTERST       Fast of TEXTERST       Fast of TEXTERST       Fast of TEXTERST         Vis. <u>HANNAH INTIT</u> at <u>HANDED TOTS</u> , have read and and condenced the general information         SCICTON A - ACCRONALIDATION OF ATTERNITY BER RECORDED IN THE READ TOTS TAL, DOL.       TEXTERNITY       TEXTERNITY         SCICTON A - ACCRONALIDATION OF ATTERNITY BER RECORDED IN THE MEDICAL PATTERNITY AND RECORD TOTS TALL PATTERNITY AND RECORDED IN THE MEDICAL				
Corey of TENERSY       Ison of TENERSY       A MARCH TONY         Nr. MAXMANI MINIT       at MARCH TONY       An end and and and and and and and and and a				
No. 12.002	Statutory Authority. JC 16 37-2-2.1 Confidential: JC 16 37-1-10			
No. 12.002	County of STRUREN State of INDIANA PAN	order: 000113		
page tag in a filter it, brag they may may an address as surgery and the second as a second asecond as a second as a second asecond aseco				
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		Statutorv Authority. JC16 37-2-2.1 Confidential: JC16 37-1-10
	County of STEUBEN	State of INDIANA PA Number: 000113
	We, HANNAH SMITH	and HAROLD FORD , have read and understand the general information
	regarding this affidavit, b	ng duly six ana upon cath depose and say:

Click on OK to print.

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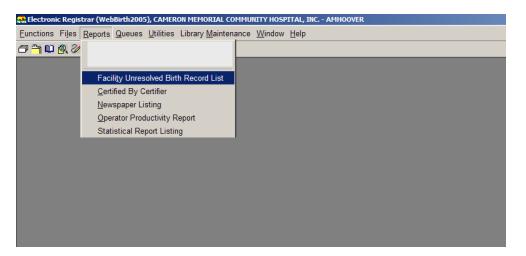
#### 3.1.13. Printing Reports

The following reports are available for printing using the IN EBRS:

- Facility Unresolved Birth Records
- Operator Productivity
- Statistical Report
- Newspaper Listing
  - 1. Click on <u>Reports</u> found in the Birth Menu.

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2. Select the report you wish to print from the list.



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Title IN I		ining Guide – Facility Users	Approved By: Annachristine M. Hoover	Page No: 37 of 38

3. The system will display the report in Print-Preview mode.

11/22/20 Total Re	006 cords: 1		Facility Unresolve				Page	e: 1 of	1	
ild's DOB	Child's Last Name, First Name	Mother's Medical Record No.	Mother's Name (Last, First, Middle)	Plurality	Birth Order	Not Certified	Not Legally Released	Paternity Not Signed	Not Stat Released	-
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4. Click on the Print Icon found on the top left corner of the screen.



5. Click on OK to print.

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