

# 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

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b>	Version: <b>A</b>
		Issue Date: <b>November 27, 2006</b>	
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>2 of 38</b>

# Table of Contents

<b>1.0</b>	<b>Version / Change Log .....</b>	<b>3</b>
<b>2.0</b>	<b>Introduction .....</b>	<b>4</b>
<b>2.1.</b>	<b>Scope .....</b>	<b>4</b>
<b>2.2.</b>	<b>Management/Technical Issues .....</b>	<b>4</b>
<b>3.0</b>	<b>Training Topics.....</b>	<b>5</b>
<b>3.1.1.</b>	<b>Login .....</b>	<b>6</b>
<b>3.1.2.</b>	<b>Logout.....</b>	<b>7</b>
<b>3.1.3.</b>	<b>Navigating the IN EBRS.....</b>	<b>8</b>
<b>3.1.4.</b>	<b>Utilities Set Up and Configuration .....</b>	<b>12</b>
3.1.4.1.	About Printer Setup.....	12
3.1.4.2.	Configure a Report or Form for Printing.....	13
3.1.4.3.	About User Parameters.....	14
3.1.4.4.	Access User Parameters .....	16
<b>3.1.5.</b>	<b>IN EBRS Birth Menu .....</b>	<b>17</b>
<b>3.1.6.</b>	<b>Adding an Attendant and/or Certifier in Library Maintenance.....</b>	<b>18</b>
<b>3.1.7.</b>	<b>Adding a New Birth Record.....</b>	<b>20</b>
<b>3.1.8.</b>	<b>Electronic Certification .....</b>	<b>26</b>
<b>3.1.9.</b>	<b>Searching for a Birth Record.....</b>	<b>29</b>
<b>3.1.10.</b>	<b>Updating an Unresolved Birth Record.....</b>	<b>32</b>
<b>3.1.11.</b>	<b>Releasing a record to your Local Health Department .....</b>	<b>33</b>
<b>3.1.12.</b>	<b>Printing Forms.....</b>	<b>34</b>
<b>3.1.13.</b>	<b>Printing Reports .....</b>	<b>36</b>

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>3 of 38</b>

## 1.0 Version / Change Log

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

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>4 of 38</b>

## 2.0 Introduction

### 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.

### 2.2. Management/Technical Issues

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

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>5 of 38</b>

### 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

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>6 of 38</b>

### 3.1.1. Login

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

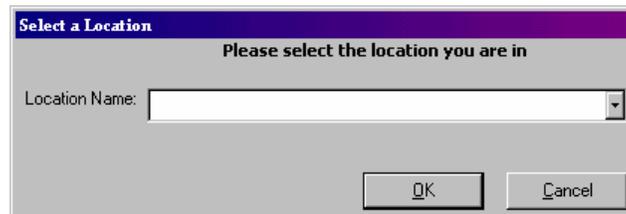


2. Login to the EBRS by entering your username and password in the appropriate fields provided and Click OK.



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.

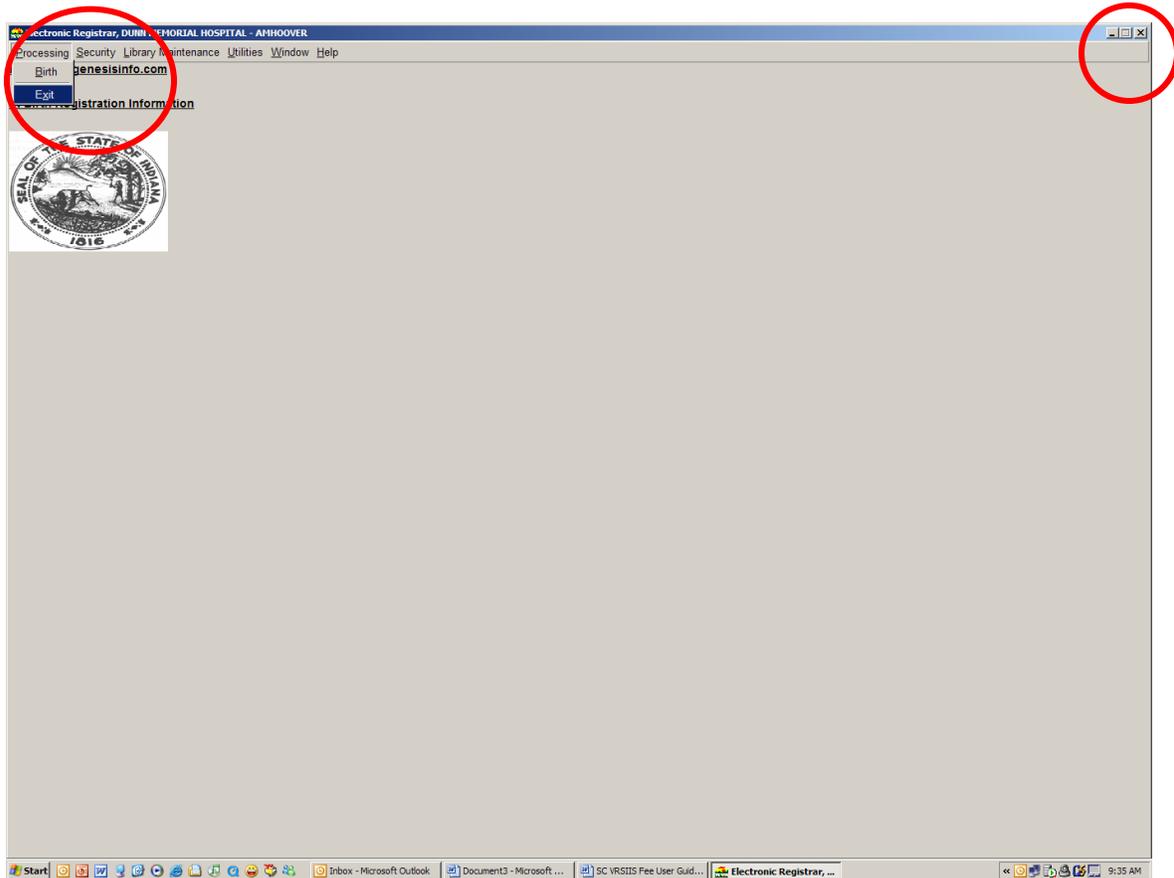


	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>7 of 38</b>

### 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.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRs Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>8 of 38</b>

### 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.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>9 of 38</b>

**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 your 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.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRIS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>10 of 38</b>

## Registration Toolbar

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

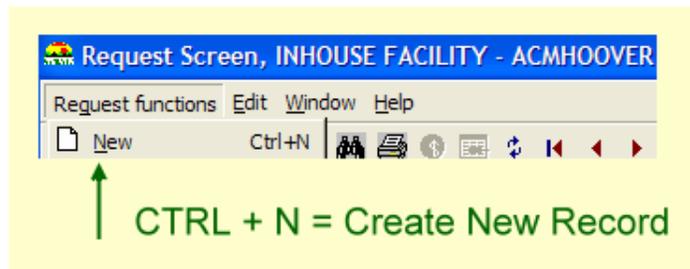
Icon	Hot Key	Registration Function
	Alt + F + X	Exit the Application
	Alt + G + F Ctrl + F	Find Records
	Alt + G + N Ctrl + N	Create a <u>N</u> ew Record
	Alt + G + S Ctrl + S	<u>S</u> ave the Current Record
	Alt + G + A	C <u>a</u> ncel
	Alt + G + D	<u>D</u> elete Record
	Alt + G + P	<u>P</u> rint Menu
	Alt + G + R F5	<u>R</u> efresh Record Queue
		Move to the First Record
	Alt + G + I	Move to the Pre <u>v</u> ious Record
	Alt + G + E	Move to the N <u>e</u> xt Record
	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 <u>S</u> creen
	Alt + E + U	C <u>u</u> t
	Alt + E + O	C <u>o</u> py
	Alt + E + P	<u>P</u> aste
	Alt + H + H F1	Topic <u>H</u> elp

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>11 of 38</b>

Icon	Hot Key	Registration Function
	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 underscored letter in various menu items.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b>	Version: <b>A</b>
		Issue Date: <b>November 27, 2006</b>	Page No: <b>12 of 38</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	

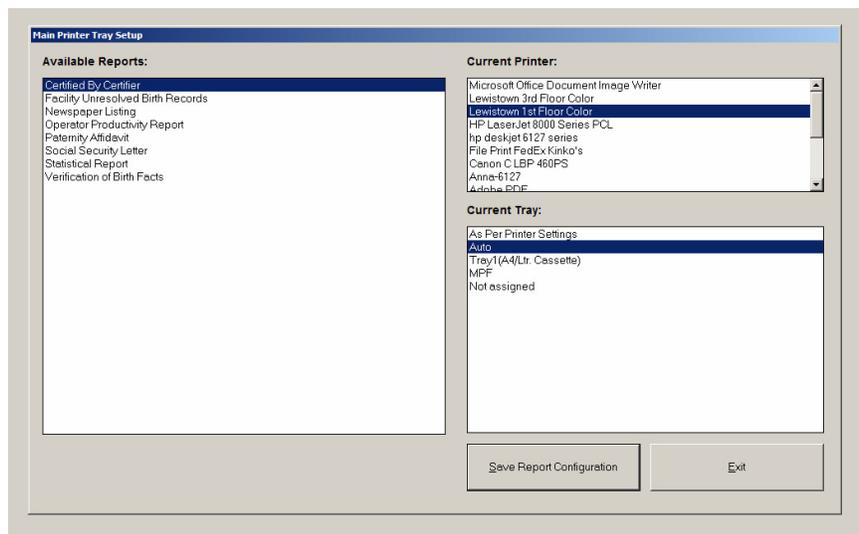
### 3.1.4. Utilities Set Up and Configuration

#### 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



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.

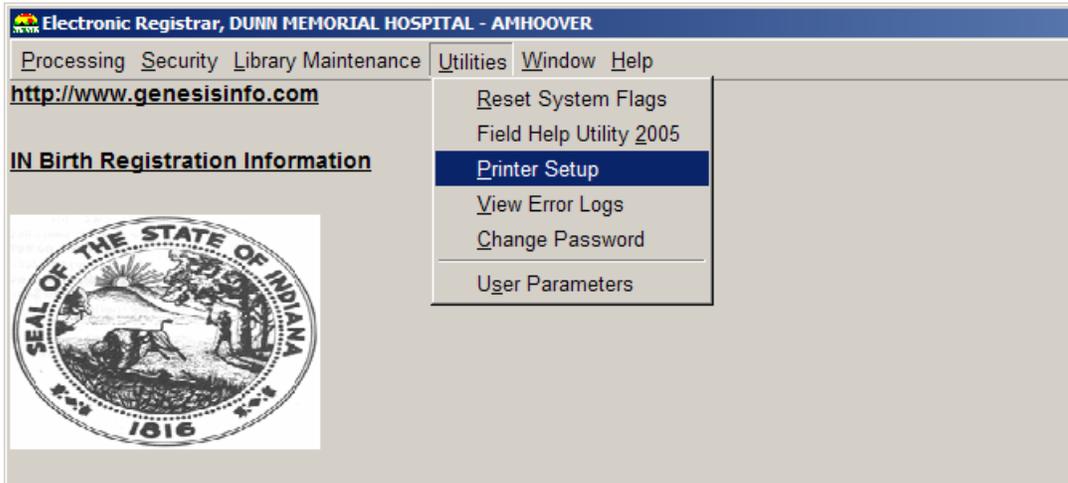
#### Current Tray

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.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRs Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>13 of 38</b>

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

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



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.

 <b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
	Title: <b>IN EBRS Training Guide – Facility Users</b>	Approved By: <b>Annachristine M. Hoover</b>

### 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: AA\AA

Application Location: C:\WINNT

Application Import: C:\WINNT\Web VR2000\Import ...

Application Export: C:\WINNT\Web VR2000\Export ...

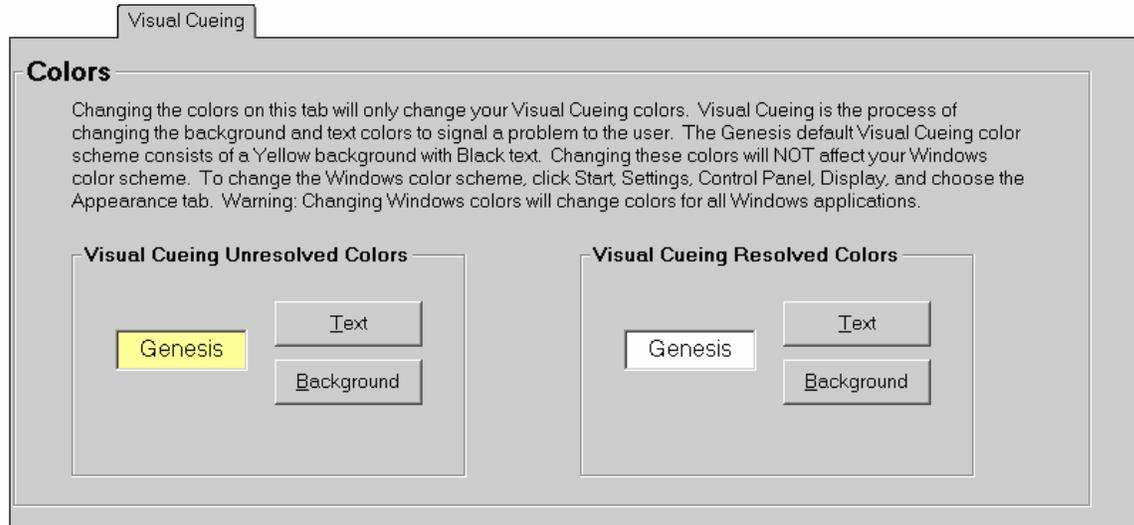
Application Errors: C:\WINNT\Web VR2000\Error ...

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.

 <b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
	Title: <b>IN EBRIS Training Guide – Facility Users</b>	Approved By: <b>Annachristine M. Hoover</b>

## Visual Cueing



The default visual cueing color schemes are as follows:

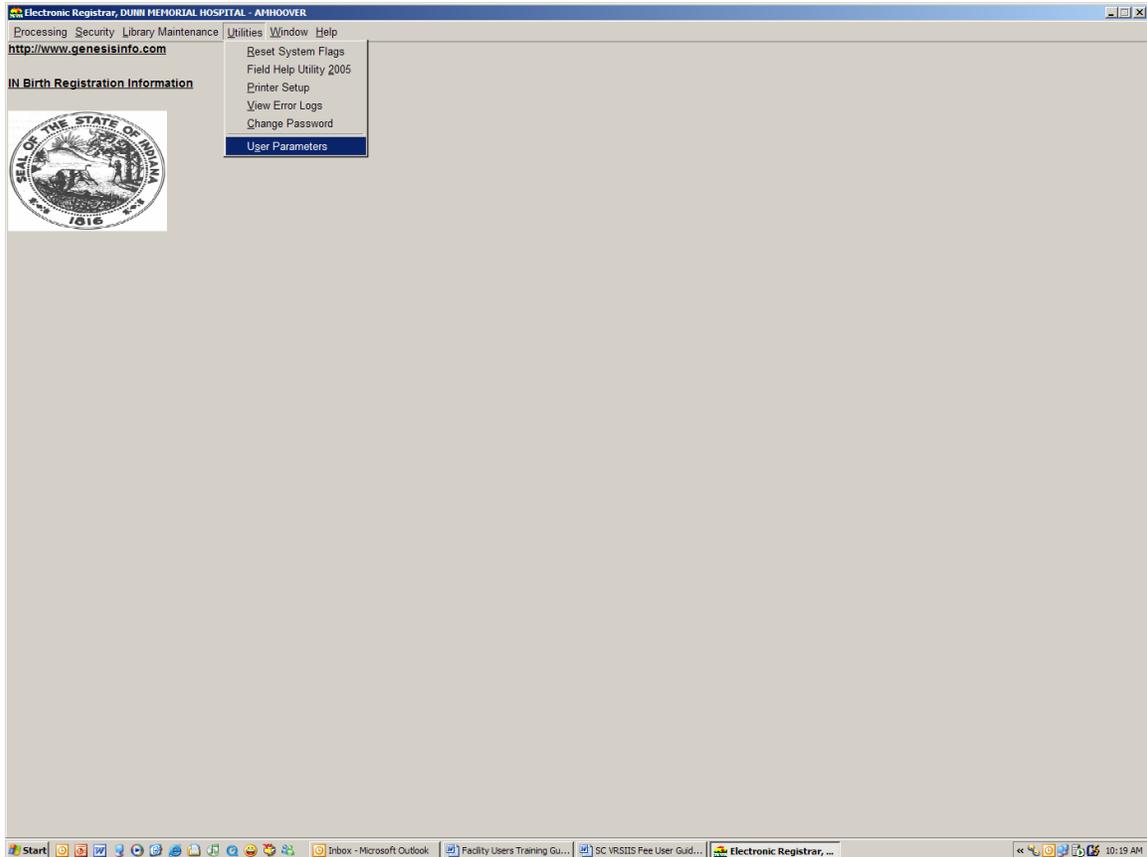
- Unresolved fields: **bright yellow background with black text**
- Field in focus: **light yellow background** with black text
- Resolved fields: white background with black text
- Disabled fields: **gray background** with white and/or black text

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.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRs Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>16 of 38</b>

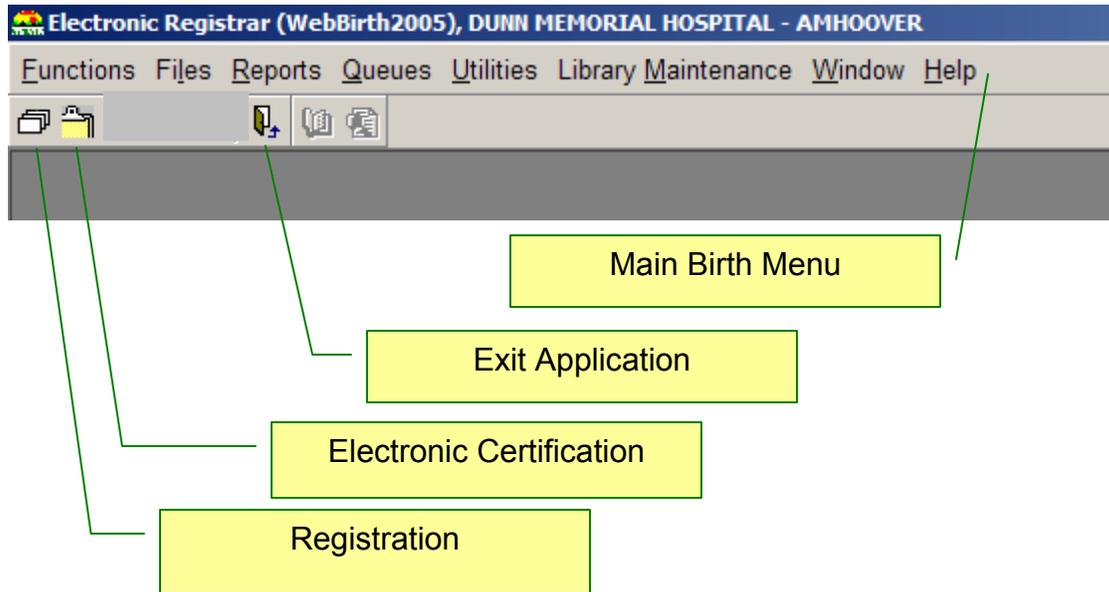
### 3.1.4.4. Access User Parameters

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



	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>17 of 38</b>

### 3.1.5. IN EBRS Birth Menu



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

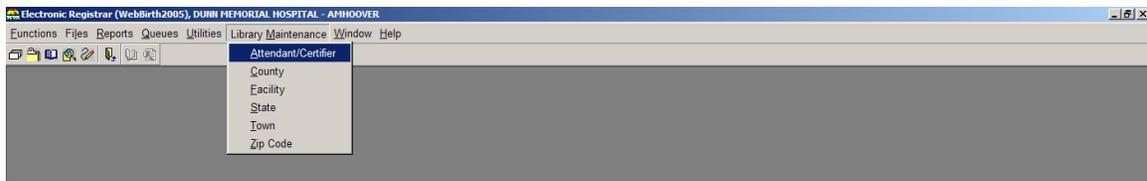
	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>18 of 38</b>

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

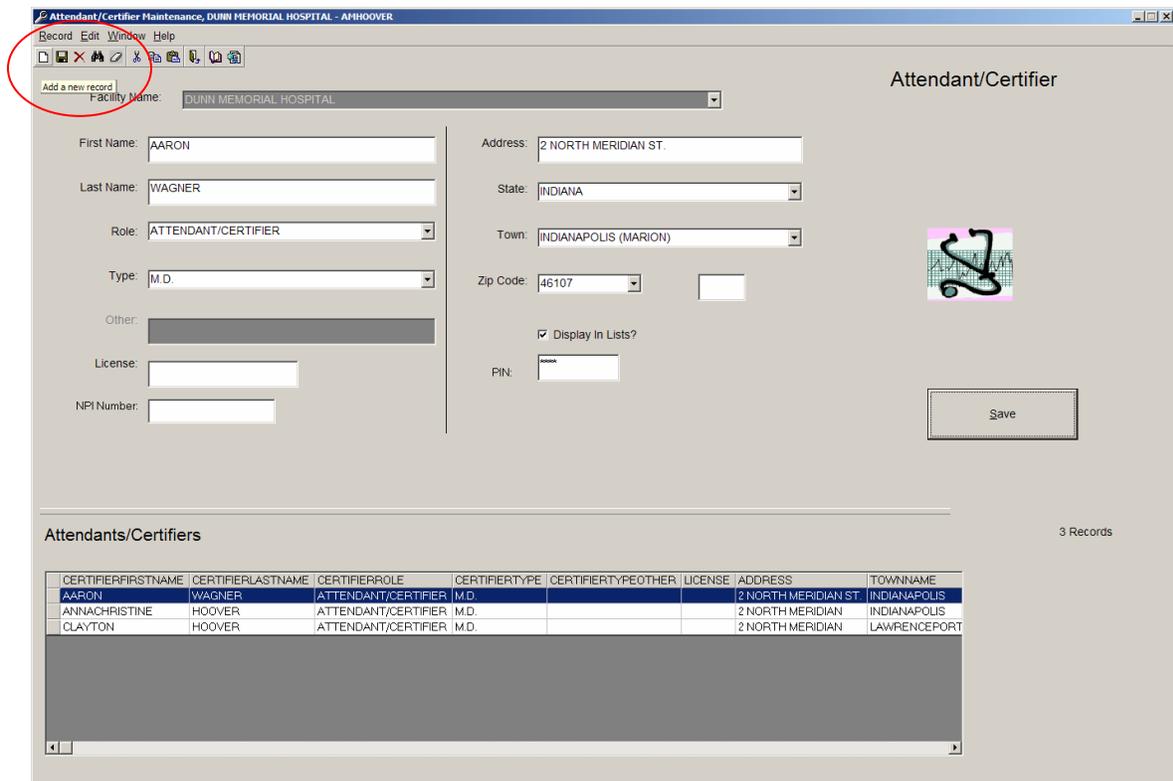
The purpose of adding an attendant and/or certifier in library maintenance is to populate the Attendants/Certifiers list that users from your facility can select from when assigning an attendant and/or certifier to a birth record.

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.



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

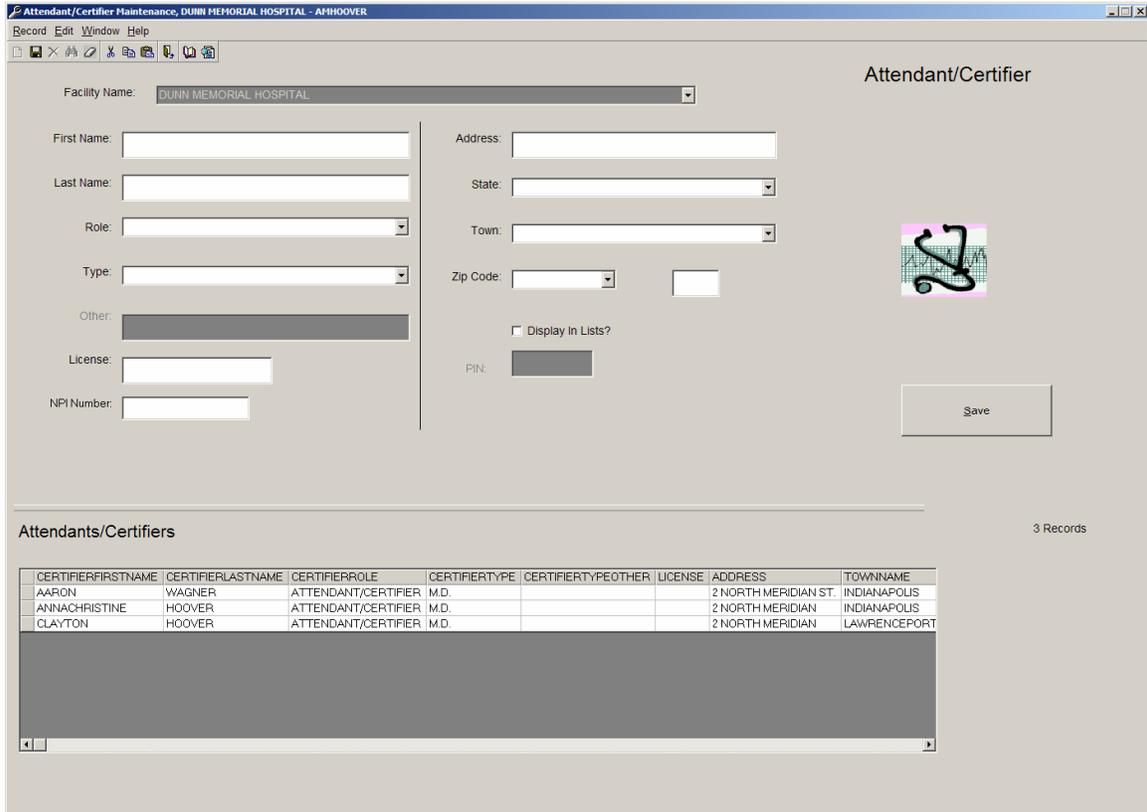


Attendants/Certifiers

CERTIFIERFIRSTNAME	CERTIFIERLASTNAME	CERTIFIERROLE	CERTIFIERTYPE	CERTIFIERTYPEOTHER	LICENSE	ADDRESS	TOWNNAME
AARON	WAGNER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN ST	INDIANAPOLIS
ANNACHRISTINE	HOOVER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN	INDIANAPOLIS
CLAYTON	HOOVER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN	LAWRENCEPORT

 <b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
	Title: <b>IN EBRS Training Guide – Facility Users</b>	Approved By: <b>Annachristine M. Hoover</b>

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

Facility Name: DUNN MEMORIAL HOSPITAL

First Name:

Last Name:

Role:

Type:

Other:

License:

NPI Number:

Address:

State:

Town:

Zip Code:

Display In Lists?

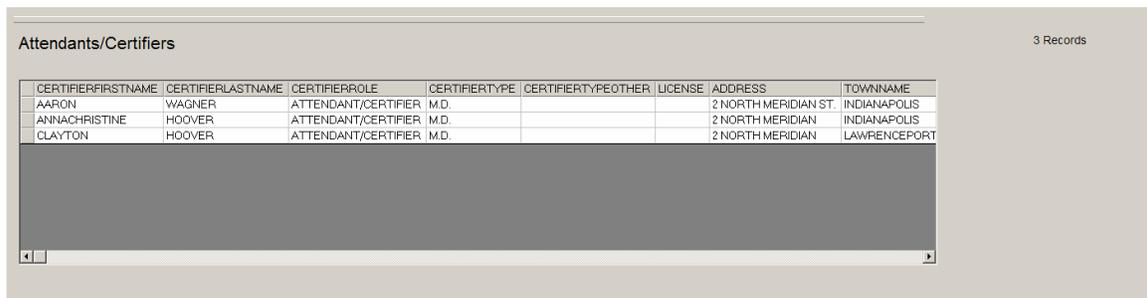
PIN:

Save

Attendants/Certifiers 3 Records

CERTIFIERFIRSTNAME	CERTIFIERLASTNAME	CERTIFIERROLE	CERTIFIERTYPE	CERTIFIERTYPEOTHER	LICENSE	ADDRESS	TOWNNAME
AARON	WAGNER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN ST.	INDIANAPOLIS
ANNACHRISTINE	HOOVER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN	INDIANAPOLIS
CLAYTON	HOOVER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN	LAWRENCEPORT

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



Attendants/Certifiers 3 Records

CERTIFIERFIRSTNAME	CERTIFIERLASTNAME	CERTIFIERROLE	CERTIFIERTYPE	CERTIFIERTYPEOTHER	LICENSE	ADDRESS	TOWNNAME
AARON	WAGNER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN ST.	INDIANAPOLIS
ANNACHRISTINE	HOOVER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN	INDIANAPOLIS
CLAYTON	HOOVER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN	LAWRENCEPORT

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>20 of 38</b>

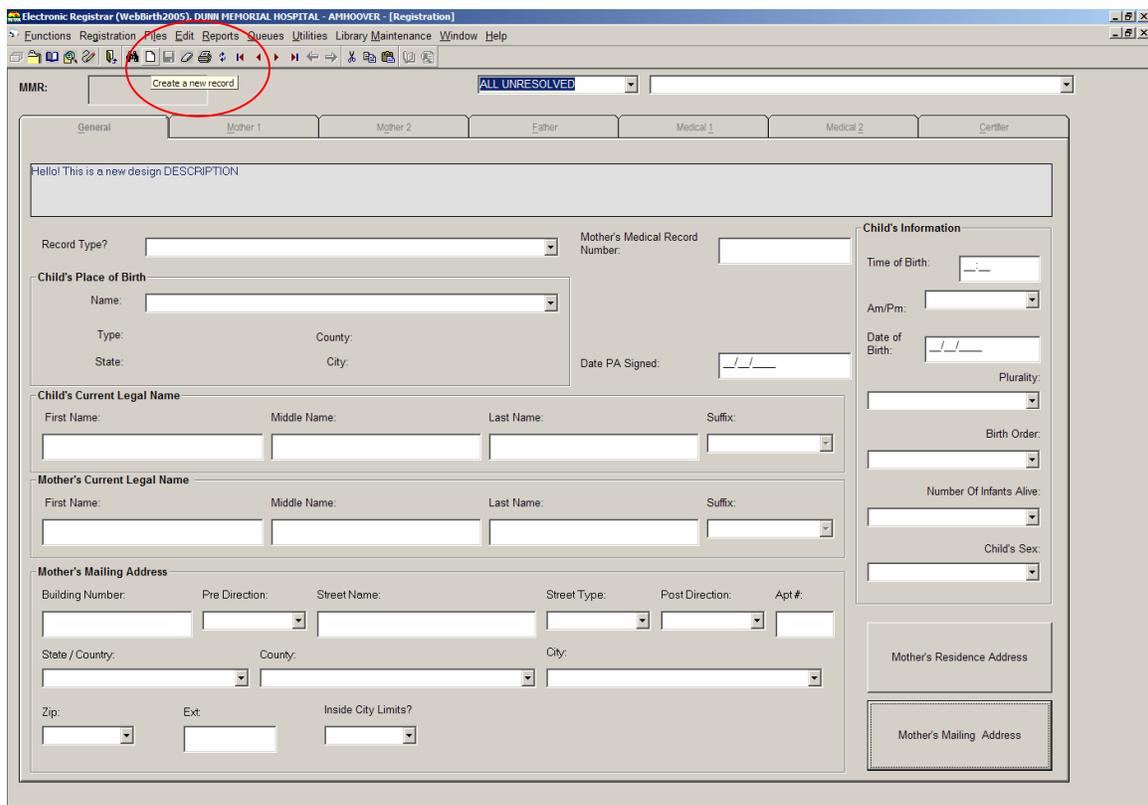
### 3.1.7. Adding a New Birth Record

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.



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



Electronic Registrar (WebBirth2005). DUNN MEMORIAL HOSPITAL - AMHOOVER - [Registration]

Functions Registration Files Edit Reports Queues Utilities Library Maintenance Window Help

MMR: Create a new record ALL UNRESOLVED

General Mother 1 Mother 2 Father Medical 1 Medical 2 Certifier

Hello! This is a new design DESCRIPTION

Record Type?  Mother's Medical Record Number:

**Child's Place of Birth**

Name:

Type:  County:

State:  City:

Date PA Signed:

**Child's Current Legal Name**

First Name:  Middle Name:  Last Name:  Suffix:

**Mother's Current Legal Name**

First Name:  Middle Name:  Last Name:  Suffix:

**Mother's Mailing Address**

Building Number:  Pre Direction:  Street Name:  Street Type:  Post Direction:  Apt #:

State / Country:  County:  City:

Zip:  Ext:  Inside City Limits?

**Child's Information**

Time of Birth:

Am/Pm:

Date of Birth:

Plurality:

Birth Order:

Number Of Infants Alive:

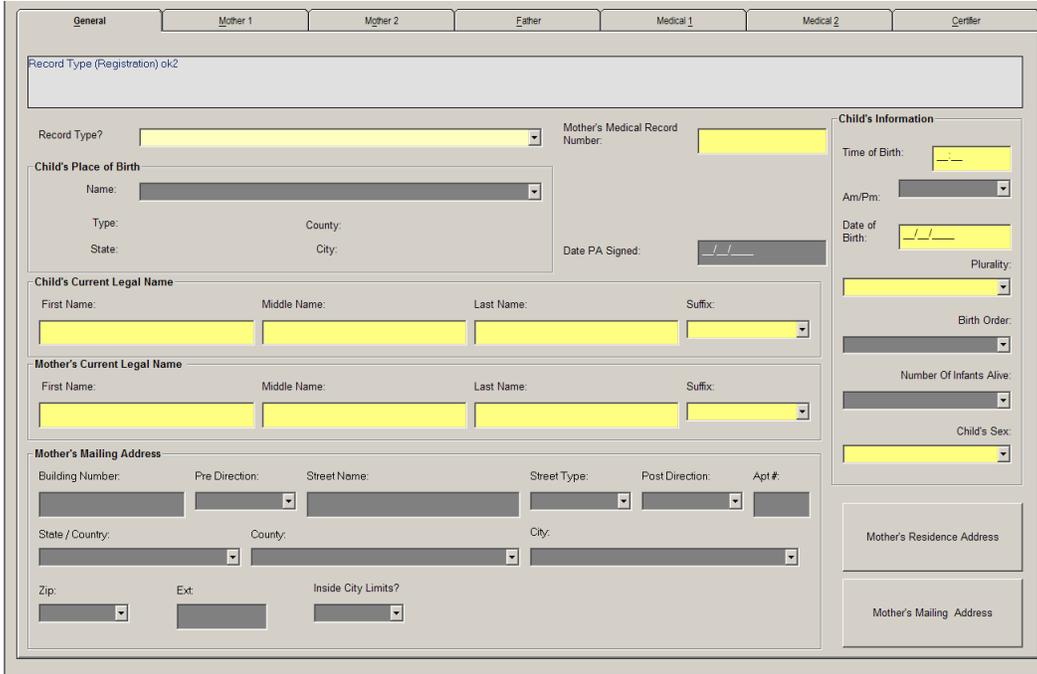
Child's Sex:

Mother's Residence Address

Mother's Mailing Address

 <b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
	Title: <b>IN EBRS Training Guide – Facility Users</b>	Approved By: <b>Annachristine M. Hoover</b>

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

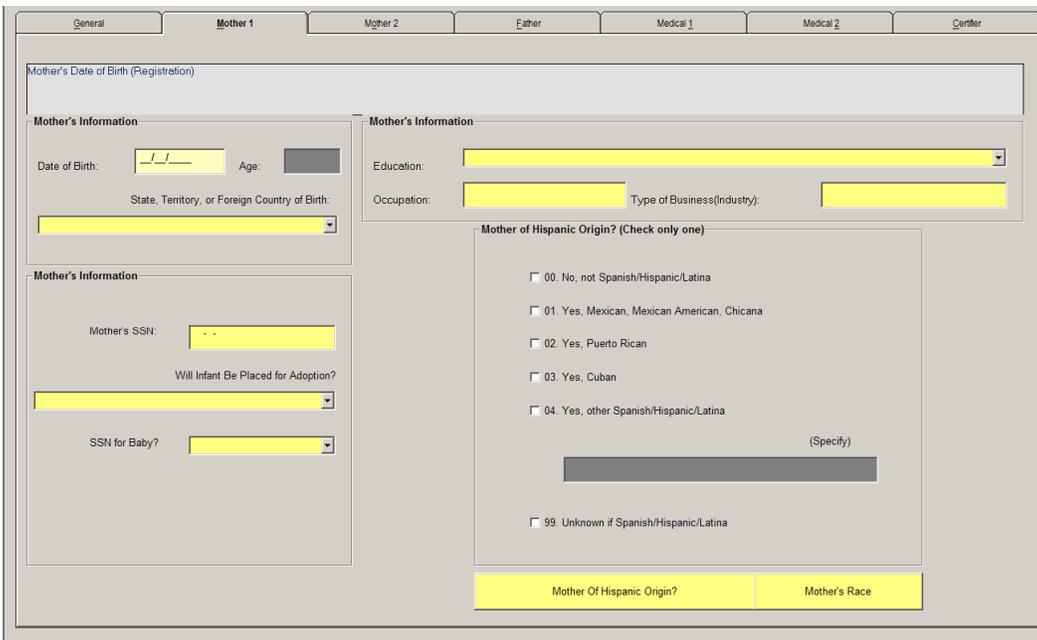


The screenshot shows the 'General' tab of a registration form. It includes sections for:
 

- Record Type:** (Registration) ok2
- Child's Place of Birth:** Name, Type, State, County, City.
- Child's Current Legal Name:** First Name, Middle Name, Last Name, Suffix.
- Mother's Current Legal Name:** First Name, Middle Name, Last Name, Suffix.
- Mother's Mailing Address:** Building Number, Pre Direction, Street Name, Street Type, Post Direction, Apt #, State / Country, County, City, Zip, Ext, Inside City Limits?
- Child's Information:** Time of Birth, Am/Pm, Date of Birth, Plurality, Birth Order, Number Of Infants Alive, Child's Sex.
- Mother's Residence Address** and **Mother's Mailing Address** buttons.

4. Click on the Save icon  to save/initiate the record in the IN EBRS.

5. Enter all available information in applicable fields in the Mother 1 Tab.

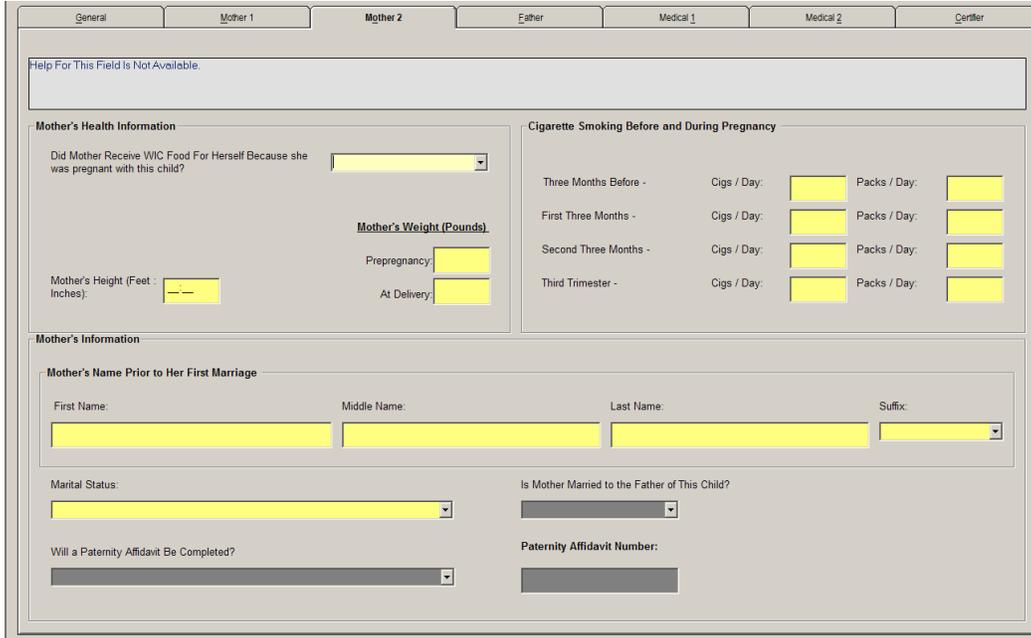


The screenshot shows the 'Mother 1' tab of the registration form. It includes sections for:
 

- Mother's Date of Birth (Registration)**
- Mother's Information:** Date of Birth, Age, State, Territory, or Foreign Country of Birth, Education, Occupation, Type of Business (Industry).
- Mother's Information:** Mother's SSN, Will Infant Be Placed for Adoption?, SSN for Baby?
- Mother of Hispanic Origin? (Check only one):**
  - 00. No, not Spanish/Hispanic/Latina
  - 01. Yes, Mexican, Mexican American, Chicana
  - 02. Yes, Puerto Rican
  - 03. Yes, Cuban
  - 04. Yes, other Spanish/Hispanic/Latina (Specify)
  - 99. Unknown if Spanish/Hispanic/Latina
- Mother Of Hispanic Origin?** and **Mother's Race** buttons.

 <b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
	Title: <b>IN EBRs Training Guide – Facility Users</b>	Approved By: <b>Annachristine M. Hoover</b>

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



General | Mother 1 | **Mother 2** | Father | Medical 1 | Medical 2 | Certifier

Help For This Field Is Not Available.

**Mother's Health Information**

Did Mother Receive WIC Food For Herself Because she was pregnant with this child?

**Mother's Weight (Pounds)**

Prepregnancy:

Mother's Height (Feet :  Inches):

At Delivery:

**Cigarette Smoking Before and During Pregnancy**

Three Months Before -	Cigs / Day:	<input type="text"/>	Packs / Day:	<input type="text"/>
First Three Months -	Cigs / Day:	<input type="text"/>	Packs / Day:	<input type="text"/>
Second Three Months -	Cigs / Day:	<input type="text"/>	Packs / Day:	<input type="text"/>
Third Trimester -	Cigs / Day:	<input type="text"/>	Packs / Day:	<input type="text"/>

**Mother's Information**

**Mother's Name Prior to Her First Marriage**

First Name:  Middle Name:  Last Name:  Suffix:

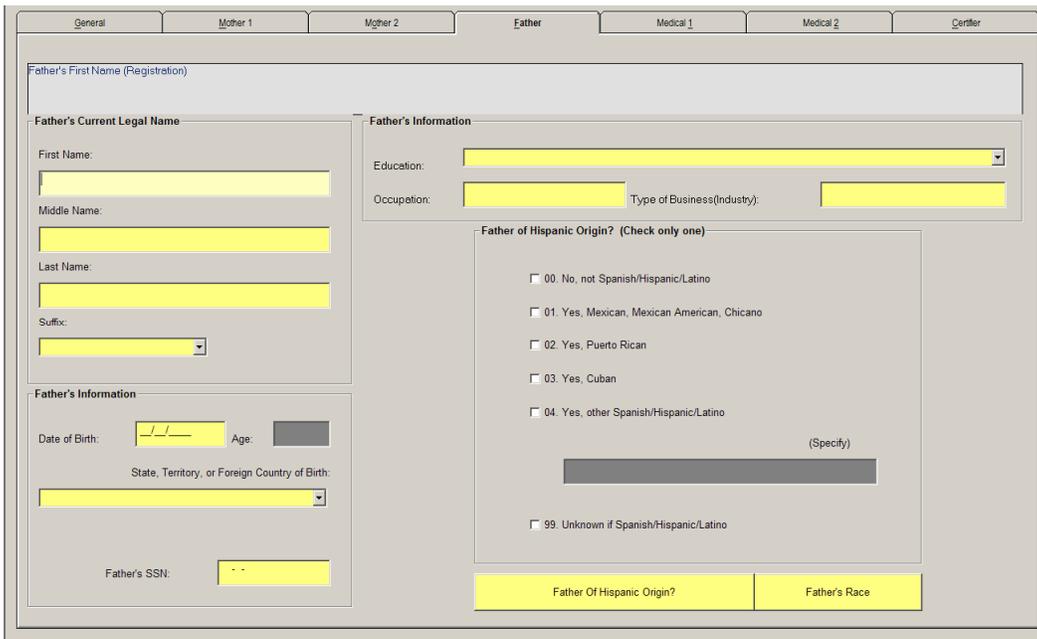
Marital Status:

Is Mother Married to the Father of This Child?

Will a Paternity Affidavit Be Completed?

Paternity Affidavit Number:

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 | **Father** | Medical 1 | Medical 2 | Certifier

Father's First Name (Registration)

**Father's Current Legal Name**

First Name:

Middle Name:

Last Name:

Suffix:

**Father's Information**

Education:

Occupation:  Type of Business(Industry):

**Father of Hispanic Origin? (Check only one)**

00. No, not Spanish/Hispanic/Latino

01. Yes, Mexican, Mexican American, Chicano

02. Yes, Puerto Rican

03. Yes, Cuban

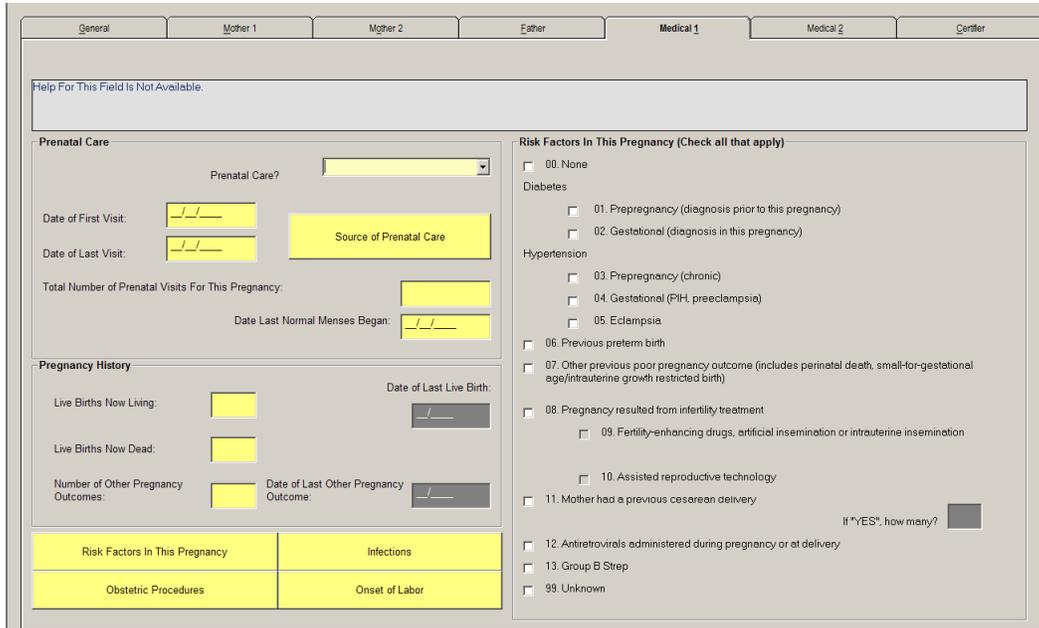
04. Yes, other Spanish/Hispanic/Latino (Specify)

99. Unknown if Spanish/Hispanic/Latino

Father's SSN:

Father Of Hispanic Origin?  Father's Race

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



General | Mother 1 | Mother 2 | Father | **Medical 1** | Medical 2 | Certifier

Help For This Field Is Not Available.

**Prenatal Care**

Prenatal Care?

Date of First Visit:

Date of Last Visit:

Source of Prenatal Care

Total Number of Prenatal Visits For This Pregnancy:

Date Last Normal Menses Began:

**Pregnancy History**

Live Births Now Living:

Date of Last Live Birth:

Live Births Now Dead:

Number of Other Pregnancy Outcomes:

Date of Last Other Pregnancy Outcome:

**Risk Factors In This Pregnancy (Check all that apply)**

00. None

Diabetes

01. Prepregnancy (diagnosis prior to this pregnancy)

02. Gestational (diagnosis in this pregnancy)

Hypertension

03. Prepregnancy (chronic)

04. Gestational (PIH, preeclampsia)

05. Eclampsia

06. Previous preterm birth

07. Other previous poor pregnancy outcome (includes perinatal death, small-for-gestational age/intrauterine growth restricted birth)

08. Pregnancy resulted from infertility treatment

09. Fertility-enhancing drugs, artificial insemination or intrauterine insemination

10. Assisted reproductive technology

11. Mother had a previous cesarean delivery  If "YES", how many?

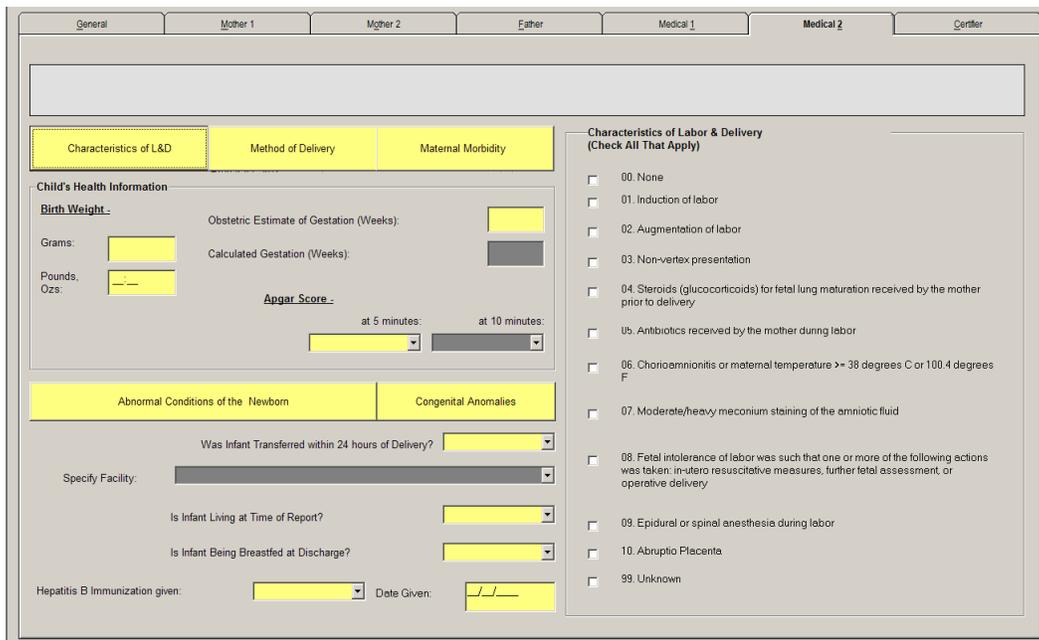
12. Antiretrovirals administered during pregnancy or at delivery

13. Group B Strep

99. Unknown

Risk Factors In This Pregnancy	Infections
Obstetric Procedures	Onset of Labor

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



General | Mother 1 | Mother 2 | Father | Medical 1 | **Medical 2** | Certifier

Characteristics of L&D | Method of Delivery | Maternal Morbidity

**Child's Health Information**

**Birth Weight:**

Grams:

Pounds, Ozs:

Obstetric Estimate of Gestation (Weeks):

Calculated Gestation (Weeks):

**Apgar Score -**

at 5 minutes:

at 10 minutes:

**Abnormal Conditions of the Newborn** | Congenital Anomalies

Was Infant Transferred within 24 hours of Delivery?

Specify Facility:

Is Infant Living at Time of Report?

Is Infant Being Breastfed at Discharge?

Hepatitis B Immunization given:  Date Given:

**Characteristics of Labor & Delivery (Check All That Apply)**

00. None

01. Induction of labor

02. Augmentation of labor

03. Non-vertex presentation

04. Steroids (glucocorticoids) for fetal lung maturation received by the mother prior to delivery

05. Antibiotics received by the mother during labor

06. Chorioamnionitis or maternal temperature >= 38 degrees C or 100.4 degrees F

07. Moderate/heavy meconium staining of the amniotic fluid

08. Fetal intolerance of labor was such that one or more of the following actions was taken: in-utero resuscitative measures, further fetal assessment, or operative delivery

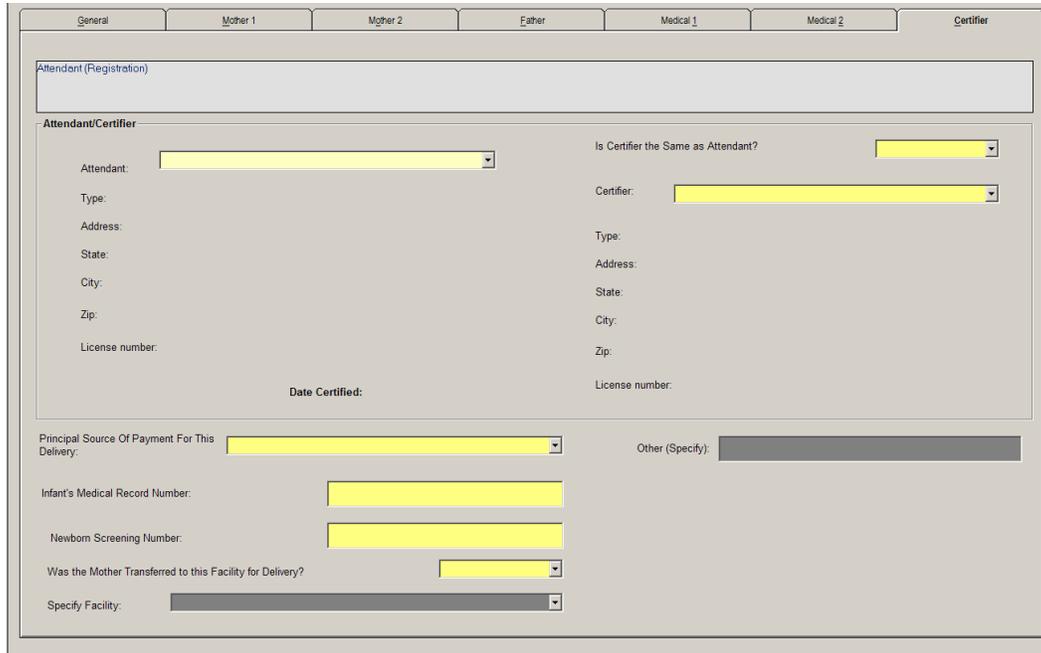
09. Epidural or spinal anesthesia during labor

10. Abruption Placenta

99. Unknown

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b>	Version: <b>A</b>
		Title: <b>IN EBRS Training Guide – Facility Users</b>	Issue Date: <b>November 27, 2006</b>

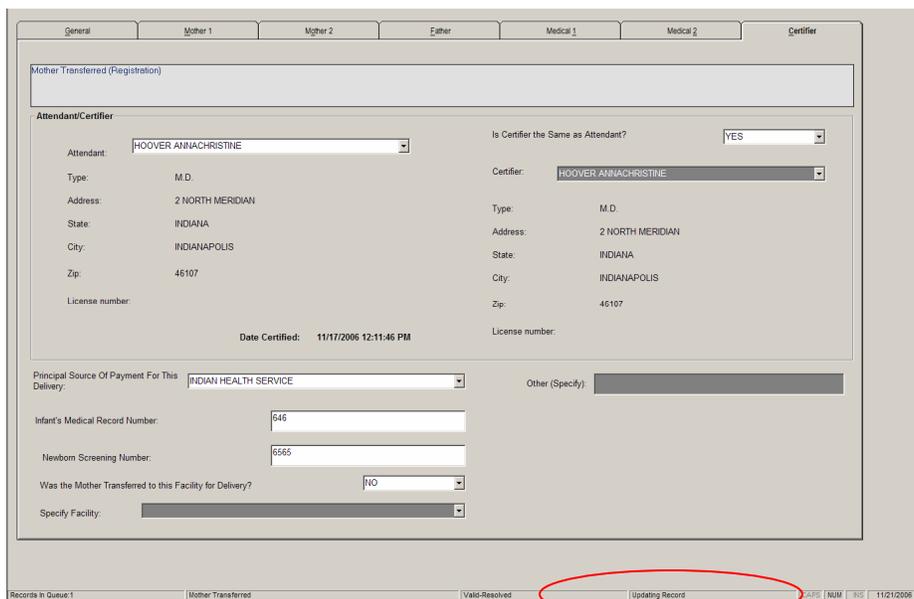
10. Enter all available information in applicable fields in the Medical 2 Tab.



The screenshot shows the 'Medical 2' tab of a registration form. The 'Attendant/Certifier' section has dropdown menus for 'Attendant' and 'Certifier', and a 'Date Certified' field. Below this, there are fields for 'Principal Source Of Payment For This Delivery', 'Infant's Medical Record Number', 'Newborn Screening Number', 'Was the Mother Transferred to this Facility for Delivery?', and 'Specify Facility'. The form is mostly empty, with yellow highlights indicating where data should be entered.

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.



The screenshot shows the 'Medical 2' tab of a registration form with data entered. The 'Attendant/Certifier' section has 'Attendant' and 'Certifier' set to 'HOOVER ANNACHRISTINE', 'Type' to 'M.D.', 'Address' to '2 NORTH MERIDIAN', 'State' to 'INDIANA', 'City' to 'INDIANAPOLIS', and 'Zip' to '46107'. The 'Date Certified' field is '11/17/2006 12:11:46 PM'. Below this, there are fields for 'Principal Source Of Payment For This Delivery' (INDIAN HEALTH SERVICE), 'Infant's Medical Record Number' (646), 'Newborn Screening Number' (6565), 'Was the Mother Transferred to this Facility for Delivery?' (NO), and 'Specify Facility'. The status bar at the bottom shows 'Updating Record' circled in red.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>	Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>25 of 38</b>	

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.



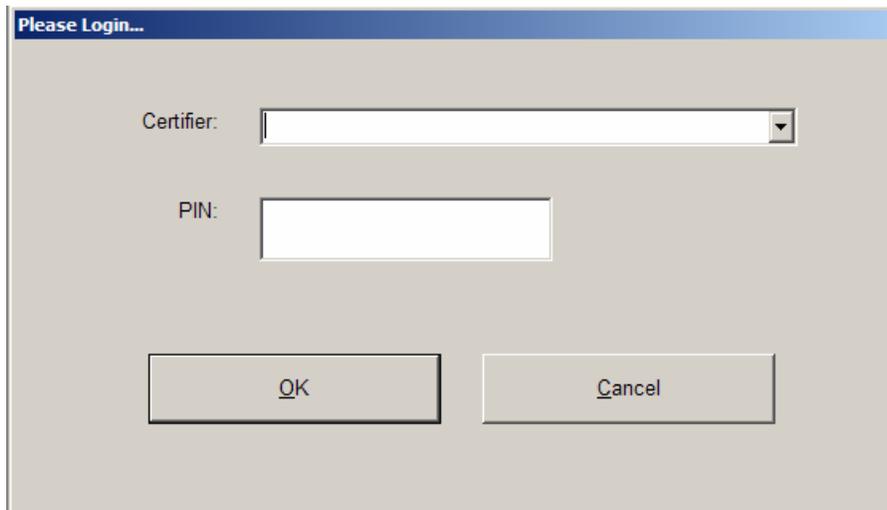
	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>26 of 38</b>

### 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.

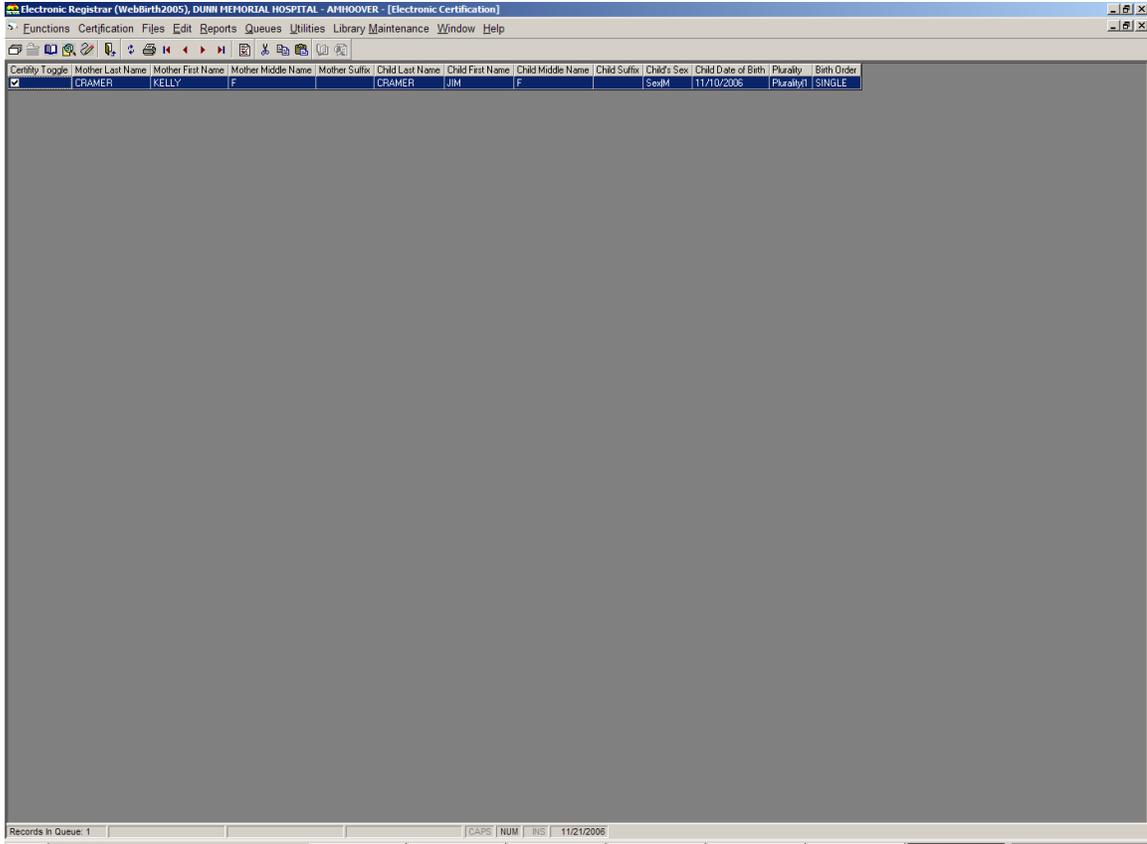
1. Certifier must be logged in to the IN EBRS to access the Electronic Certification function. Please follow the directions contained in this document (3.1.1 Login).
2. From the Birth Menu, click on the Electronic Certification icon. 
3. Select a certifier from the drop-down list in the Certifier window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



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.

 <b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
	Title: <b>IN EBRS Training Guide – Facility Users</b>	Approved By: <b>Annachristine M. Hoover</b>

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.



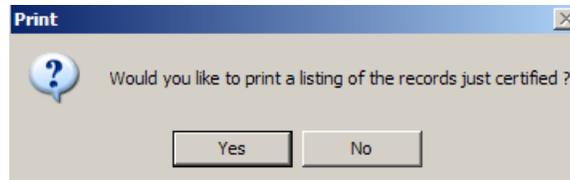
6. Click on the Certify Record icon  to certify the selected record(s).

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>	Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>28 of 38</b>	

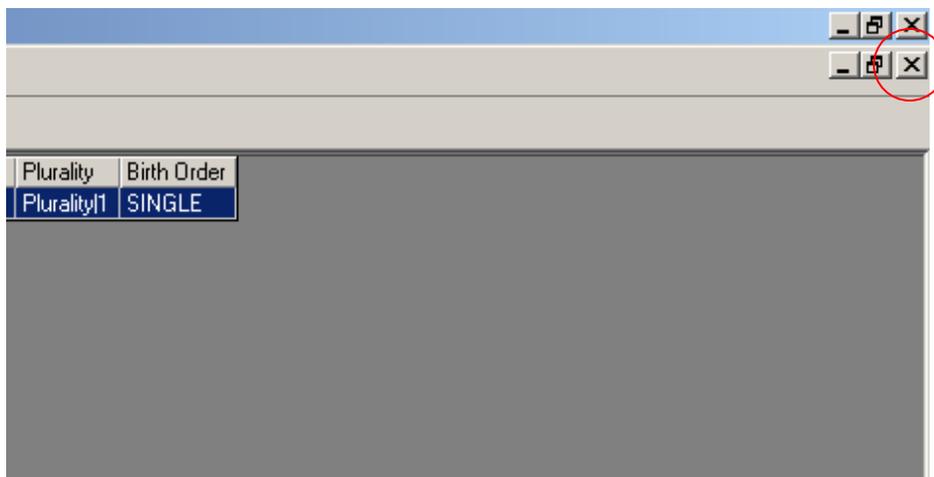
7. Please re-enter your four digit PIN when prompted by the system and click OK.



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.



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>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>29 of 38</b>

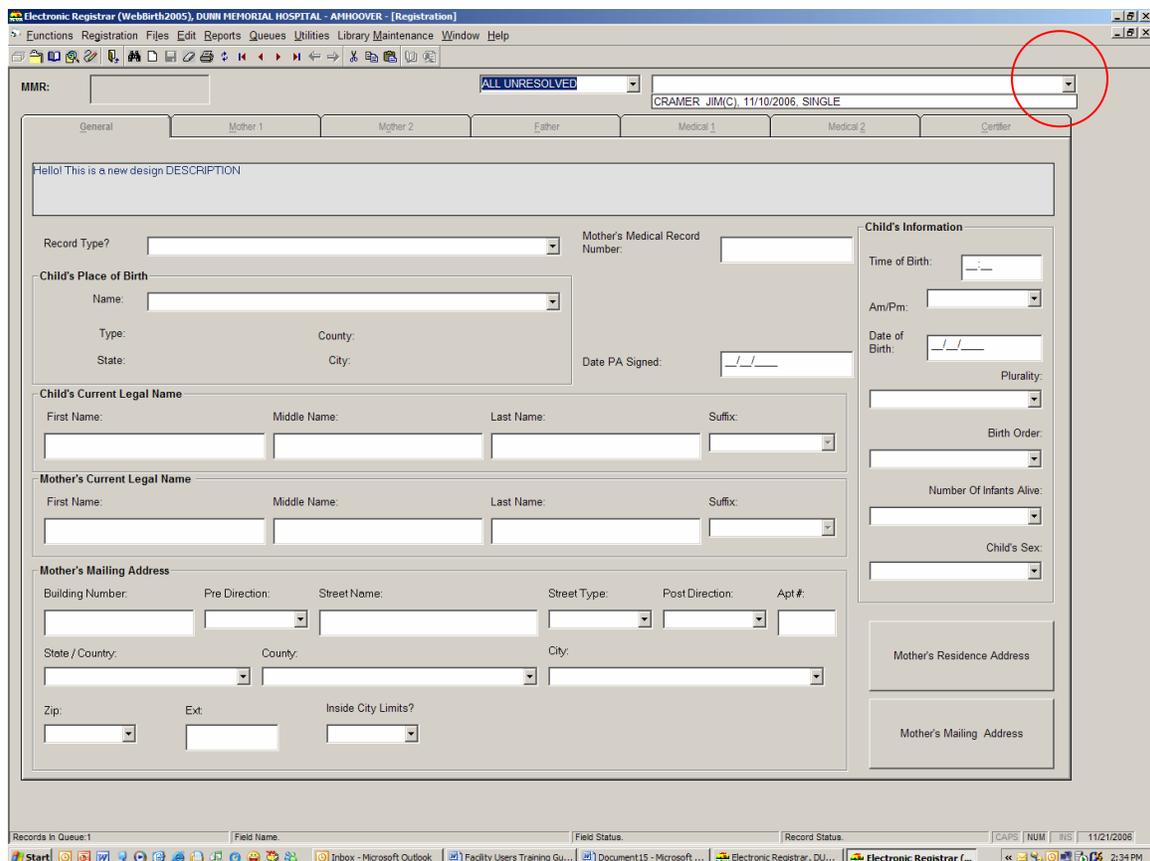
### 3.1.9. Searching for a Birth Record

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.

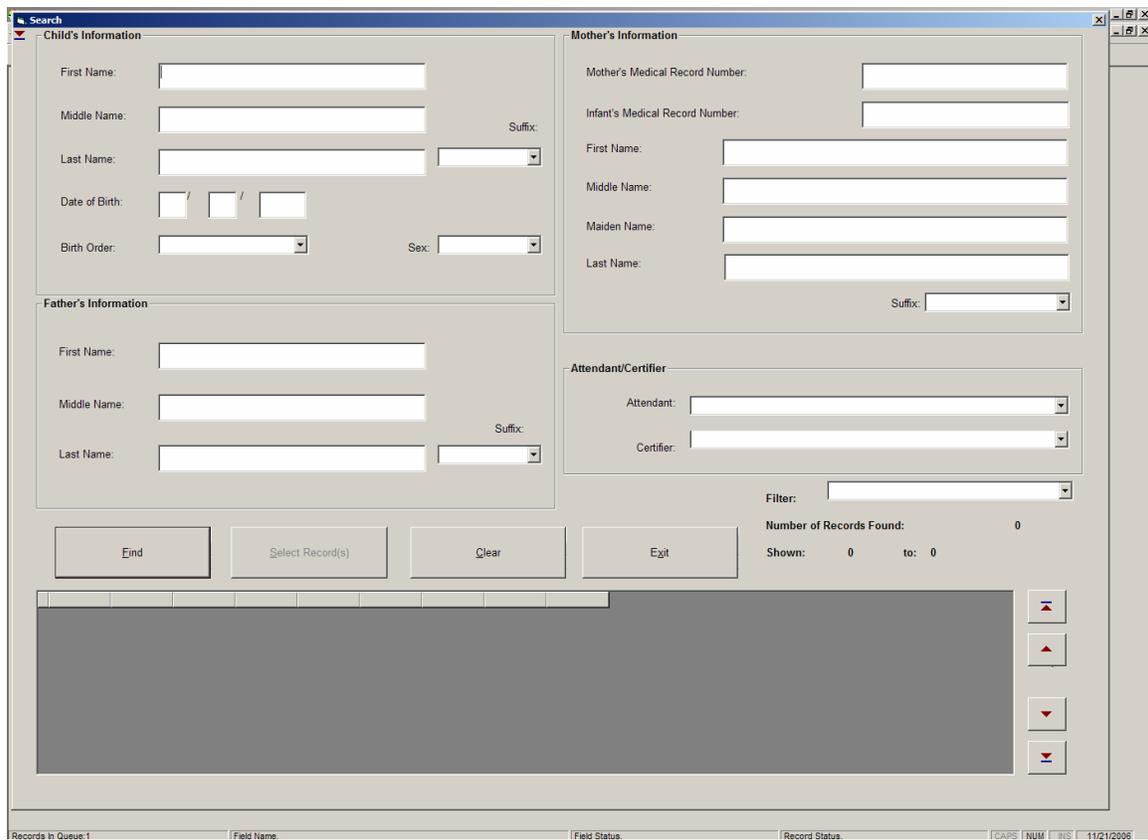


 <b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
	Title: <b>IN EBRs Training Guide – Facility Users</b>	Approved By: <b>Annachristine M. Hoover</b>

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



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

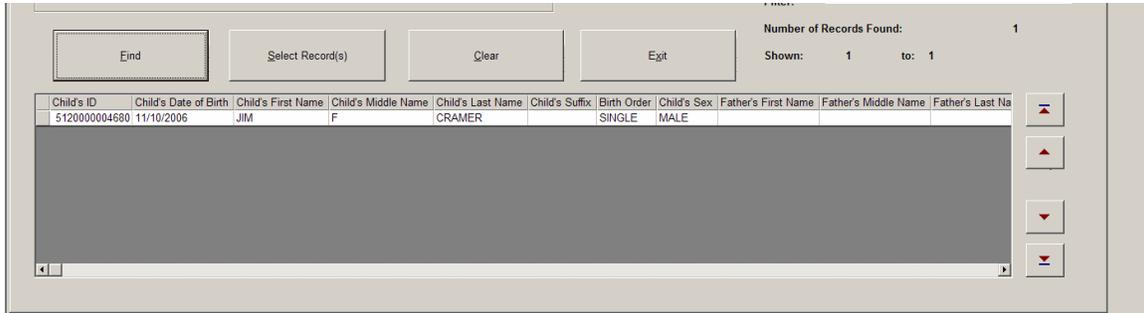


3. Enter identifying information about the birth record you wish to view and/or retrieve and click on the Find button.

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

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>31 of 38</b>

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



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 Middle Name	Father's Last Name
5120000004680	11/10/2006	JIM	F	CRAMER		SINGLE	MALE			

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.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>32 of 38</b>

### 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  to save the changes you made on the record.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>33 of 38</b>

### 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.

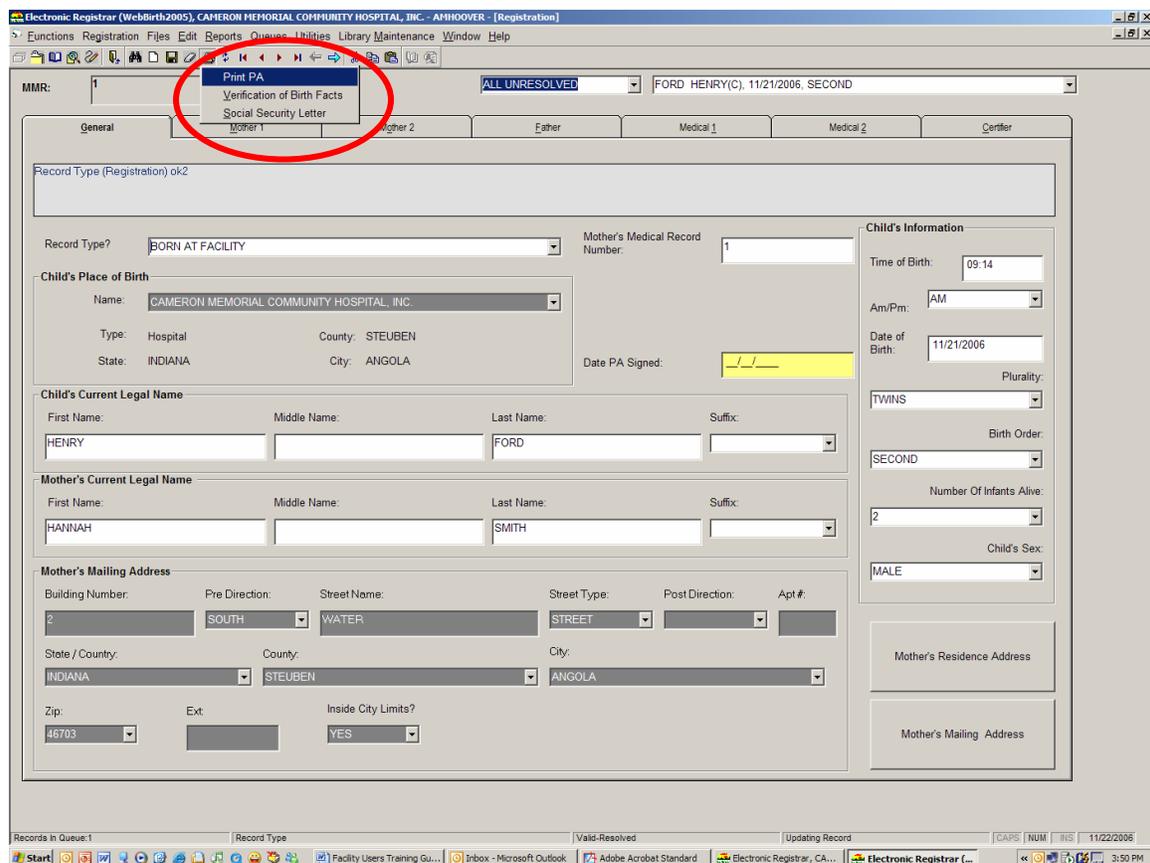
	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>34 of 38</b>

### 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.

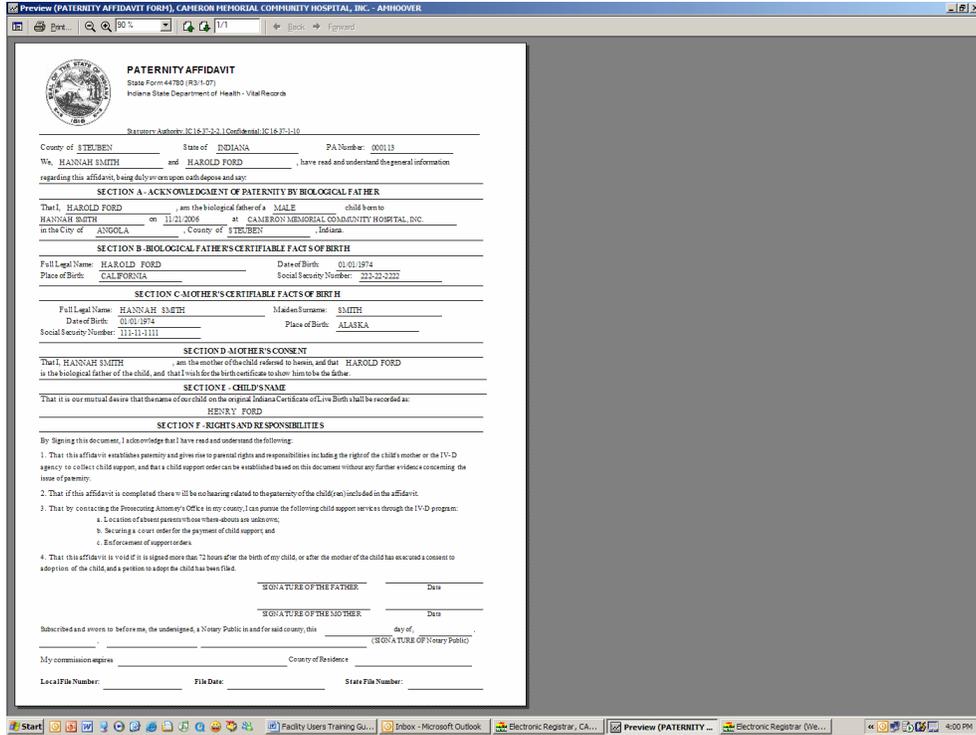


The screenshot shows the 'Electronic Registrar (WebBirth2005)' interface. The 'Birth Menu' dropdown is open, showing options: 'Print PA', 'Verification of Birth Facts', and 'Social Security Letter'. The 'Print PA' option is circled in red. The main form contains the following fields:

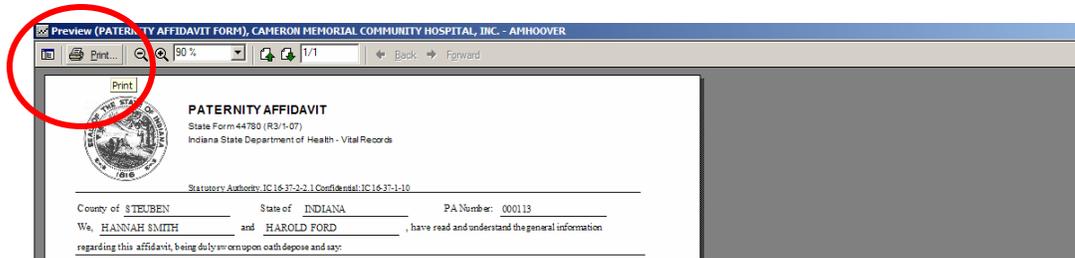
- Record Type:** (Registration) ok2
- Record Type?** BORN AT FACILITY
- Child's Place of Birth:** CAMERON MEMORIAL COMMUNITY HOSPITAL, INC. (Type: Hospital, County: STEUBEN, State: INDIANA, City: ANGOLA)
- Child's Current Legal Name:** First Name: HENRY, Middle Name: , Last Name: FORD, Suffix:
- Mother's Current Legal Name:** First Name: HANNAH, Middle Name: , Last Name: SMITH, Suffix:
- Mother's Mailing Address:** Building Number: 2, Pre Direction: SOUTH, Street Name: WATER, Street Type: STREET, Post Direction: , Apt #: , State / Country: INDIANA, County: STEUBEN, City: ANGOLA, Zip: 46703, Ext: , Inside City Limits? YES
- Child's Information:** Time of Birth: 09:14, Am/Pm: AM, Date of Birth: 11/21/2006, Plurality: TWINS, Birth Order: SECOND, Number Of Infants Alive: 2, Child's Sex: MALE

 <b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
	Title: <b>IN EBRs Training Guide – Facility Users</b>	Approved By: <b>Annachristine M. Hoover</b>

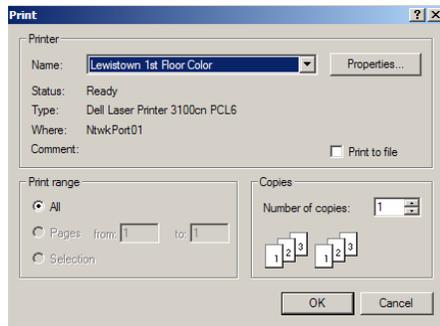
The system will display the form in Print-Preview mode.



Click on the Print Icon found on the top left corner of the screen.



Click on OK to print.



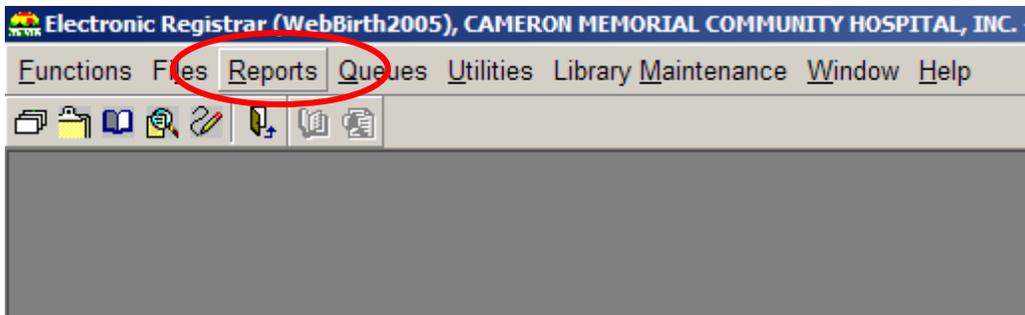
	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – Facility Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>36 of 38</b>

### 3.1.13. Printing Reports

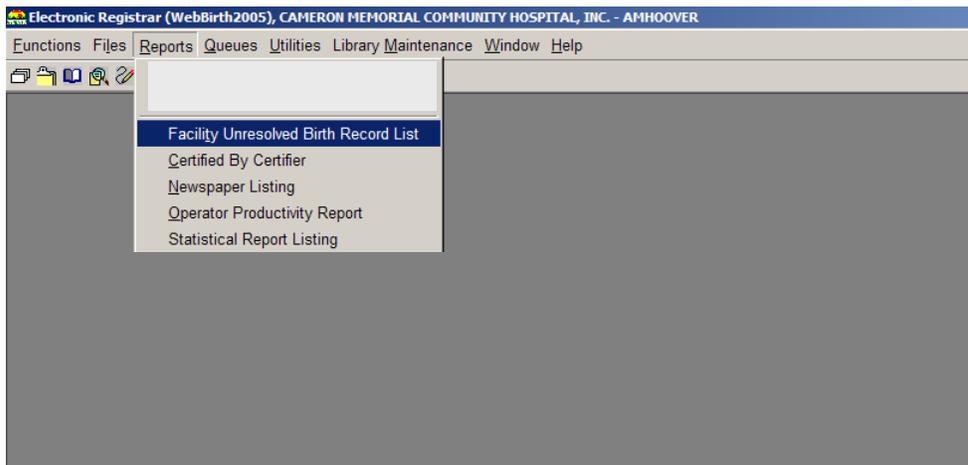
The following reports are available for printing using the IN EBRS:

- Facility Unresolved Birth Records
- Operator Productivity
- Statistical Report
- Newspaper Listing

1. Click on Reports found in the Birth Menu.

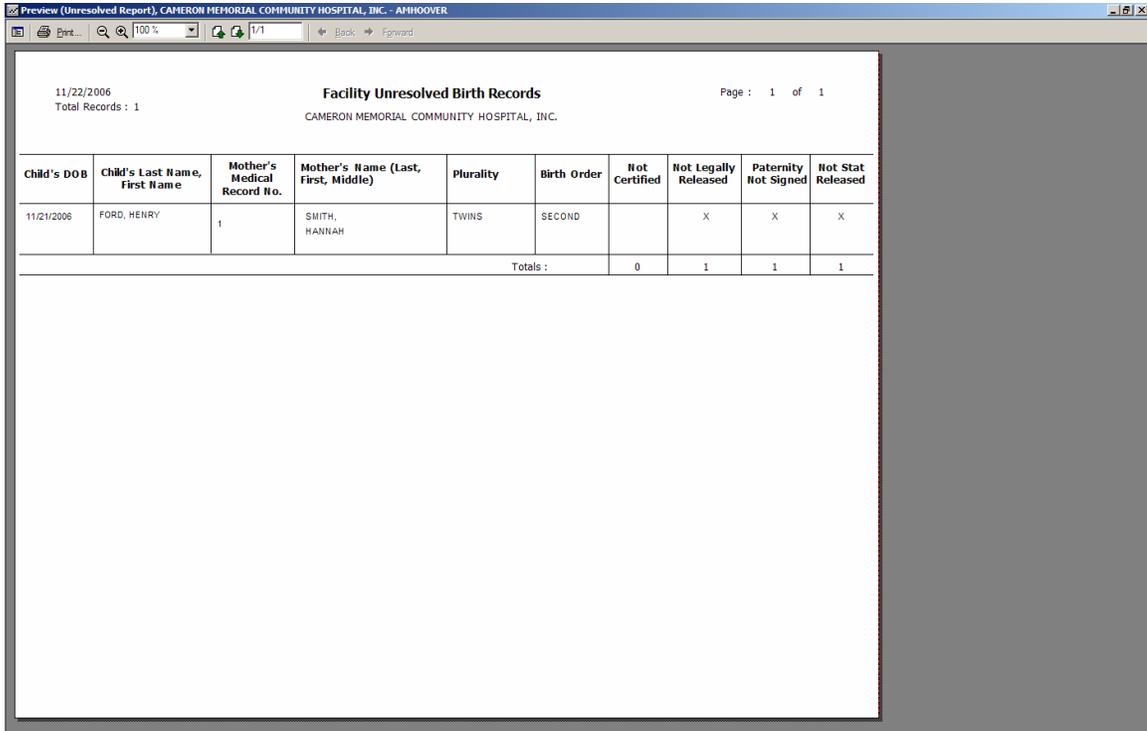


2. Select the report you wish to print from the list.

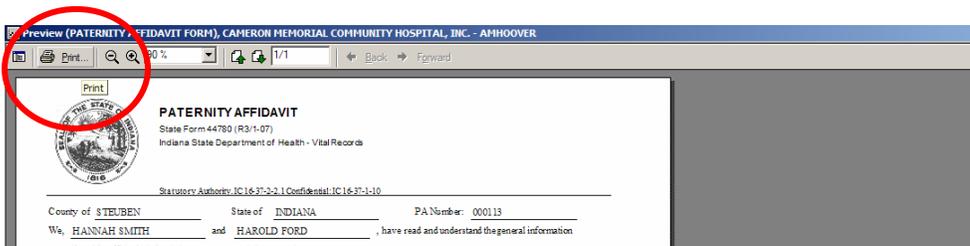


 <b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0073-Facility Users Training Guide-A-061114</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
	Title: <b>IN EBRS Training Guide – Facility Users</b>	Approved By: <b>Annachristine M. Hoover</b>

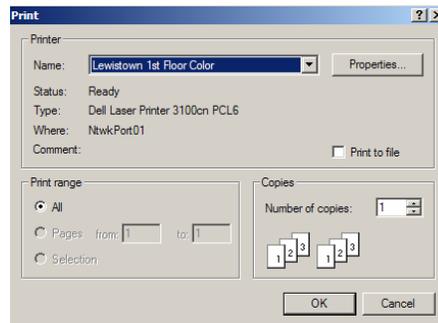
3. The system will display the report in Print-Preview mode.



4. Click on the Print Icon found on the top left corner of the screen.



5. Click on OK to print.



The **Industry Standard** in Vital  Records Integrated Systems