

Guideline

OB-GYN/L&D - Unit Practice Manuals
John Dempsey Hospital-Department of Nursing
The University of Connecticut Health Center

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GUIDELINE FOR: Birth Certificate Worksheet: Completion of

INTRODUCTION: Every newborn infant delivered at the Health Center must have a Birth Certificate worksheet completed by the parent(s) prior to mother's discharge. This form must be handed to nursing personnel for review and placed in patients chart prior to discharge. Medical Records is responsible for transcription of worksheet data to Birth Certificate.

PROCEDURE:

ACTION

POINTS OF EMPHASIS

For Completing the Birth Certificate worksheet:

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| <p>1. Form is to be completed by the parent(s) of the infant per state regulations within seven days of delivery or prior to discharge.</p> <p>2. The nurse will distribute and review the worksheet and Birth Certificate information form at time of admission to unit.</p> <p>3. Parentage papers will be completed as applicable.</p> <p>4. Completed worksheets must be filed with the Birth Certificate found in the inside cover of the patients chart and placed in the clear pocket inside of chart.</p> | <p>1. All areas on worksheet area to be filled in as applicable.</p> <p>2. Birth Certificate worksheet and information form found in patient educational packet is given to patient at time of admission to unit.</p> <p>3. Signatures of mother and father must be witnessed by OB-GYN medical staff. Single mothers not requesting parentage papers are not to fill in fathers section on worksheet. When there is more than one infant, additional parentage papers must be done. If father of baby is unavailable or if decision to fill out parentage papers is uncertain, inform patient that parentage papers can be completed later and to contact Connecticut Department of Vital Statistics for information.</p> <p>4. Person filing the birth certificate and worksheet is to place initials on Kardex in appropriate area. This will let other staff members know paperwork was handed in.</p> |
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ACTION

POINTS OF EMPHASIS

5. A copy of the permanent Birth Certificate will be available approximately 2-3 weeks after the baby is born, from the Farmington Town Hall.

5. Parents may either pick up the certificate at the Farmington Town Hall or request that a copy be sent thru the mail. The form: How to Get Your Baby's Birth Certificate is available in the patient education packet and can be sent with a \$15.00 payment, if copy is requested by mail. * Refer to Birth Announcements/Birth Certificate handout found in patient's educational packet.

REFERENCES: Nursing Standards Committee

CREDENTIALS: RN

EFFECTIVE DATE: 5/79

REVISION DATES: 8/93

REVIEWED DATES: 9/08