

# Certifying Records

Electronic Certification

Log in

Personal Identification Number (PIN)

Printing Report

# Electronic Certification Function (ECF)

TER has been designed to support electronic certification for birth records that are entered at the hospital. The signature now placed on the hardcopy record serves to certify the fact that the child represented on the record was, in fact, born at that facility on the date and time indicated. The electronic equivalent of this is the act of an authorized person (*Certifier*) reviewing key information about the birth on a screen and then ‘signing’ the record by entering a *Personal Identification Number (PIN)*.

## Electronic Certification Procedure

1. The *Certifier* logs on to the system and accesses the *Certification Work Queue* from the *Main Birth Menu*. Access to this is secure, so only users with this access right in their unique user profiles can perform this function.
2. To verify identification and correctly populate the queue, the system will require the *Certifier* to select his or her name from a *Certifier pick-list* and then enter the corresponding PIN.
3. All uncertified records designated for the specific *Certifier* then appear in a list. The following fields are displayed for review:
  - Mother’s Name
  - Child’s Name
  - Child’s Date of Birth
  - Plurality
  - Birth Order
  - Certify toggle, which is defaulted to ‘Certify’
4. The *Certifier* deselects any records that are NOT to be certified and clicks the ‘Certify’ button.
5. A print preview screen will open and the *Certifier* will have the option of printing a listing of the births that have just been certified.

## Establishing a PIN

Names of individuals given the rights to certify birth records are stored in the systems *Attendant/Certifier/Infant Attendant Table*. (See pages 23-28 for more details.) A temporary PIN number is assigned to the individual when the name is first inserted in the table. This can be entered only by users with security access to this Library Maintenance section. This temporary number must be communicated to the individual. On the first attempt to certify a birth, the *Certifier* will be required to change the temporary PIN and establish a new PIN known only to that user. If a user forgets the PIN, only a user with access rights to the Library Maintenance section can clear the existing number and assign a new temporary PIN. Please note that attendants and certifiers can be added to the library in one of two ways: directly accessing the Library Maintenance section and via the “Add on the Fly” (AOF) process. When entering a certifier via AOF process, a PIN cannot be assigned.

## Electronic Certification

- All records will require **Electronic Certification** in order to be legally released from the facility.
- PIN Number Required
  - The signature that was previously placed on the paper form serves to certify the fact that the child represented on the form was in fact born at that facility on the **date** and **time** indicated. The electronic equivalent of this is the act of an authorized person (certifier), reviewing key information about the birth on a screen and then ‘signing’ the record by entering a *Personal Identification Number* .

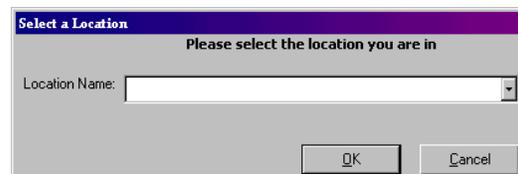
## Certify a Record

Requires user name and password.



The Genesis Login dialog box features a title bar with the text "Genesis Login". It contains two input fields: "User Name:" and "Password:". To the right of the password field is a small icon of a golden key. Below the input fields are three buttons: "Change Password", "OK", and "Cancel". At the bottom left, there is a checkbox labeled "Demo Mode".

If assigned multiple locations, select location.



The Select a Location dialog box has a title bar with the text "Select a Location". Below the title bar is a subtitle "Please select the location you are in". There is a dropdown menu labeled "Location Name:". At the bottom right, there are two buttons: "OK" and "Cancel".

1. Log in.
2. Select Processing/Birth 2005.
3. Select Functions/Electronic Certification.

# Electronic Certification

(Continued)

4. Choose a Certifier from the list then enter PIN
5. The records ready to be certified for the selected individual will display.
6. The Certify Toggle will indicate that a record is to be certified
7. Select the Certified icon from the toolbar:

Please Login...

Certifier:

PIN:

OK Cancel

Electronic Registrar (WebBirth), BSA PANHANDLE SURGERY - SYSADMIN - [Electronic Certification]

Functions Certification Files Edit Reports **Queries** Utilities Library Maintenance Window Help

Certify Toggle	Child Date of Birth	Child Last Name	Child First Name	Child Middle Name	Mother Maiden Name	Mother First Name	Mother Middle Name	Birth Order
<input checked="" type="checkbox"/>	3/17/2004	QUIGLEY	TARA	E	QUIGLEY	JOAN	K	SINGLE
<input checked="" type="checkbox"/>	3/10/2004	SMALL	BILL	W	SMALL	SUSAN		SINGLE
<input checked="" type="checkbox"/>	3/12/2004	KNOLL	AMY	N	KNOLL	JILL	K	SINGLE

# Electronic Certification

(Continued)

8. Confirm PIN number.
9. Save.
10. Option to print Certified by Certifier Report.

After electronic certification is complete and the record(s) reflect an "ALL FIELDS RESOLVED" status, the user may release the record(s) to the State.

# Printing Certified by Certifier Report

11/29/2004

Page : 1 of 1

Total Records : 7

## Certified Record Report

BALLINGER MEMORIAL HOSPITAL DISTRICT

From: 11/01/2004 To 11/30/2004

Attendant's Name: AMANDA, LACKEY

<u>Mother's Medical Record No.</u>	<u>Mother's Name Child's Name</u>	<u>Child's Date of Birth</u>	<u>Plurality</u>	<u>Birth Order</u>
392495	KHINE ZAR THWE WENDIMOORE KEVIN AUNG	07/28/2004	SINGLE	SINGLE
3156	LESLIE RECHELLE COLVIN MARIE ELAINE WILLIAMS	08/12/2004	SINGLE	SINGLE
654789	AMY LYNN DOMENICK TYLER DOMENICK WHITEMAN	08/13/2004	TWINS	SECOND
391885	KARLA PATRICIA GUERRA	09/29/2004	SINGLE	SINGLE