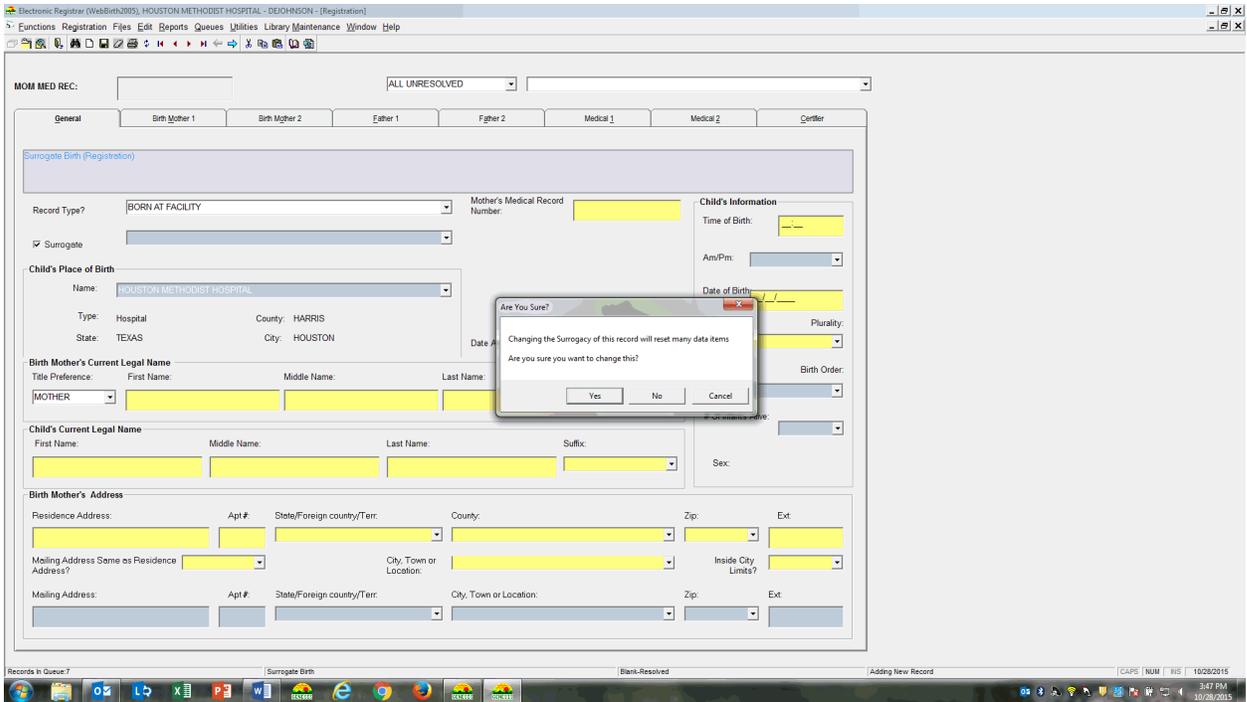


Instructions for Using the Surrogacy Function of TER

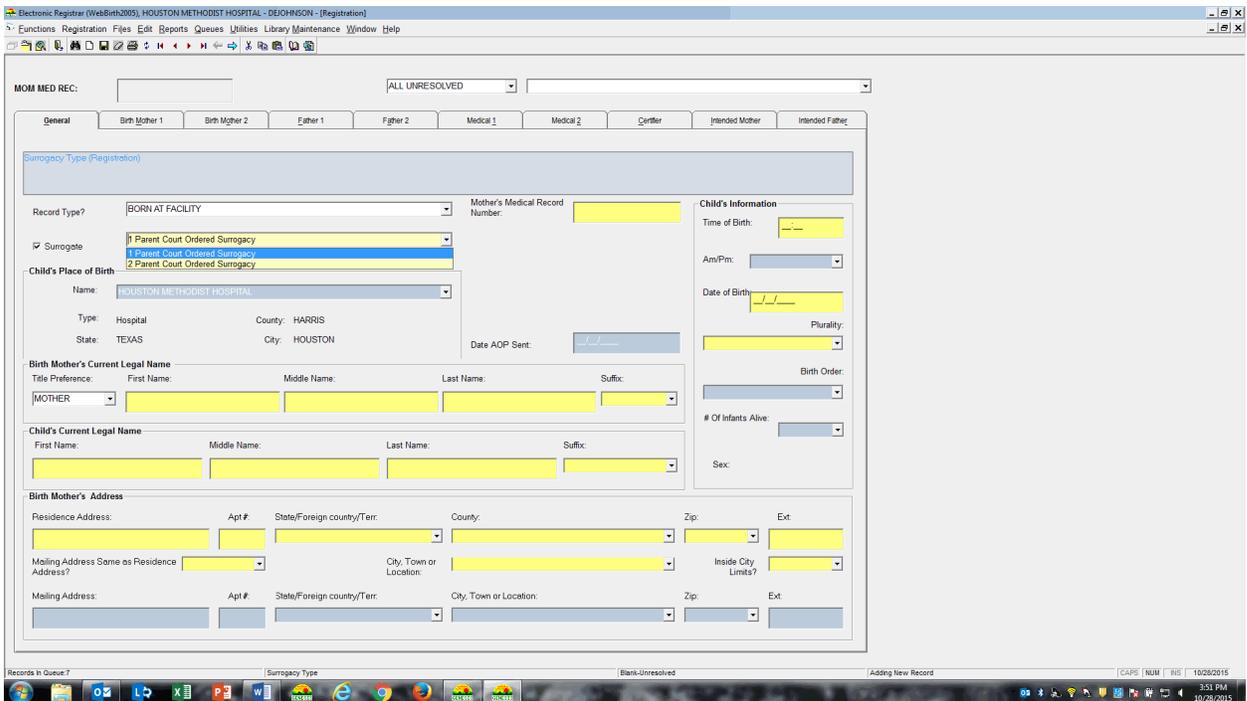
1. On the General tab and directly beneath the Record Type field is a check box labeled Surrogacy with a grayed-out drop-down field to its right.

The screenshot displays the 'Electronic Registrar (WebBirth2005)' interface for 'HOUSTON METHODIST HOSPITAL - DEJOHNSON - (Registration)'. The 'General' tab is active, and the 'Surrogate Birth (Registration)' section is highlighted. The 'Record Type?' field is set to 'BORN AT FACILITY'. Below it, the 'Surrogate' checkbox is checked, and a grayed-out drop-down menu is visible. The 'Child's Place of Birth' section shows 'Name: HOUSTON METHODIST HOSPITAL', 'Type: Hospital', 'County: HARRIS', and 'State: TEXAS'. The 'Birth Mother's Current Legal Name' section includes fields for Title Preference (set to 'MOTHER'), First Name, Middle Name, Last Name, and Suffix. The 'Child's Current Legal Name' section has fields for First Name, Middle Name, Last Name, and Suffix. The 'Birth Mother's Address' section includes fields for Residence Address, Apt #, State/Foreign country/Terr., County, Zip, Ext., Mailing Address Same as Residence Address?, City, Town or Location, and Inside City Limits?. The 'Child's Information' section on the right includes fields for Time of Birth, Am/PM, Date of Birth, Plurality, Birth Order, # Of Infants Alive, and Sex. The bottom status bar shows 'Records in Queue: 7', 'Surrogate Birth', 'Blank-Resolved', 'Adding New Record', 'CAPS', 'NUM', 'NIS', and the date '10/28/2015' at '3:46 PM'.

2. Select the Surrogacy check box. A pop-up warning will appear and state “Changing the Surrogacy of this record will reset many data items. Are you sure you want to continue?” Select Yes.



- Open the drop-down menu and select either “1 Parent Court-Ordered Surrogacy” or “2 Parent Court Ordered Surrogacy.”



Additionally, when the Gestational Agreement check mark is selected, TER will add two additional tabs to the right of the Certifier tab: Intended Mother and Intended Father. The original Mother and Father tabs are now called Birth Mother and Father, respectively.

Electronic Registrar (WebBirth2005) - HOUSTON METHODIST HOSPITAL - DEJOHNSON - (Registration)

Functions Registration Files Edit Reports Queues Utilities Library Maintenance Window Help

MOM MED REC: [] [ALL UNRESOLVED] []

General Birth Mother 1 Birth Mother 2 Father 1 Father 2 Medical 1 Medical 2 Certifier Intended Mother Intended Father

Surrogacy Type (Registration)

Record Type? [BORN AT FACILITY] Mother's Medical Record Number: []

Surrogate [Parent Court Ordered Surrogate]

Child's Place of Birth

Name: [HOUSTON METHODIST HOSPITAL]

Type: Hospital County: HARRIS State: TEXAS City: HOUSTON Date AOP Sent: []

Birth Mother's Current Legal Name

Title Preference: [MOTHER] First Name: [] Middle Name: [] Last Name: [] Suffix: []

Child's Current Legal Name

First Name: [] Middle Name: [] Last Name: [] Suffix: []

Birth Mother's Address

Residence Address: [] Apt #: [] State/Foreign country/Terr: [] County: [] Zip: [] Ext: []

Mailing Address Same as Residence Address? [] City, Town or Location: [] Inside City Limits? []

Mailing Address: [] Apt #: [] State/Foreign country/Terr: [] City, Town or Location: [] Zip: [] Ext: []

Child's Information

Time of Birth: []

Am/PM: []

Date of Birth: []

Plurality: []

Birth Order: []

Of Infants Alive: []

Sex: []

Records in Queue: 7 Surrogacy Type Blank-Unresolved Adding New Record CAPS NUM RIS 10/28/2015 3:52 PM 10/28/2015

4. Enter statistical and medical information into the Birth Mother and (if applicable) Father tabs.

Electronic Registrar (WebBirth2005) - HOUSTON METHODIST HOSPITAL - DEJOHNSON - (Registration)

Functions Registration Files Edit Reports Queues Utilities Library Maintenance Window Help

MOM MED REC: [] [ALL UNRESOLVED] []

General Birth Mother 1 Birth Mother 2 Father 1 Father 2 Medical 1 Medical 2 Certifier Intended Mother Intended Father

Mother's Date of Birth (Registration)

Birth Mother's Information

Date of Birth: [] Age: []

State, Territory, or Foreign Country of Birth: []

Education: []

Occupation: [] Type of Business (Industry): []

Birth 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

Birth Mother's Information

Mother's SSN: []

SSN for Baby? []

Did Mother relinquish rights to child? []

Mother's Relinquish Date: []

Birth Mother Of Hispanic Origin? Birth Mother's Race

Records in Queue: 7 Mother's Date of Birth Blank-Unresolved Adding New Record CAPS NUM RIS 10/28/2015 3:54 PM 10/28/2015

Electronic Registrar (WebBirth2005) HOUSTON METHODIST HOSPITAL - DEJOHNSON - (Registration)

Functions Registration Files Edit Reports Queues Utilities Library Maintenance Window Help

MOM MED REC: [] ALL UNRESOLVED []

General Birth Mother 1 Birth Mother 2 **Father 1** Father 2 Medical 1 Medical 2 Certifier Intended Mother Intended Father

Fathers Current First Name (Registration)

Father's Current Legal Name

Title Preference: []

First Name: []

Middle Name: []

Last Name: []

Suffix: []

Father's Name Prior to First Marriage

First Name: []

Middle Name: []

Last Name: []

Suffix: []

Father's Information

Date of Birth: [] Age: [] Education: []

State, Territory, or Foreign Country of Birth: []

Type of Business (Industry): []

Father's SSN: [] Occupation: []

Father 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

Father Of Hispanic Origin? [] Father's Race []

Records In Queue: 7 Fathers Current First Name Blank-Resolved Adding New Record CAPS NUM RIS 10/29/2015 3:55 PM 10/29/2015

The Father's Name Prior to First Marriage works along the same lines as the Birth Mother's Name Prior to First Marriage. It will apply if the Father changed his name after marriage. As with the Birth Mother, use the name on the identification provided when filling out the Father's Current Legal Name. The Father's Name Prior to First Marriage will be the name provided on his birth certificate.

5. Enter legal information into the Intended Mother and (if applicable) Intended Father tabs. This allows the birth registrar to collect the appropriate statistical information from the birth mother while still entering the court-ordered parents' information on the legal portion of the record.

Electronic Registrar (WebBirth2005) HOUSTON METHODIST HOSPITAL - DEJOHNSON - (Registration)

Functions Registration Files Edit Reports Queues Utilities Library Maintenance Window Help

MOM MED REC: ALL UNRESOLVED

General Birth Mother 1 Birth Mother 2 Father 1 Father 2 Medical 1 Medical 2 Certifier Intended Mother Intended Father

Intended Parent 1 Title Preference (Registration)

Intended Mother's Name Prior to Marriage
 Title Preference: First Name: Middle Name: Last Name: Suffix:

Intended Mother
 First Name: Middle Name: Last Name: Suffix:
 Date of Birth: Age: State, Territory, or Foreign Country of Birth: SSN:
 Marital Status: Medicaid Name: Medicaid #:

Intended Mother's Address
 Residence Address: Apt #: State/Foreign country/Terr.: County: Zip: Ext:
 Mailing Address Same as Residence Address? City, Town or Location: Inside City Limits?
 Mailing Address: Apt #: State/Foreign country/Terr.: City, Town or Location: Zip: Ext:

Records In Queue: 7 Intended Parent 1 Title Preference Adding New Record CAPS NUM RIS 10/29/2015 3:56 PM 10/29/2015

- If the birth registrar selects “1 Parent Court-Ordered Surrogacy,” all fields in the “Intended Father” field will be grayed-out. Enter information for the Intended Mother, but not the Intended Father.

Electronic Registrar (WebBirth2005) HOUSTON METHODIST HOSPITAL - DEJOHNSON - (Registration)

Functions Registration Files Edit Reports Queues Utilities Library Maintenance Window Help

MOM MED REC: ALL UNRESOLVED

General Birth Mother 1 Birth Mother 2 Father 1 Father 2 Medical 1 Medical 2 Certifier Intended Mother Intended Father

Intended Father's Name Prior to Marriage
 Title Preference: First Name: Middle Name: Last Name: Suffix:

Intended Father
 First Name: Middle Name: Last Name: Suffix:
 Date of Birth: Age: State, Territory, or Foreign Country of Birth: SSN:

Records In Queue: 7 Field Status Adding New Record CAPS NUM RIS 10/29/2015 3:56 PM 10/29/2015

If the birth registrar selects “2 Parent Court-Ordered Surrogacy,” the Intended Father fields will be available as well as the Intended Mother fields. Enter information for Intended mother and Intended Father.

The screenshot shows the 'Electronic Registrar (WebBirth2005)' application window. The title bar indicates the user is logged in as 'DEJOHNSON'. The menu bar includes 'Functions', 'Registration', 'Files', 'Edit', 'Reports', 'Queues', 'Utilities', 'Library', 'Maintenance', 'Window', and 'Help'. The toolbar contains various navigation and action icons. The main interface features a 'MOM MED REC:' section with a dropdown menu set to 'ALL UNRESOLVED'. Below this is a tabbed interface with the following tabs: 'General', 'Birth Mother 1', 'Birth Mother 2', 'Father 1', 'Father 2', 'Medical 1', 'Medical 2', 'Center', 'Intended Mother', and 'Intended Father'. The 'Intended Father' tab is selected, showing a form with the following sections:

- Intended Parent 2 Title Preference (Registration)**: A red-shaded header area.
- Intended Father's Name Prior to Marriage**: Fields for Title Preference (dropdown menu with 'FATHER' selected), First Name, Middle Name, Last Name, and Suffix (dropdown menu).
- Intended Father**: Fields for First Name, Middle Name, Last Name, and Suffix (dropdown menu).
- Personal Information**: Fields for Date of Birth, Age, State, Territory, or Foreign Country of Birth (dropdown menu), and SSN (dropdown menu).

The Windows taskbar at the bottom shows the system tray with the date and time: 4:09 PM, 10/28/2015.

The Intended Father's Name Prior to Marriage works along the same lines as the Intended Mother's Name Prior to Marriage. It will apply if the Father changed his name after marriage. As with the Intended Mother, use the name on the identification provided when filling out the Father's Current Legal Name. The Father's Name Prior to First Marriage will be the name provided on his birth certificate.