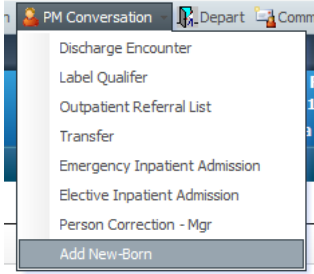
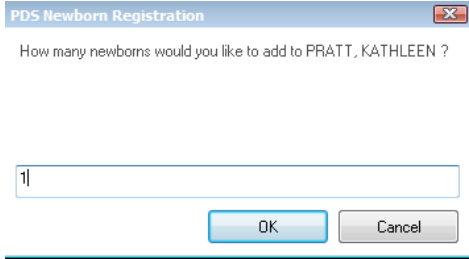
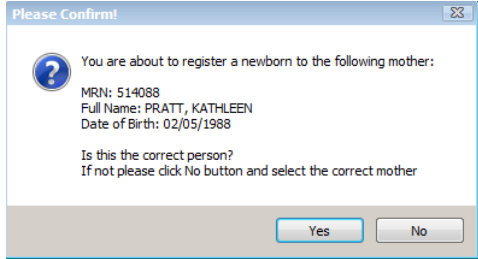
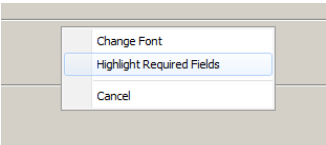


ADDING A NEWBORN

1.	<p>Once the birth details have been completed on Mother's record to create the Newborn record, click on the PM Conversation drop down arrow located on the toolbar and select 'Add New-Born'.</p> 
2.	<p>Type the number of newborns that you would like to add into the pop up and the click OK.</p> 
3.	<p>Once you have confirmed the Mother's details are correct (MRN, Full Name and Date of Birth), click Yes. Expand the PDS Newborn Registration Conversation if it is minimized to the corner of your screen.</p> 
4.	<p>Right click in the grey area on the right hand side of the screen and select Highlight Required Fields. This will make the mandatory boxes yellow.</p> 

5.

Complete all of the mandatory fields within the Visit Details, Birth Details and Parent/Guardian tabs. Ensure you put baby in a cot. This is not mandatory but if you have forgotten to do this you can move them using the standard transfer conversation.

Click OK once all of the details have been completed.

6.

This will connect to the PDS and you will get an NHS Number for your Baby together with an MRN, Fin NBR and Visit Id. You can click on OK to close this message. (NHS no not displayed below as this was demonstrated in the training domain which cannot produce NHS numbers).

You must now Result Copy. Refer tot his QRG for guidance.