

Document No - Ref 200

IT Dept Quick Reference Guide (QRG)

Version Number – 2.0

ADDING A NEWBORN

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'.
PM Conversation Discharge Encounter Label Qualifer Outpatient Referral List Transfer Emergency Inpatient Admission Elective Inpatient Admission Person Correction - Mgr Add New-Born
Type the number of newborns that you would like to add into the pop up and the click OK.
PDS Newborn Registration Now many newborns would you like to add to PRATT, KATHLEEN ?
1
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.
Please Confirm!
You are about to register a newborn to the following mother:
MRN: 514088
Date of Birth: 02/05/1988
Is this the correct person? If not please dick No button and select the correct mother
Yes No
Dight dick in the grow eres on the right hand side of the earsen and select Highlight Derwined Fields. This
will make the mandatory boxes vellow.
Change Font Highlight Required Fields Cancel

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	Clic This will connect to the PDS NBR an	k OK once all of the details have been completed. and you will get an NHS Number for your Baby together with an MRN, F d Visit Id. You can click on OK to close this message.
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