

Downtime Recovery: Newborn Quick Reg

Newborn encounter type is applicable to live births born in-hospital or to live births born out-of-hospital within the first 24 hours of life and is their first admission to a hospital. After a Cerner downtime, a newborn registration is completed in the following conversations based on the newborn and mother's status:

Downtime Newborn Quick Reg & Newborn Modify:

- The mother is admitted to the same hospital and baby meets the newborn encounter type criteria and was born during downtime.

Downtime Add Person & Downtime Add Encounter:

- The mother is not admitted to same hospital, but baby meets the newborn encounter type criteria and was admitted during a Cerner downtime
- The baby does not meet the newborn encounter type criteria and was registered as "Inpatient" or "ALC" encounter type during a Cerner downtime.



NOTE: For newborn registrations to be completed in the **Downtime Add Person & Downtime Add Encounter** conversations see *Downtime Recovery: Use of Downtime Add Person conversation; Downtime Recovery: Use of Downtime Add Encounter conversation* quick reference guides for more detailed instructions).

Downtime Newborn Quick Reg

After a Cerner downtime is completed and system is back up, the **Downtime Newborn Quick Reg** conversation is used to quickly register a newborn and create an electronic link to the birth mother. This conversation is performed before a full registration is completed in order to allow bedboard tracking, orders, tests and procedures to be initiated. A search of the mother's record and encounter must be performed to launch the Downtime Newborn Quick Reg conversation. A full registration using the **Newborn Modify** conversation will still need to be completed after the newborn has been added into Cerner using the Downtime Newborn Quick Reg conversation.



NOTE: It is critical to use the Downtime Newborn Quick Reg conversation to add a newborn who was born during a Cerner downtime into Cerner after the downtime is over. This allows manual entry of MRN and encounter number that were assigned to the newborn during downtime. **DO NOT** use the normal Newborn Quick Reg conversation to add a newborn born during downtime into Cerner as this will auto-assign a new MRN and encounter number causing a duplicate newborn record.



NOTE: If the birth mother was admitted during downtime, complete the mother’s admission in Cerner prior to registering the newborn. Refer to *Downtime Recovery: Use of Downtime Add Person conversation*; *Downtime Recovery: Use of Downtime Add Encounter conversation* quick reference guides for detailed instructions.

1. In **PMOffice** or **PowerChart**, launch **Downtime Newborn Quick Reg** conversation
2. Perform the appropriate **CIS** and/or **EMPI** Search in the Person Search window for the birth mother’s record (Refer to the *CIS and EMPI Search Criteria* quick reference guide for more detailed instructions.) Select the mother’s current active encounter and click on **OK**.

VIP	Deceased	Alerts	BC PHN	MRN	Name	DOB	Age	Gender	Address	Address (2)
			9876394127	760010008	REG-MATERNITY, ELIZABETH	1994-Jan-28	24 Years	Female	232-1212 MAIN ST	

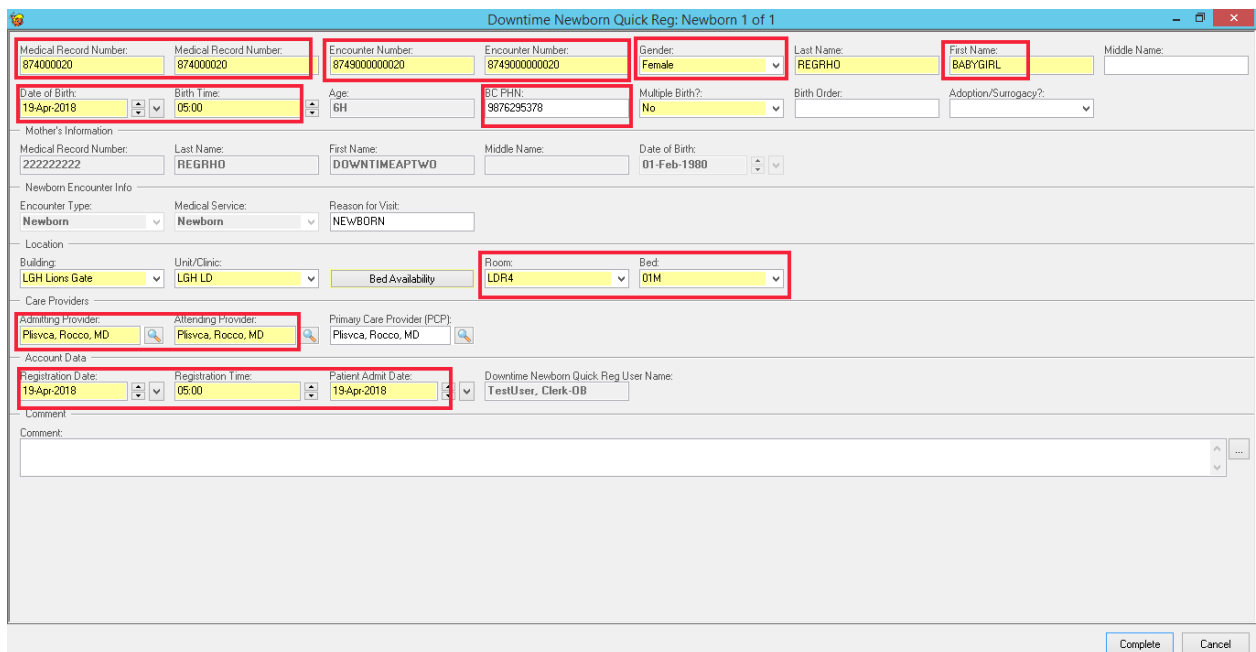
Facility	Encounter #	Visit #	Enc Type	Med Service	Unit/Clinic	Room	Bed	Est Arrival Date	Reg Date	Disch Date
LGH Lions Gate	7600000010009	7600000010009	Inpatient	Obstetrics	LGH.LD	LDL	03	01-Jan-2018 0:01	05-Feb-2018 12:16	

3. Enter the number of newborns to be registered who were born during downtime and click OK.

4. Complete the following fields based on the information captured on **Downtime Registration/ADT Activity Log**; **Downtime Patient Facesheet** and **Downtime Registration Patient Tracker**:

- **Medical Record Number:** Enter the downtime MRN that was assigned to the newborn during downtime. This will need to be entered twice as a validation check.
- **Encounter Number:** Enter the downtime encounter number that was assigned to the newborn during downtime. This will need to be entered twice as a validation check.
- **Gender:** As applicable

- **Baby’s Last Name:** Auto-fills with birth mother’s last name
- **Baby’s First Name:** Enter as per naming convention, BABY GIRL; BABY BOY
- **Date of Birth:** Back date to match the DOB captured on the downtime documents
- **Birth Time:** Back time to match the birth time captured on the downtime documents
- **BC PHN:** If a newborn PHN was requested during downtime using HealthNet, then enter the baby’s PHN in BC PHN field. Otherwise leave it blank (a PHN will be distributed through EMPI) after completing the conversation.
- **Multiple Birth?:** As applicable
- **Birth Order:** Select the birth order of the multiple births (“A” being the first baby born, followed by “B”, etc.)
- **Unit/Clinic:** As captured at time of registration
- **Room/Bed:** As captured at time of registration
- **Admitting Provider:** As captured at time of registration
- **Attending Provider:** As captured at time of registration
- **Registration Date/Time:** Back date & back time to match the Registration Date and Registration Time captured on the Downtime Patient Facesheet
- **Patient Admit Date/Time:** Back date & back time to match the Registration Date and Registration Time captured on the Downtime Patient Facesheet



5. Click Complete. In the *Document Selection* window click on **OK**. **Re-band** the newborn as needed.



NOTE: The Request PHN window will NOT pop-up in Downtime Newborn Quick Reg conversation. If a PHN was requested through HealthNet during downtime and entered in the BC PHN field in the Downtime Newborn Quick Reg conversation, both Cerner and EMPI will have the newborn's PHN. If a PHN was not requested for the newborn using HealthNet during downtime, and BC PHN field is left blank in the Downtime Newborn Quick Reg conversation, then the EMPI will auto-distribute a PHN which will be viewable in Cerner at the time of completing full registration using **Newborn Modify** conversation.



NOTE: Stillborns will NOT be assigned a downtime MRN & encounter number during downtime. To register a stillborn, wait for CIS/Cerner to come back up after downtime, and follow normal steps to register a stillborn using the **Stillborn** conversation.

Newborn Modify

After a newborn born during a Cerner downtime has been added into Cerner using the Downtime Newborn Quick Reg conversation, **Newborn Modify** conversation is used to complete and/or update the registration for the newborn. Full registration can be completed by launching the **Newborn Modify** conversation through an **Incomplete Maternity Registrations** worklist. Refer to *Newborn Registration* quick reference guide under section *Newborn Modify* for more detailed instructions. After full registration is complete, print a Newborn PHN Letter and give to family as needed.



NOTE: If a newborn registration was completed in error (e.g. searched and selected the wrong birth mother when creating the newborn record) please contact Data Quality and perform a newborn registration linked to the correct birth mother (see *Newborn and Mother Linkage Error* quick reference guide for more detailed instructions)

Related Topics

- CIS and EMPI Search Criteria
- Downtime Recovery: Use of Downtime Add Person conversation
- Downtime Recovery: Use of Downtime Add Encounter conversation
- Incomplete Maternity Registrations
- Newborn and Mother Linkage Error