

# BNA - The Guide



## Birth Notification Application (BNA) - Guides

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## Introduction

The NHS Numbers for Babies or Central Issuing Service (N N 4 B or C I S ) system and the Interim NHS Numbering System (I N N S ) are both going to be discontinued from 1st January 2015. It is expected that the majority of sites

will migrate to a Personal Demographics Service (P D S ) Compliant Maternity or Child Health system that will integrate the local system with the P D S .

There will be a number of sites that, for what ever reason, will not be migrated onto a P D S Compliant Maternity or Child Health system by this time. These sites will need a mechanism to allow users to register a birth and obtain an NHS Number for the baby. The mechanism to do this is called the Birth Notification Application (B N Ay ).

The BNA contains all of the functionality currently in the C I S or I N N S , along with some additional features. The B N Ay will allow users to:

- Trace for a mother's P D S record;
- For the baby, enter details for the Birth Notification and create a new record on the P D S including Allocating an NHS Number;
- Print Birth Notifications, Blood Spot Labels and Identity Wristbands; and
- View stored Birth Notifications.

For maternity sites that do not have a P D S Compliant Maternity system, users will need to enter the details of the birth into both the local maternity or PAS system and the B N A . This dual keying is necessary because there is no link from the local maternity system or Patient Administration System (PAS) to the P D S .

## **What does this mean for us?**

The new process will be:

- Register birth on Stork
- Do not try to allocate a new NHS number for baby
- New Encore report will need to be run, this will show all births on Stork which do not have an NHS number

- NHS numbers for these babies will need to be obtained from BNA
- NHS number for baby will need to be entered into PAS

**Add Birth in Stork.**



**Run Encore report to find Babies without an NHS Number.**



**Use B N Ay to get a New NHS Number.**



**Add New NHS Number to Baby on PAS.**

NB. Do not request a new NHS Number in Stork.

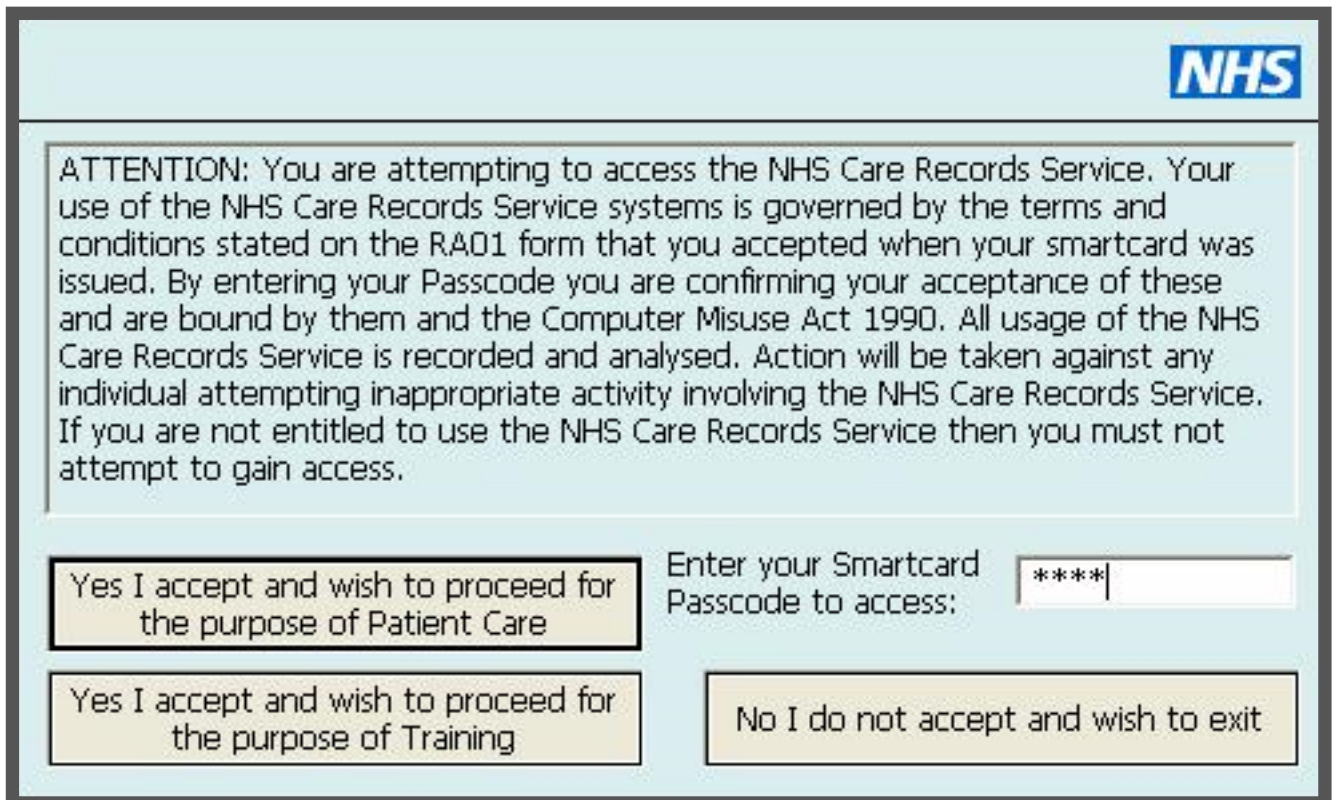
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**Login to B N Ay using Smartcard**

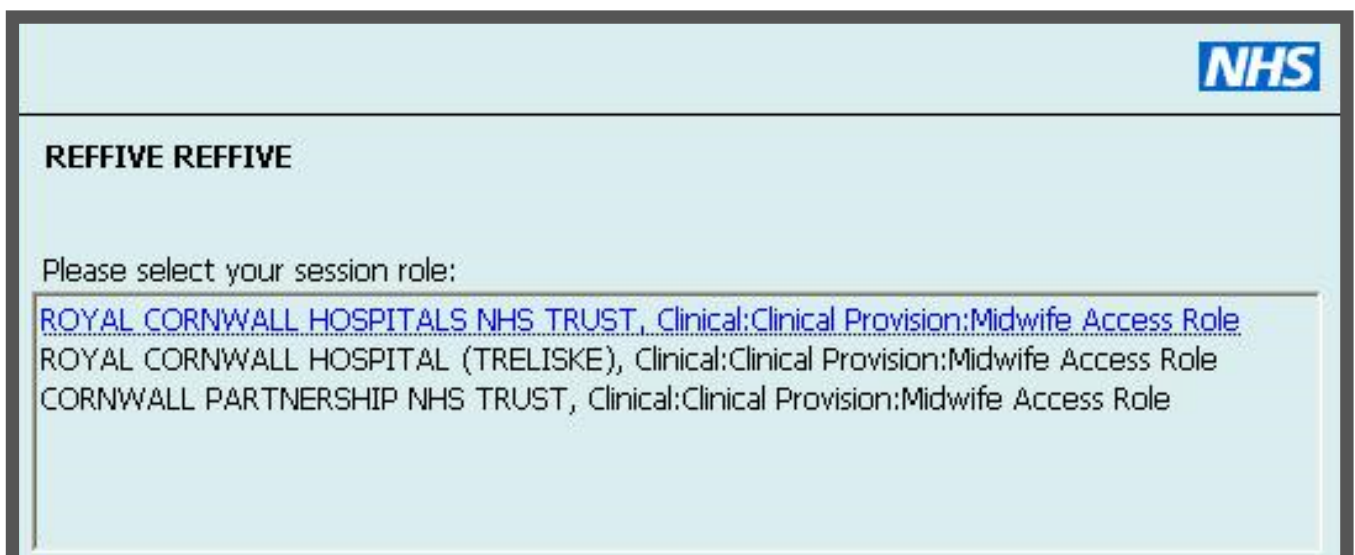
Insert your card into the card reader and then enter your Passcode.

Click Yes I accept and wish to proceed for the purpose of Patient Care.



The image shows a light blue NHS login screen. At the top right is the NHS logo. A large text box contains a warning: "ATTENTION: You are attempting to access the NHS Care Records Service. Your use of the NHS Care Records Service systems is governed by the terms and conditions stated on the RAD1 form that you accepted when your smartcard was issued. By entering your Passcode you are confirming your acceptance of these and are bound by them and the Computer Misuse Act 1990. All usage of the NHS Care Records Service is recorded and analysed. Action will be taken against any individual attempting inappropriate activity involving the NHS Care Records Service. If you are not entitled to use the NHS Care Records Service then you must not attempt to gain access." Below this are three buttons: "Yes I accept and wish to proceed for the purpose of Patient Care", "Yes I accept and wish to proceed for the purpose of Training", and "No I do not accept and wish to exit". To the right of the buttons is a label "Enter your Smartcard Passcode to access:" and a text input field containing "\*\*\*\*".

If you have more than one role you will need to make a selection.



The image shows a light blue NHS screen with the NHS logo at the top right. The text "REFFIVE REFFIVE" is displayed in bold. Below it, the instruction "Please select your session role:" is followed by a list of three roles: "ROYAL CORNWALL HOSPITALS NHS TRUST, Clinical:Clinical Provision:Midwife Access Role", "ROYAL CORNWALL HOSPITAL (TRELISKE), Clinical:Clinical Provision:Midwife Access Role", and "CORNWALL PARTNERSHIP NHS TRUST, Clinical:Clinical Provision:Midwife Access Role".

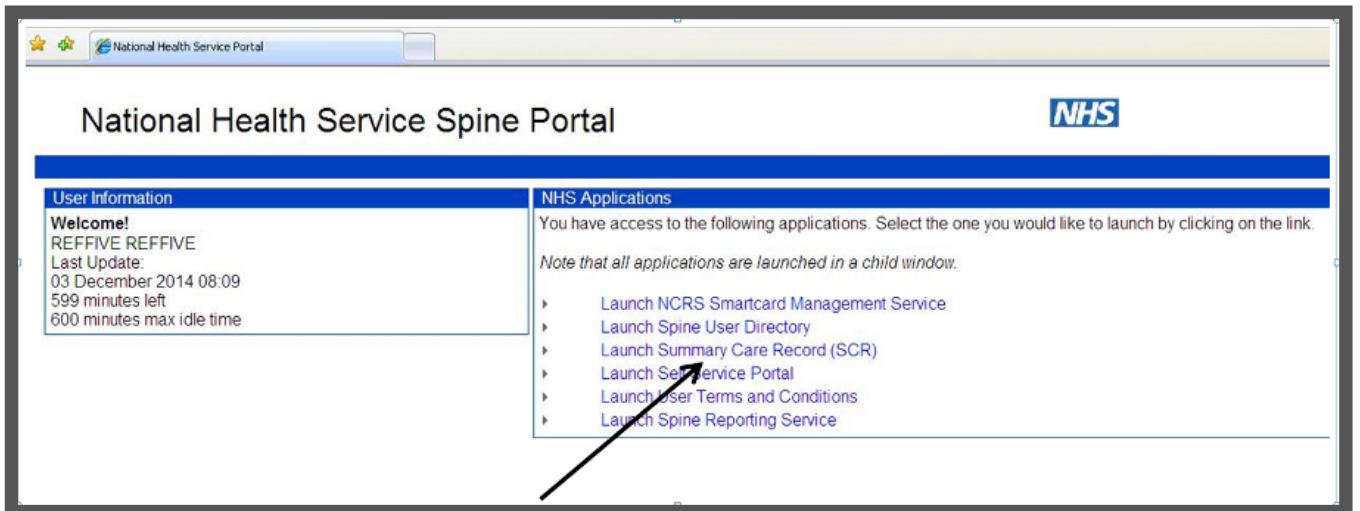
You should then see this message if your login is successful.



Double-click the C S Ay icon on your desktop.



The following screen will automatically open and load.



Select Launch Summary Care Record (S C R ).

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## Patient Search for Mother

Search for the Mothers record using either NHS number or Gender, Surname and Date of Birth.

The preferred method is to use NHS number.

Find a patient   Change role   List Birth Notifications   Help   Exit

## Find a patient


Basic   **Advanced**   Allocate

### Enter patient details \* Denotes required field

\* Gender    Female    Male

First name  

\* Surname  

\* Date of birth    

Full postcode      [Address & Postcode Lookup](#)

### Find by NHS Number \* Denotes required field

\* NHS Number  

## Unable to locate Mothers record

If you have attempted all possible searches for the mother's record, but no matching record has been found then you will need to register the Baby only in order to get the NHS number.

Click Birth Notification at the top of your patient search list. Continue to enter birth details as shown below.

**DO NOT** try to register the Mother yourself.

You will then need to email [rcht.dataquality@nhs.net](mailto:rcht.dataquality@nhs.net) so that that this can be investigated.

## Patient List

Can't see the patient you're looking for? [Refine search](#) Start again? [New search](#)

Allocate a new NHS Number? [Allocate](#) Proceed to Birth Notification without Mother's NHS Number? [Birth Notification](#)

## Updating Mother's Details

When you locate the Mother's record, check that all the details are correct. If there are errors (for example a different address from PAS) and you have confirmed that this is the correct record please update the address.

To update the address you need to click on edit that is on the top right of the address box.

### Addresses Edit

Usual Address	<b>● C/O NPFIT TEST DATA MGR PRINCES EXCHANGE PRINCES SQUARE LEEDS WEST YORKSHIRE UNITED KINGDOM LS1 4HY</b> <i>Effective since 28-Aug-2007</i>
Correspondence address	<i>Not recorded</i>
Temporary address	<i>Not recorded</i>

### Contact Information Edit

Telephone	<i>Not recorded</i>
Email	<i>Not recorded</i>
Fax	<i>Not recorded</i>
Textphone	<i>Not recorded</i>
Written communication	<i>Not recorded</i>
Contact preferences	<i>Not recorded</i>

Click on edit.





https://portal2.national.nhs.uk/ - NHS Summary Care Record - Editing Patient Addresses - Windows Internet Explorer

Convert Select  
Printers

Find a patient Change role List Birth Notifications Help Exit

Nic-Qtp-Donotuse XXTESTPATIENTRBJV DoB 10-Aug-1955 Female NHS 999 025 8961 GP Practice Y90206 Address C/O NPFIT TEST DATA MGR, PRINCES EXCHANGE,

## Editing Patient Addresses

 This record may contain incomplete information. Please see items identified  below



Select OK to confirm changes

### Usual Address

*A patient should have a usual address*

<input checked="" type="radio"/> House name	C/O NPFIT TEST DATA MGR
Number and Street	PRINCES EXCHANGE
Locality	PRINCES SQUARE
Post town	LEEDS

Click on clear.

Post Code	<input type="text" value="LS1 4HY"/>		
* Effective From	<input type="text" value="28-Aug-2007"/> 	Effective To	<input type="text"/> 

### Correspondence Address

*You may add more than one correspondence address*

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### Temporary Address

*A patient may have zero or one temporary addresses*

Select the correct address using the dropdown from the search results.

## Editing Patient Addresses

**Usual Address** \* Denotes required field

*A patient should have a usual address*

Select the correct address below

Search Results

**1 Mount Charles, Lemon Street, TRURO, TR1 2PF**

Daisy Roots Unit 1 Lemon Street Market, Lemon Street, TRURO, TR1 2QD

Flat 1 Southleigh House, Lemon Street, TRURO, TR1 2PE

Click on Select Address.

## Editing Patient Addresses

**Usual Address** \* Denotes required field

*A patient should have a usual address*

Select the correct address below

Search Results

**Flat 1 Southleigh House, Lemon Street, TRURO, TR1 2PE**

Click apply.

## Editing Patient Addresses

**Usual Address**

*A patient should have a usual address*

\*\* One of these fields is required when applying changes

\*\* House name

\*\* Number and Street

Locality

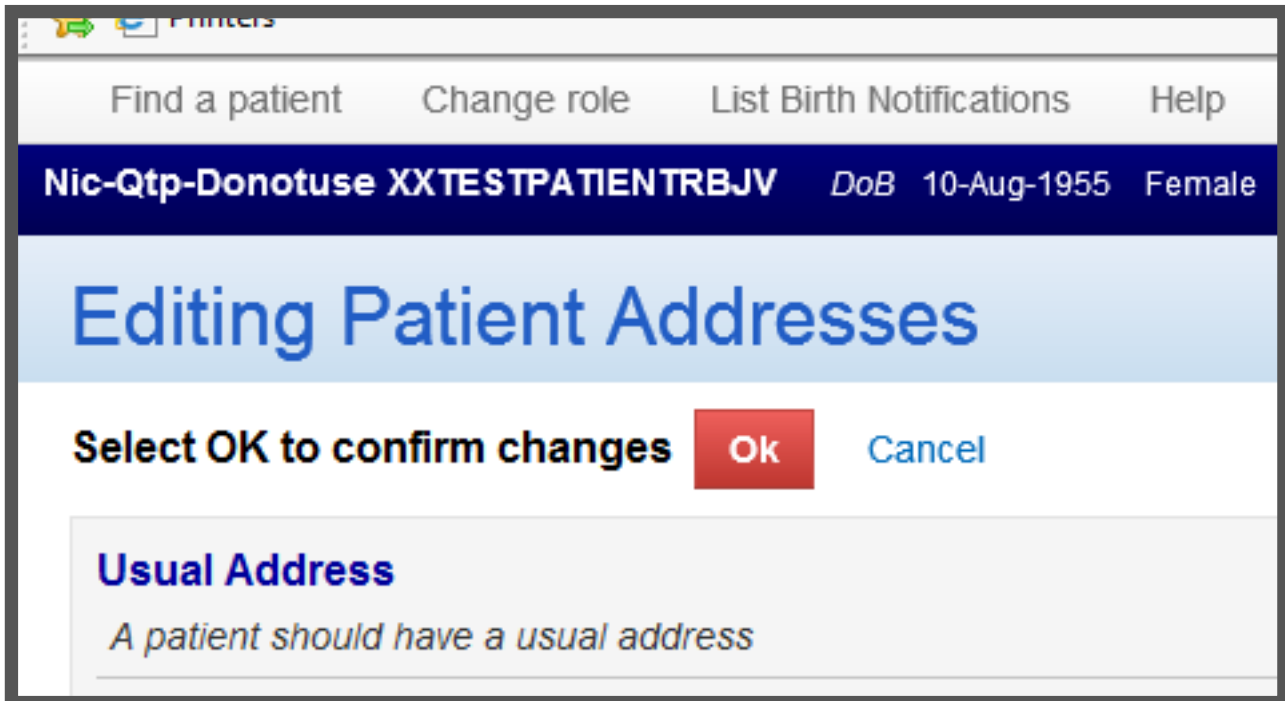
\* Post town

County

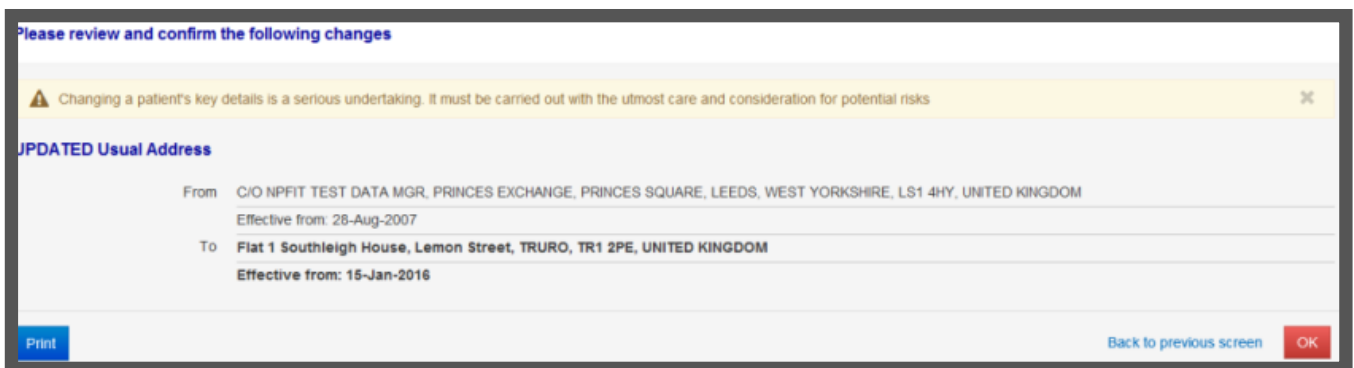
Post Code

\* Effective From   Effective To

Select OK to confirm changes, – please make sure you use the OK at the top of the page.



Please ensure this is the correct address before clicking OK.



Click the Birth Notification Tab.

**Mikala BAXTER** DoB 05-Jan-1996 Female NHS 946 450 5990 GP Practice L82002 Address 1 CHYROSE

Patient Details Birth Notification

Key Demographic Information GP & Care Providers Contacts & Next of Kin Historical Information

Name

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## Enter Birth Details

Note: Mothers Details remain at the top of the screen.

Start entering Delivery details.

\*\* at least one of these fields must be entered.

**Mikala BAXTER** DoB 05-Jan-1996 Female NHS 946 450 5990 GP Practice L82002 Address 1 CHYROSE ROAD, ST. DAY, REDRUTH, CORNWALL

Patient Details Birth Notification

Click **Submit** to send the Birth Notification or click **Save** to continue another time

**Enter birth notification details** \* Denotes required field

**Organisation Details**

\* **Delivery Place Type** Select from list

\*\* You must fill in at least one of these fields

\*\* Place of Birth - Town

\*\* Place of Birth - County Select from List

\*\* Place of Birth - Country Select from list

\* **Partner CHU**

Responsible CHU

After selecting a Delivery Place type you may be asked for a Delivery Place

Code, these are as follows:

- REF12 - Treliske
- REF89 - St Mary's
- REF86 - Helston
- REF81 - Penrice

Partner C H U , – enter DF913 which will show as Truro South West CHIS Office.

Your details should pre-fill in this section.

The image shows a web form titled "Notifying Person". It contains three input fields and two buttons. The first field is labeled "\* First Name" and contains the text "REFFIVE". The second field is labeled "\* Surname" and also contains "REFFIVE". The third field is labeled "\* Notifying Organisation Code" and contains "REF". Below the third field is the text "Lookup". To the right of the third field are two blue buttons: "Check" and "Find".

Enter Baby Details.


**Baby Details**

\* Gender  Female  Male  Not known  Not specified

\* First name

Other Names

\* Surname

\* Date of Birth   \* Time of Birth

\* Birth Weight  grams


\* Birth Order  of  \* Births in confinement

\* Gestation  weeks

\* Suspected Congenital Abnormality

\* Ethnic Category

\* Live or Still Born Indicator

Date of Death   Time of Death

Baby's usual address will auto-fill with the Mother's address.

If appropriate add the discharge address by clicking the button.

**Baby's Usual Address** \*\* You must fill in at least one of these fields

\*\* House Name

\*\* Number and Street

Locality

\* Post Town

County

\* Post Code  [Address & Postcode Lookup](#)  
You can also use this to search by full address

**Baby's Discharge Address** [Add Discharge Address](#)

After checking that all required fields are completed, click Submit.

Click **Submit** to send the Birth Notification or click **Save** to continue another time

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## Duplicate Checking

After submitting a Birth Notification the entered details are validated. Any errors or omissions will be highlighted. If there are no errors then a Birth Notification will be submitted to the PDS where a number of checks are performed to ensure that the Birth Notification is not a duplicate, for example that the Birth Notification has not already been entered.

If the submitted details are similar to Birth Notifications that have been submitted then this is classified as a 'potential duplicate'. A list of these potential matches are displayed to the user. The user should look through the list of potential matches and confirm that the details they have submitted are unique. If this is the case then the Birth Notification should be re-submitted. This will then send the Birth Notification to the PDS without further duplicate checks.

If the submitted details are an exact duplicate to a Birth Notification that has already been submitted, then an error message is displayed. It is not possible to re-submit an exact match.

## Response from B N Submission

After submitting a Birth Notification a Response screen will be displayed that shows all of the information included in the Birth Notification and the outcome of the submission.

Please print this response.

Print: [Birth Notification](#) [Wristbands](#) [Labels](#)

**Mother's Details**

First Name	Belle	NHS Number	946 270 9351
Surname	HOLMES	Date of Birth	23-Apr-1987

**Baby's Details**

First Name	Baby Infant	NHS Number	590 000 8444
Other Names		Live or Still Birth	Live
Surname	HOLMES	Birth Weight	1200 grams
Date of Birth	07-Oct-2014	Gestational Age	37 weeks
Time of Birth (24h)	15:00	Suspected Congenital Abnormality	No
Date of Death		No of Births	1
Time of Death (24h)		Birth Order	1
Gender	Male	Discharge Address	
Ethnic Category	British or Mixed British		
Usual Address	4 BECKWITH WALK		
	HARROGATE		
	N YORKSHIRE		
		Post Code	

[Exit](#) [Enter another Birth for a Different Mother](#)

## Failed Submission

After submitting a Birth Notification, if an error occurs then an error banner will be displayed across the top of the screen indicating why the submission has failed.

The Birth Notification will be saved to allow the user to meet any local business procedures that need to be carried out following a Birth Notification failure. The failed submission can be managed in the list birth notifications screen. Successful Submission.

After successfully allocating an NHS Number for the Birth Notification, a response screen is displayed. This displays the baby's NHS Number and all of the details that have been entered.

A number of options are available following a successful Birth Notification. These options are:



## **Printing the Birth Notification, – this is advisable**

This option allows the user to print the Birth Notification as part of a discharge notice, or as a means to pass information to Child Health Units in the event of an error or a failure in obtaining an NHS Number for the Baby.

These Birth Notifications can also be used as part of the local process for dual-keying if they are required.

## **Printing the Blood Spot Labels, – do not use**

Print from usual source

## **Printing Identity Wristbands, – do not use**

Print from usual source.

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## **Entering Another Birth Notification**

Log into PAS as normal and search for the Baby's record on the RI as you would when updating the baby's forename and open the record.

To enter the B N Ay allocated NHS number for the baby, type C14 to move the cursor to the New NHS No. field and then type in the NHS number from the successful birth notification you printed out.

Press Enter to return to the bottom of the screen and type Ay to Accept and press the return key.

RCUR1		PATIENT MAIN DETAILS		CACHE TESTMJL	
1. Surname	[SMITH ]	2. Nee	[ ]		
3. Forename	[BABY ]	Aliases			
4. 2nd Fname	[ ]				
5. 3rd Fname	[ ]				
6. DOB/Age	[30-JUN-2004] 10y 5m				
7. Sex	[M] Male	Eth Gp:	Not Entered		
8. Title	[MASTER ]	9. Civ. St. [S]	Single		
10. Permanent address	[25 POLWITHEM ROAD ]	13. NHS No. [ ]			
	[PENRYN ]	14. New NHS No. [ ]			
	[CORNWALL ]	15. [ ]			
	[ ]	C.R. Number	C017750		NC
11. Postcode	[TR10 8QT ]	ICS No	000003465		
District	[ ]	R.I. Number	R0020357		
12. Cur. Tel.	[01326 37652 ]				
17. Mob. Tel.	[ ]	Txt Consent	[ ]		
16. GP & Prac [BECRJ ] <input checked="" type="checkbox"/> DR R.J. BECKETT PENRYN GP PRACTICE 30-JUN-2004					
PENRYN SURGERY PR SARACEN WAY, PENRYN, CORNWALL 0326 372502					
Revert to Search/Accept/Change/Other [ <input checked="" type="checkbox"/> ]					

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=47>