# **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 CIS or INNS, along with some additional features. The BNAy 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 obtained from BNA
- NHS number for baby will need to 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.

NHS
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 RA01 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.
Yes I accept and wish to proceed for the purpose of Patient Care Enter your Smartcard Passcode to access:
Yes I accept and wish to proceed for the purpose of Training No I do not accept and wish to exit

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

	VHS
REFFIVE REFFIVE	
Please select your session role: <u>ROYAL CORNWALL HOSPITALS NHS TRUST, Clinical:Clinical Provision:Midwife Access Role</u> ROYAL CORNWALL HOSPITAL (TRELISKE), Clinical:Clinical Provision:Midwife Access Role CORNWALL PARTNERSHIP NHS TRUST, Clinical:Clinical Provision:Midwife Access Role	2

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	e role List Birth Notifications Help Exit	
Find a patient	:	
Basic Advanced Alloca	ate	
Enter patient details		* Denotes required field
* Gender First name * Surname * Date of birth Full postcode	Female O Male  [First name or name the patient is known by]  Address & Postcode Lookup	
	Find Clear	
Find by NHS Number		* Denotes required field
* NHS Number		
	Find Clear	

### **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 <u>rcht.dataquality@nhs.net</u> so that this can be investigated.



# **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	• C/O NPFIT TEST DATA MGR PRINCES EXCHANGE PRINCES SQUARE LEEDS WEST YORK SHIRE UNITED KINGDOM LS1 4HY	
	Effective since 28-Aug-2007	
Correspondence address	Not recorded	
Temporary address	Not recorded	
Contact Information		Edit
Telephone	Not recorded	
Email	Not recorded	
Fax	Not recorded	
Textphone	Not recorded	
Written communication	Not recorded	
Contact preferences	Not recorded	

Click on edit.

https://portal2.national.ncrs.nhs.u	k/ - NHS Summaŋ	/ Care Record - Editing	Patient A	ddresse	s - Windows Inte	ernet Explorer	1	-				
<b>n ★</b> ☆												
🗙 📆 Convert 🔻 🔂 Select												
👍 🦲 Printers												
Find a patient Change	e role List B	irth Notifications	Help	Exit								
Nic-Qtp-Donotuse XXTESTP	ATIENTRBJV	DoB 10-Aug-1955	Female	NHS	999 025 8961	GP Practice	Y90206	Address	C/O NPFIT TE	ST DATA MGR	, PRINCES E	EXCHANGE,
Editing Patien	nt Addre	esses										
A This record may cont	ain incomplete	information. Please	see iterr	is ider	itified 🔵 below							
Select OK to confirm ch	anges Ok	Cancel										
Usual Address											Edit	Remove
A patient should have a us	sual address											
House name	C/O NPFIT T	EST DATA MGR										
Number and Street	PRINCES EX	CHANGE										
Locality	PRINCES SG	UARE										
Post town	LEEDS											

#### Click on clear.

Post Code	LS1 4HY							
* Effective From	28-Aug-2007	7 Effective To						
		Find	No Fixed Abode	Overseas Address	Clear	Apply		
Correspondence Addre You may add more than one	Correspondence Address You may add more than one correspondence address							
Temporary Address A patient may have zero or	one temporary a	ddresses						

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

Editing Patier	t Addresses	
Usual Address A patient should have a us	ual address	* Denotes required field Cancel
Select the correct address Search Results	below 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 Scient Audress Try Again	

### Click on Select Address.

Editing Patient Addresses	
Usual Address A patient should have a usual address	Denotes required field     Cancel
Select the correct address below Search Results Flat 1 Southleigh House, Lemon Street, TRURO, TR1 2PE	V
Select Address Try Again	

### Click apply.

<b>Editing Patien</b>	t Addresses
Usual Address A patient should have a use	ual address
** One of these fields is req	uired when applying changes
** House name	1 Mount Charles
** Number and Street	Lemon Street
Locality	
* Post town	TRURO
County	Select from List
Post Code	TR1 2PF
* Effective From	15-Jan-2016 Effective To
	Find No Fixed Abode Overseas Address Clear Apply

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	<i>DoB</i> 05-Jan-19	96 Female	NHS 9464	50 5990 GP Pra	ctice L82002	Address 1	CHYROSE
Patient Details	Birth Notificat	tion					
Key Demograp	hic Information	GP & Care	Providers	Contacts & Ne	ext of Kin Hi	storical Info	ormation
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-Ja	n-1996 Female NHS 946 450 5990	GP Practice L82002 Address 1 CHYROSE R	OAD, ST. DAY, REDRUTH, CORNWAI
Patient Details Birth Notif	lication		
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 n	nust 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		۲
* 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.

Notifying Person			
* First Name	REFFIVE		
* Surname	REFFIVE		
* Notifying	REF	Check Find	
Organisation Code Lookup			

Enter Baby Details.

* Gender	○ Female ○ I	Male ONC	ot known ONot spe	ecified	
* First name					
Other Names					
* Surname	BAXTER				
* Date of Birth		1	* Time of Birth		
* Birth Weight		grams			
* Birth Order	Select from list	✓ of	Select from list	Births in confin	ement
* Gestation		weeks			
* Suspected	Select from list				~
Congenital Abnormality					
* Ethnic Category	Select from list				~
* Live or Still Born Indicator	Select from list				~
* Live or Still Born Indicator	Select from list	_	_		~

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	1 CHYROSE ROAD				
Locality	ST. DAY				
* Post Town	REDRUTH				
County	Cornwall	×			
* Post Code	TR16 5LX	Address & Postcode Lookup You can also use this to search by full address			
Baby's Discharge Address	5		Add Discharge Address		

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

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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 though 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 Dim Notification	Wistbards Labels			6
Mother's Details				
First Name	bele	NHS Number	946 270 9351	
Surname	HOLMES	Date of Birth	23-Apr-1987	
Baby's Details				
First Name	Baby Infant	NHS Number	590 000 6444	
Other Names		Live or Still Birth	Live	
Sumame	HOLMES	Birth Weight	1200 grams	
Date of Birth	07-Oct-2014	Gestational Age	37 weeks	
Time of Birth (24h)	15:00	Suspected Congenital Absormality	No	
Time of Death		No of Births	1	
(24h) Gender	Male	Birth Order Discharge	1	
Ethnic Category Usual Address	British or Moled British	Address		
	4 BECKWITH WALK			
	HARROGATE			
· · · · · · · · · · · · · · · · · · ·	N VORKIHRE	Post Code		
Cox.			Enter another Birth for a Different M	other

## **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 dualkeying 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	CACHÉ	TESTMJL
<ol> <li>Surname</li> <li>Forename</li> <li>2nd Fname</li> <li>3rd Fname</li> </ol>	[SMITH [BABY [ [		] ] ]	2. Nee [ Aliases		3
6. DOB/Age 7. Sex 8. Title	[30-JUN-2004] [M] Male [MASTER ]	10y 5m		Eth Gp: Not Er 9. Civ. St.[S] Si	ingle	
10.Permanent address	[25 POLWITHEN [PENRYN [CORNWALL	ROAD	נו	13.NHS No. [ 14.New NHS No. 15.[	[ ] [	ן ז אר
11.Postcode District 12.Cur. Tel. 17.Mob. Tel.	[TR10 8QT ] [ [01326 37652 [	] ] Txt Co	J	ICS No R.I. Number	000003465 R0020357	HC.
16.GP & Prac PENRYN SURGE Revert to Sea	[BECRJ ] RY PR SARACEN arch/Accept/Cha	WAY, PEN MAY, PEN Mange/Other	I. BECH IRYN, C	KETT PENRYN GP F CORNWALL 0326 372 ]	PRACTICE 30-J 2502	UN-2004

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