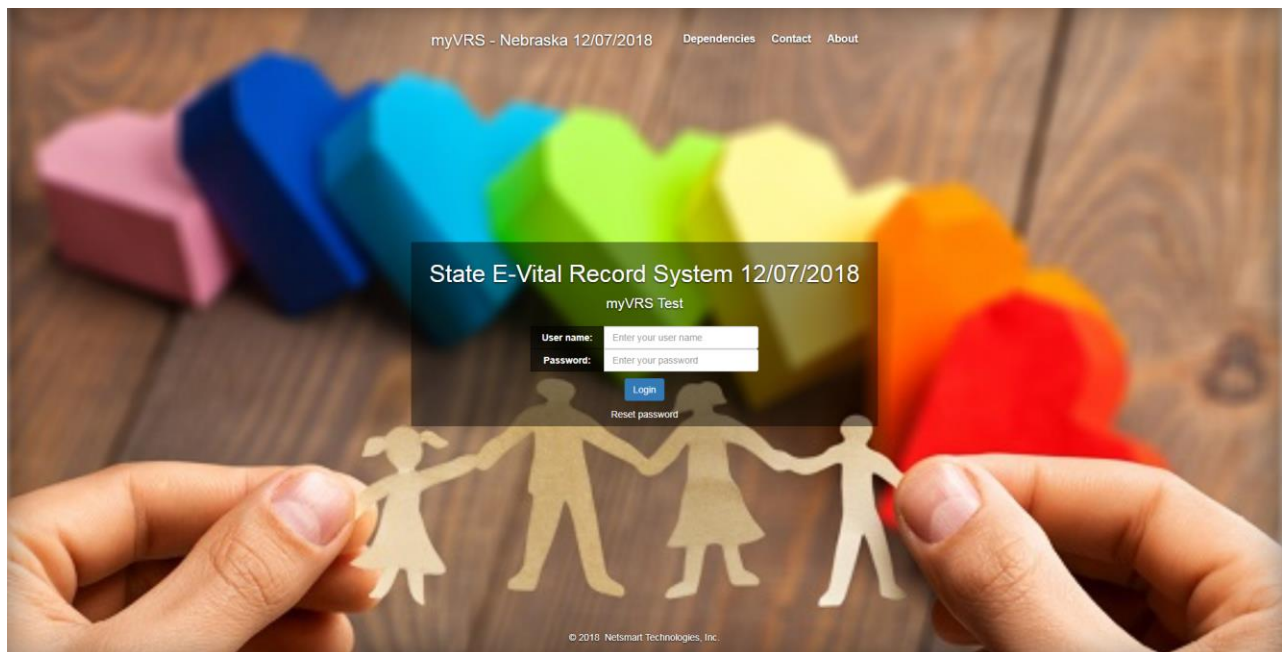


# NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

***NEBRASKA DEPARTMENT of HEALTH & HUMAN SERVICES (DHHS)  
VITAL RECORDS ELECTRONIC REGISTRATION SYSTEM (ERS)  
BIRTHING REFERENCE TRAINING MANUAL  
Revised December 2020***



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## INFORMATION FOR COMPLETING THE CERTIFICATE OF LIVE BIRTH

Required by Sections 71-602, 71-604, 71-607, 71-640.01, and 71-640.03  
Revised Statutes of Nebraska

Certificates are permanent records and official copies are made from them. Therefore, it is essential that the certificates be prepared in accordance with the following standards:

- Use the Nebraska Electronic Registration System to complete birth certificate registration process.
- Do not complete certificates in all capital letters. Capitalize only the first letter of each proper noun.
- Spell entries correctly. Verify names which sound the same, but have different spellings (Smith vs. Smyth, Gail vs. Gayle, etc.).
- A mother is legally married even though she is legally separated from husband/spouse.
- A Fetal Death Certificate is required to be filed for an infant that has advanced to the **20th week of gestation** or more and is born dead. A Fetal Death Certificate is not required if the fetus has not advanced to the 20th week of gestation.

### BIRTH (HOSPITAL/BIRTH CENTER) PERSONNEL

Hospital/Birth Center Personnel will be responsible for data entry of the Birth record. They will need to be familiar with the data entry process as a whole – which starts from sign-on, to calling up a new entry screen and/or searching for an existing Event record, to screen navigation and familiarity of field types, to working with the edit error process, the save and update functions and the informant verification process.

Additionally, printing will need to be mastered in terms of setting up printer as well as selection of the document type (worksheets, etc.) to be printed.

Other system functions such as running reports will be looked at as well.

Refer problems not covered in these instructions to the Vital Statistics Office by calling one of the direct numbers located in the Contacts, Help Desk, and Birth Desk section of this manual.

### DEFINITION OF LIVE BIRTH

The following definition has been adopted by the World Health Assembly and is recommended for use in the United States.

**LIVE BIRTH:** Live birth is the complete expulsion or extraction from its mother of a product of human conception, irrespective of the duration of pregnancy, which, after such expulsion or extraction, breathes or shows any other evidence of life, such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached.

**IMPORTANT:** *If an infant breathes or shows any other evidence of life after complete delivery even though it may be only momentary, the birth must be registered as a live birth and a death certificate must also be completed.*

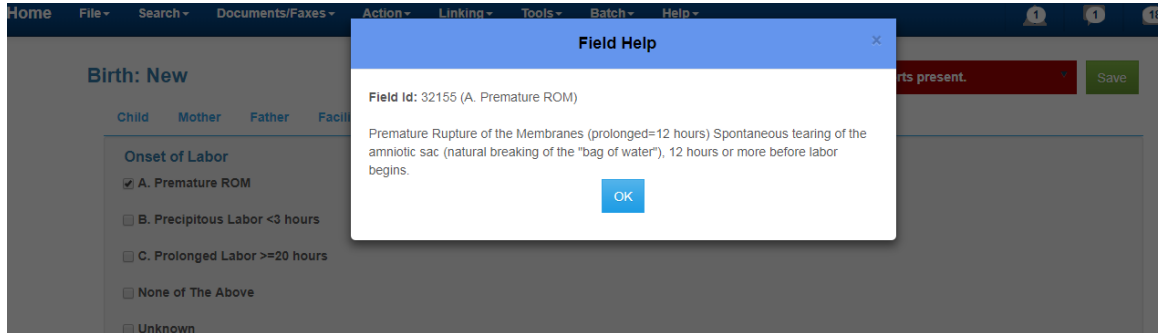
### A STANDARD CERTIFICATE OF BIRTH SHALL BE FILED WITHIN FIVE (5) BUSINESS DAYS AFTER THE BIRTH PER NEBRASKA STATUTE 71-604.

**Special characters:** If you need to put accents (tildes) like: ñ, á, é, í, ú, Ñ. You need to press **SHIFT + ~ KEY** until you find the correct accent. You will need to type the letter first then do the **SHIFT + ~ KEY** (The ~ is located next to #1 key on your keyboard).

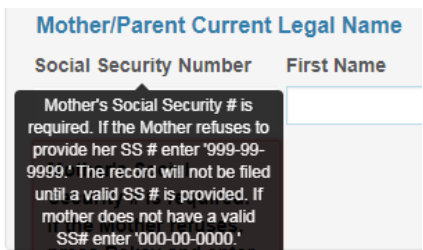
**Extra spaces around punctuation are not allowed.** For example: Do not include spaces around a hyphen or other punctuation such as an apostrophe. Any other characters like: periods, number signs, commas, etc., a warning box will appear.

**Suffix:** Suffixes such as Jr I II III IV are allowed. Suffixes such as The I, The II, The III are not allowed. Suffixes with periods, number signs, commas, etc. are also not allowed. If a suffix is not on the dropdown list and entered manually, Social Security Administration will not process the card. The parent will need to contact Social Security Administration for further instructions.

**Field Help:** In many of the fields containing the text cursor you can select **F1** and you will see additional information about that field. Screen shot below:



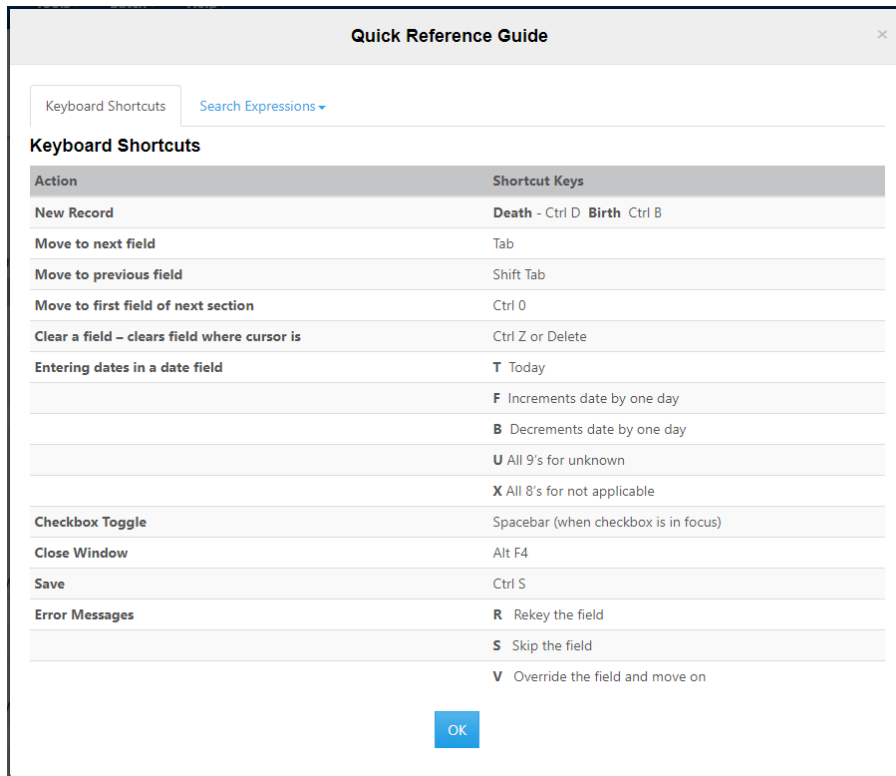
If you **Hover** over a selected field label it will display the fields Help text. You will need to put your cursor over the label of the field in order to see the help text. Screen shot below:



## QUICK REFERENCE GUIDE

The VRS System has a Quick Reference Guide on keyboard shortcuts located in the Help Link. Click on Help> Quick Reference Guide. Screen shot below. There are more keyboard shortcuts below. See page 5 for additional shortcuts.





## KEYBOARD SHORTCUTS

The **Tab** key moves the user from field to field within the data entry form. Before the field is exited, it is edited for errors (unless the edits for the field are overridden or the field is queried). Fields are ordered left to right, top to bottom, in normal reading order. When the **Tab** key is pressed in the last enterable field on a page, the notebook selects the next page and the text cursor is placed in the first enterable field on that next page. If a page contains no enterable fields, it is skipped.

**Shift-Tab** moves the user to the previously held field. It will not automatically switch pages.

### Delete

Put the cursor in the text field and hit the Delete key.

### F1

Depressing **F1** displays field help for the field your cursor is on.

### Ctrl- 0 (zero)

The data entry form is built from labeled boxes which are referred to as paragraphs (in Windows terminology, group boxes). Pressing **Ctrl-0** will move the text cursor from the present field to the first enterable field in the next paragraph.

### Ctrl-R

This brings up a dialog box to 'Reload the page' with a warning indicating that the changes might not be saved.

### Ctrl-C

This key copies the highlighted text to the clipboard. The field contents are not altered from the clipboard.

**Ctrl-V**

Pastes the contents of the Windows clipboard into the field containing the text cursor. The contents pasted by **Ctrl-V** replaces whatever may otherwise be in the field.

**Ctrl-X**

This shortcut cuts the present field and copies its contents to the Windows clipboard. From the clipboard, it can be pasted into another data entry field, or into another Windows application which supports the clipboard.

**T (F and B)**

On many date fields the user can enter a “**T**”, for “today”, and the current system date will display. Additionally, the values “**F**”, for “forward” (the next following date), and “**B**”, for “back” (or, the immediately preceding date), are available. These values may be repeatedly entered to continue the process of either advancing or reversing the date one day at a time.

**Ctrl-S**

This saves the current Event. This is equivalent to the **File / Save** menu item or **Save Icon**.

**Left Mouse Click**

The left mouse button can be used to place the text cursor in a particular field by clicking when the mouse cursor is over the desired field. The left mouse can also select notebook pages by clicking on the tab for the desired page.

**Right Mouse Click**

A menu of options for a field may be displayed by clicking the right mouse button when the mouse cursor is positioned over the field. This can be used to clear a field.

**Alt-F4**

This key combination displays a dialog box indicating Leave Site? With a message displaying ‘Changes you made may not be saved.’ If you click on the Leave button, Windows will close the web browser.

**Check Box Fields**

A left mouse click will toggle the checked state of a check box field. Pressing the space bar when the field is selected also toggles the state.

**Combo Box Fields**

Combo box fields associated with a dropdown list of values, are indicated by a small box with an inverted triangle to the right of the field. When a combo box is selected, several keys are operative. **Up** and **Down** arrows change the field contents to the next available value from the list. Clicking on the inverted triangle with the left mouse button also toggles the drop-down list. Typing a partial character string when the field is selected will position the list to the first selection that begins with that string. For example, in a list of US States, typing “**A**” positions to “**Alabama**” and “**ALAS**” positions to “**Alaska**”. If user types “**AL**”, “**Alabama**” is displayed. If you start typing and you type something in error, you can use the Backspace key to remove or use the Delete key to restore the dropdown list.

NOTE: If entry is not in dropdown list, type it in manually and the field will turn orange. Orange indicates that the field was manually entered. If queried or overridden the field(s) turn aqua blue.

‘**U**’ in date field – If you type in a U for unknown in the date field it will fill in all 9’s for the date.

## SUBSCRIPTION PAGE

The following link will take you to the Subscription page. Select the link that best fits your job and interests. You can also subscribe to the subscriptions page and each time it is updated with information you will be notified via an email alert.

<http://dhhs.ne.gov/Pages/Vital-Records-Partners.aspx>

Note: Subscription Page is also located in the Help menu after login.

## E-LEARNING TOOL

<https://www.cdc.gov/nchs/training/BirthCertificateElearning/>

Note: e-Learning tool is also located in the Help menu after login. *It is recommended that each person that enters in birth records completes this training.*

## GUIDE FOR BIRTHING HOSPITALS

<https://www.cdc.gov/nchs/data/dvs/GuidetoCompleteFacilityWks.pdf>

Note: Guide for Birthing Hospitals is also located in the Help menu after login. If you would like a hard copy of the guide email Vital Records at [DHHS.VitalRecords@nebraska.gov](mailto:DHHS.VitalRecords@nebraska.gov) and indicate how many copies you would like.

## DEFINITION OF TABS AND PARAGRAPHS IN ERS

**Tabs** – Tabs are referred to the tabs at the top of the webpage where you enter the information on child, mother and father. Tabs are labeled Child, Mother, Father, Facility, Medical, Newborn, Flags and Complete. Screen shot below has a red rectangle around the tabs with a label indicating tabs.

**Paragraph** – Refers to each section in a particular tab, for example ‘System’ and ‘Mother/Parent Current Legal Name’ are paragraphs in the Child Tab. Screen shot below. The word ‘Paragraph’ in italics with yellow labels is listed in each paragraph below. In this document the paragraphs are identified as black Italic font.



**Birth: New** Start New Image count: 0 Notes count: 0 Alerts: No alerts present. Save

**Child** **Mother** **Father** **Facility** **Medical** **Newborn** **Flags** **Complete** **TABS**

**System** *PARAGRAPH*

State File Number  NE State File Number  Local File Number  Created By  Date Created  Date Modified

Modified By  User Location  Reg Type Code  Record Status

**Mother/Parent Current Legal Name** *PARAGRAPH*

Social Security Number  First Name  Middle  Last

Suffix

**Mother/Parent Name at Birth** *PARAGRAPH*

First Name  Middle  Last  Suffix

**Child** *PARAGRAPH*

First  Middle  Last  Suffix

Mother's Medical Number

Date of Birth  Time of Birth  Time Unit

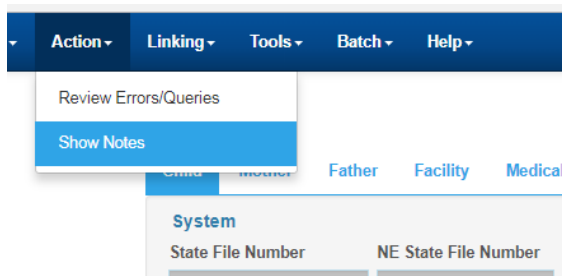
Long Child's Name

Next

## NOTES UTILITY

The user can also add a note to the record or a particular field at any time, even after the user has finalized the record by selecting Actions and Show Notes.

Click on Actions>Show Notes:



Notes window displays. Click 'New' button to add a new note.

Notes									
Notes Id	Field Name	Note	Create Date	Modify User Id	Modify User	Modify Date	Is Active	Application Function	
163629	--Record--	This is a test!	2018-12-14T13:31:17.3306817-06:00	25877	Laurie Mccall	2018-12-14T13:31:17.3306817-06:00	true		<a href="#">View</a>

[New](#) [Close](#)

Type in your note and click Save.

**Notes**

Field Name: --Record-- Field Label: --Record--  
 Security Function: v  Is Active?

B I U ↔ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

Format v (inherited font) v (inherited size) v

☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

[Save](#) [Cancel](#)

You can see in the Notes grid that your Note was successfully saved.

The user can also right click in a field to add Notes. Choose any field, right click and Select Notes

**Mother/Parent Name at Birth**

First Name	Middle
<span style="border: 1px solid #ccc; padding: 2px;">Mary</span>	

**Child**

First	Middle
<span style="border: 1px solid #ccc; padding: 2px;">Robert</span>	

**Mother's Medical Number**

- Show Page Errors
- Site Information...
- Notes...
- Insert Current Date
- Clear Field
- Insert Default Value

**Notes**

Notes Id	Field Name	Note	Create Date	Modify User Id	Modify User	Modify Date	Is Active	Application Function	
163629	--Record--	This is a test!	2018-12-14T13:31:17.3306817-06:00	25877	Laurie Mccall	2018-12-14T13:31:17.3306817-06:00	true		<a href="#">View</a>
163630	--Record--	Doing another test here!	2018-12-14T13:40:16.5950754-06:00	25877	Laurie Mccall	2018-12-14T13:40:16.5950754-06:00	true		<a href="#">View</a>

[New](#) [Close](#)

**NOTE:** Once a note is added, the 'Notes Count' highlighted in green at the top will display a count of the notes that were added. You can look at notes by either clicking on the Actions>Notes or double clicking on the green highlighted box that says Notes count.

Image count: 0 **Notes count: 1** Alerts: No alerts present. Save

n Flags Complete

The show notes button on the complete tab can also be selected to view Notes:

Child Mother Father Facility Medical Newborn Flags **Complete**

**Complete**

Hospital Completed: N Hospital Completed Date: [Calendar Icon] Email Address: [Input Field]

Show Notes

Show Notes

### OVERRIDES AND QUERIES

Depending upon the field and the given user’s security role, options of **Override** and **Query** may also be available.

The queries and overrides errors will now display on the right side of the screen. You can click on the blue link to take you back to the tab and field that has an error for you to fix it or you can select the choices available which are R for Rekey, S for Skip, O for Override and Q for Query. If you hit R it will take you back to the field. Be sure to scroll down if you have a lot of errors. After you fix an error it will disappear from the list.

If a user queries a field or overrides an edit, data regarding the error and field will be stored and further clarification in the ‘Reason Edit was Overridden’ field can be made on the Complete tab. If any field is overridden be sure to complete the ‘Reason Edit was Overridden’ is filled out on the Complete tab. The field will turn aqua blue. The examples below displays two validation errors along with snapshots of the errors. If you click on R for Rekey it will take you to the field with the error.

Validation Errors

Child > Mother/Parent Current  
Legal Name > Middle

Please verify full middle name.

R S O Q Bypass: 1 2 3 4

Mother/Parent Current Legal Name

Social Security Number	First Name	Middle	Last
654-65-1111	Jane	[Yellow Highlighted]	Jones

Child > Child > Middle

Please verify full middle name.

R S O Q Bypass: 1 2 3 4

**Child**

First:  Middle:  Last:  Suffix:

## HOW TO SEARCH WITHIN ERS

### Search Criteria

On the **Search Screen**, first note that there are two tabs – the **Search Criteria** tab and the **Search Results** tab.

The **Search Criteria** tab is where the criteria for the search are entered. The **Search Results** tab is where the results (record entries, if any) of that search is displayed.

Searching by Zip Code: If you search by the zip code and put in a partial zip code it will bring back all the results that have those numbers in it. If you put in the County and/or City it will filter the zip code for that particular County and City. See below:

The screenshot shows a search criteria form with the following fields:

- Zip Code dropdown menu: 06852, 16852, 26852, 36852, 46852, 66852, 68520, 6852
- Name of Attendant/Certifier:
- Date of Birth (String):
- Resident County:
- Resident City:
- City Limits:
- Payment Source:

You can search by using the following special characters as well:

- Search criteria
  - % **Smi%**
  - \_ **Sm\_th**
  - ,A or ,D **Ascending or Descending**
  - NULL
  - <>NULL
  - (X + Y) **Records with a value *between* (and including) X and Y**
  - IN(A+B+C) **Records with a value in that listed set**
  - >,>=,<>,<,<= **Other operators**

To search on Date fields you will need to include the slashes “/”, for example: 01/04/2019

Fields included on the **Search** tab have been selected for their relevancy to the search for each Event. They typically include name fields, key date fields, facility fields and the like. Any one of these fields by itself is sufficient to institute the search. For example, a name field alone will yield search results. If, however, you wish to refine the search, additional search criteria can be entered in additional fields thereby narrowing the results set.

Note, though, that while a greater number of fields used in the search will result in a more refined set of results, **each** of the criteria entered becomes part of the match process and this, in turn, necessitates a greater accuracy in those criteria that are entered. Entering **‘Betty’** for a woman’s first name, for example, will cause the entire search to fail if the person’s name is known to the system as **‘Elizabeth’**.

In addition to entering exact information for the search, other options are possible.

**%** - The **percent sign is a wildcard** and allows the user to not enter some letters in the search field. For example, if the exact spelling of the child's last name is not known, the user could enter the characters of the child's last name that are known and use the **%** to signify the remaining letters. If, for example, "**Smi%**" is used in the search field, it would find and display all records that started with "**Smi**". Or, if the last part of the child's name was known, the user could enter "**%son**" to locate all names that ended in "**son**".

**\_** (the **underline character**) – This character is used to denote that exactly **1** letter is unknown and can be anything.

**,A** or **,D** – When a "**,A**" is put in a search field, the resulting records will displayed in **ascending** order on that field. If a "**,D**" is put in a search field, the results will be in **descending** order on that field. This is used when a large result is expected. It can be used in combination with other search criteria.

**NULL** – When this word is used in a search field, the records with an empty (or, **null**) value are displayed. For example, this might be used in the **State File Number** field to display those records that have not been numbered yet.

**<> NULL** – This indicates a **not** null, or not empty, value – i.e., some sort of value is present. **(X+Y)** – This is interpreted as "**Search for records that have a value BETWEEN X and Y**". This actually includes the values **X** and **Y** too. This can be used for any field including the state file number and the date fields that are true dates and not just string representations of the dates. True dates are usually the dates that cannot have an unknown component. **IN(A+B+C)** – This search construction directs that at least one of the listed values be present - *either A or B or C*.

**Other operators** – These include **>, >=, <, <=**. For example the operator **>=** will find records with a value greater than or equal to the rest of the search field entered. To find a last name that is greater than or equal to **M**, for example, the characters **>=M** would appear in the Last Name field. The **<>** operator means "**not equal to**".

From menu click on Search>Birth. The 'Search (Birth)' screen displays:

- Birth
- Message System
- Hearing Information
- Hearing Screening
- User Maintenance

### Search (Birth)

Search Criteria
Search Result

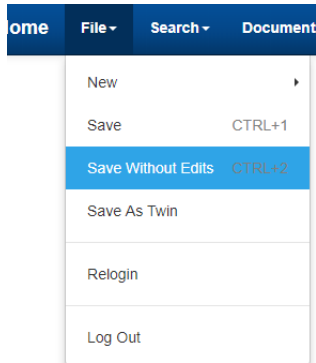
Clear Search

<p>State File Number <input type="text"/></p> <p>Date of Birth <input type="text"/></p> <p>Child's Middle Name <input type="text"/></p> <p>Child Last Name (Soundex) <input type="text"/></p> <p>Facility Name <input type="text"/></p> <p>Mother/Parent Last Name <input type="text"/></p> <p>Father/Parent Legal Middle Name <input type="text"/></p> <p>User Location / Facility Name <input type="text"/></p> <p>County of Birth <input type="text"/></p> <p>Douglas County Complete <input type="text"/></p> <p>(System use only!) <input type="text"/></p>	<p>Year <input type="text"/></p> <p>Record Status <input type="text"/></p> <p>Child's Last Name <input type="text"/></p> <p>Sex <input type="text"/></p> <p>Mother/Parent First Name <input type="text"/></p> <p>Mother/Parent Birth Last Name <input type="text"/></p> <p>Father/Parent Legal Last Name <input type="text"/></p> <p>Father/Parent Last Birth Name <input type="text"/></p> <p>Birth Local File Number <input type="text"/></p> <p>Alert Count <input type="text"/></p> <p>BIRTHID <input type="text"/></p>	<p>NE State File # <input type="text"/></p> <p>Child's First Name <input type="text"/></p> <p>Child's Suffix <input type="text"/></p> <p>Paternity Queue <input type="text"/></p> <p>Mother/Parent Middle Name <input type="text"/></p> <p>Father/Parent Legal First Name <input type="text"/></p> <p>Father/Parent Legal Suffix <input type="text"/></p> <p>State of Birth <input type="text"/></p> <p>Hospital Completed <input type="text"/></p> <p>Reject Queue <input type="text"/></p> <p>Created By <input type="text"/></p>
<p>Mother/Parent Married? <input type="text"/></p> <p>Infant transferred? <input type="text"/></p> <p>HINFO record? <input type="text"/></p> <p>Name of Attendant/Certifier <input type="text"/></p> <p>Resident County <input type="text"/></p> <p>City Limits <input type="text"/></p>	<p>Grams <input type="text"/></p> <p>Child's Medical Record # <input type="text"/></p> <p>Mother Date of Birth <input type="text"/></p> <p>Date of Birth (String) <input type="text"/></p> <p>Resident City <input type="text"/></p> <p>Payment Source <input type="text"/></p>	<p>Reg Type Code <input type="text"/></p> <p>Mother's Medical Number <input type="text"/></p> <p>Prenatal Date Began <input type="text"/></p> <p>Resident State <input type="text"/></p> <p>Resident Zip <input type="text"/></p> <p>Hepatitis B? <input type="text"/></p>

## SAVE VS SAVE WITHOUT EDITS

Save without edits if you have limited information or if you get interrupted and want to save an incomplete record. You can Save without Edits and come back to it later.

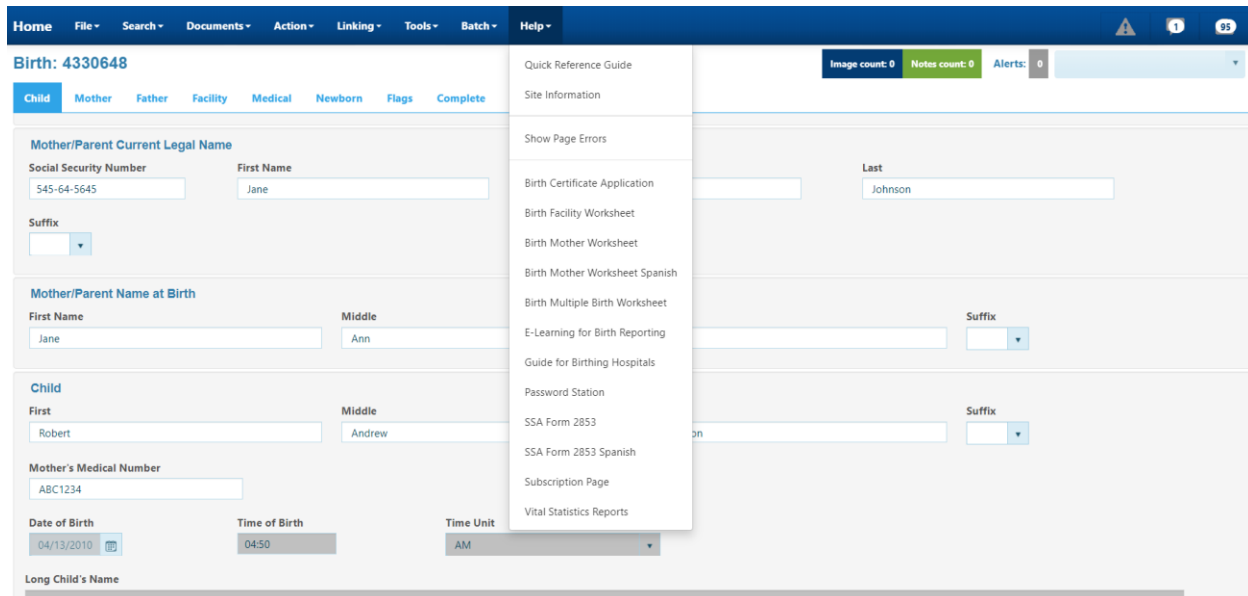
When you come to the Birth Attendant field and the Birth Attendant is not listed in the dropdown list you can save without edits so you can add your Birth Attendant. Otherwise you must use Save icon before you complete the record to validate you do not have any edit errors or skipped fields.



## HELP LINK

If you click on the Help link in the toolbar you will see that the following forms have been added.

- Birth Facility Worksheet
- Birth Mother Worksheet
- Birth Mother Worksheet Spanish
- Birth Multiple Birth Worksheet
- SSA Form 2853
- SSA Form 2853 Spanish



## ENABLE JAVASCRIPT

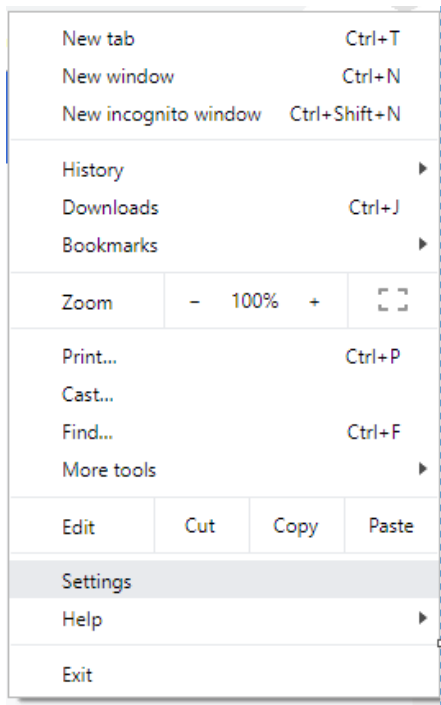
You will need to enable javascript in your browser in order to use the NX system. Instructions below on how to enable for Chrome, Internet Explorer, Firefox and Safari.

## Chrome

Click on the ellipsis in the upper right of the page.




Select settings



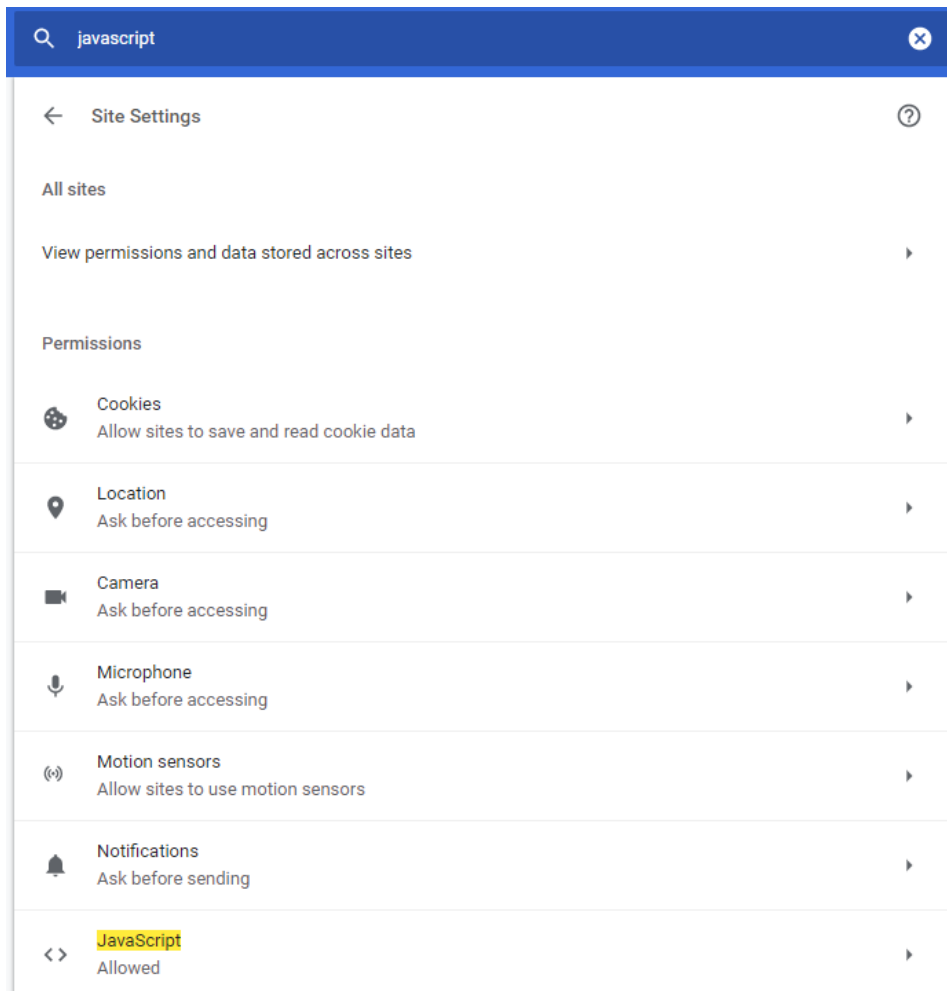
In the search bar type in Javascript. Click on the arrow next to Site Settings.



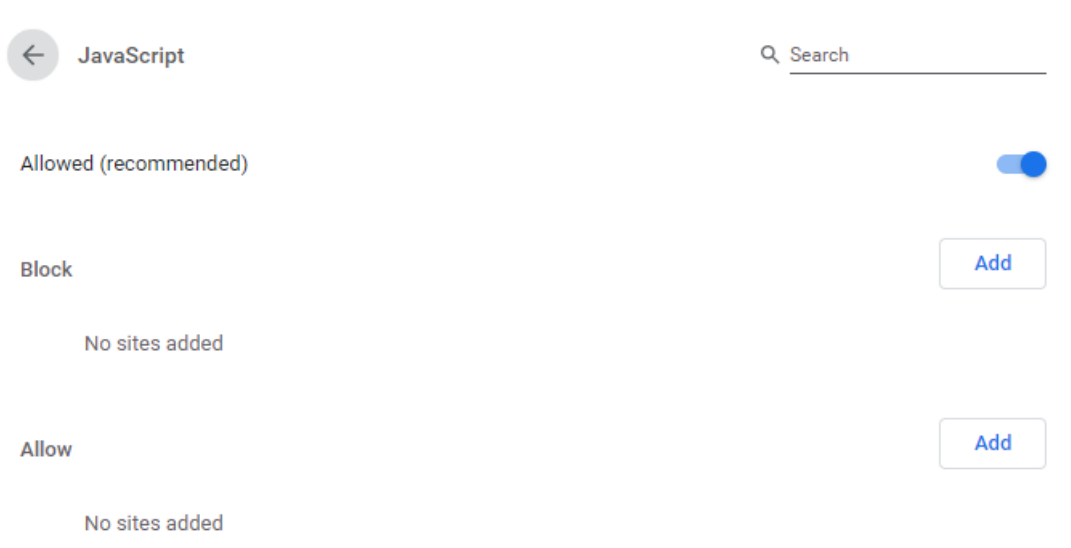
## Privacy and security

Sync and Google services More settings that relate to privacy, security, and data collection	▶
Allow Chrome sign-in By turning this off, you can sign in to Google sites like Gmail without signing in to Chrome	<input checked="" type="checkbox"/>
Send a "Do Not Track" request with your browsing traffic	<input type="checkbox"/>
Allow sites to check if you have payment methods saved	<input checked="" type="checkbox"/>
Preload pages for faster browsing and searching Uses cookies to remember your preferences, even if you don't visit those pages	<input checked="" type="checkbox"/>
Manage certificates Manage HTTPS/SSL certificates and settings	
Manage security keys javascript keys and create PINs	▶
Site Settings Control what information websites can use and what content they can show you	▶

Click the arrow next to Javascript



You want to make sure the button next to allowed is set to the right. If not move the button to the right and then your Javascript is enabled.

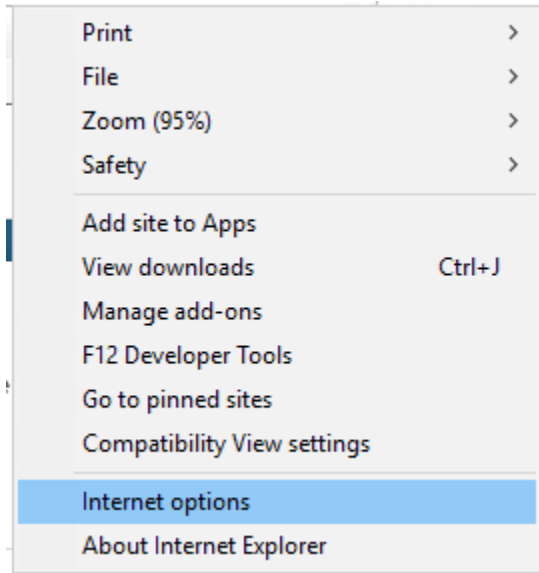


## Internet Explorer

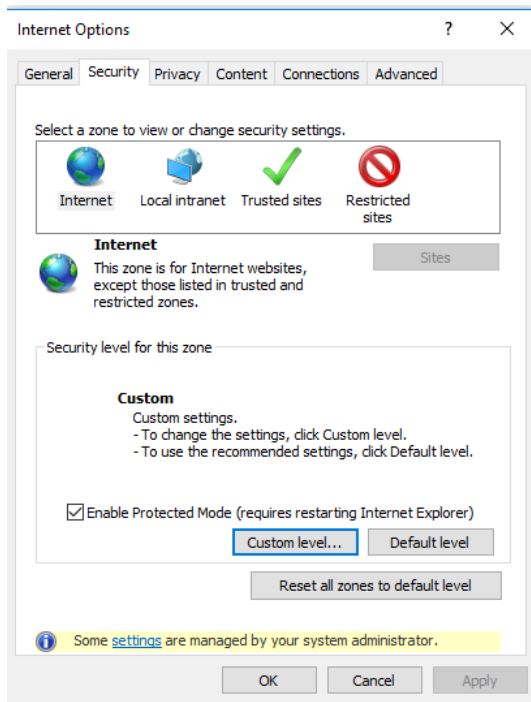
Click on the gear in the upper right corner of the window.



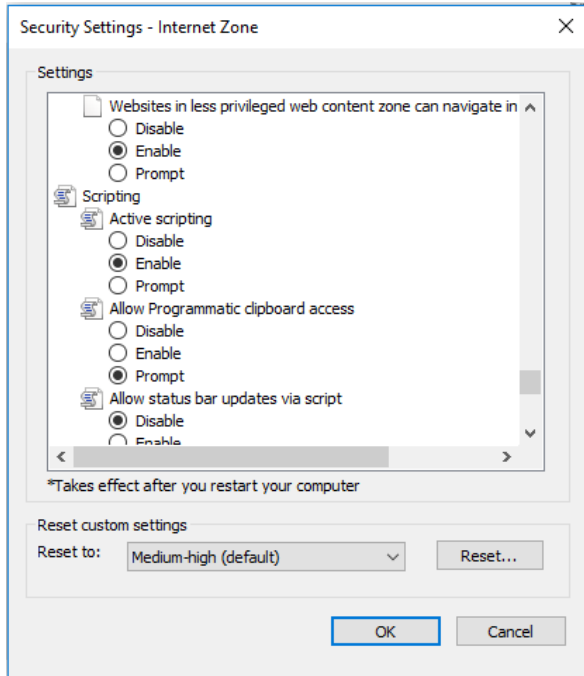
Select Internet Options



Click on Custom Level button



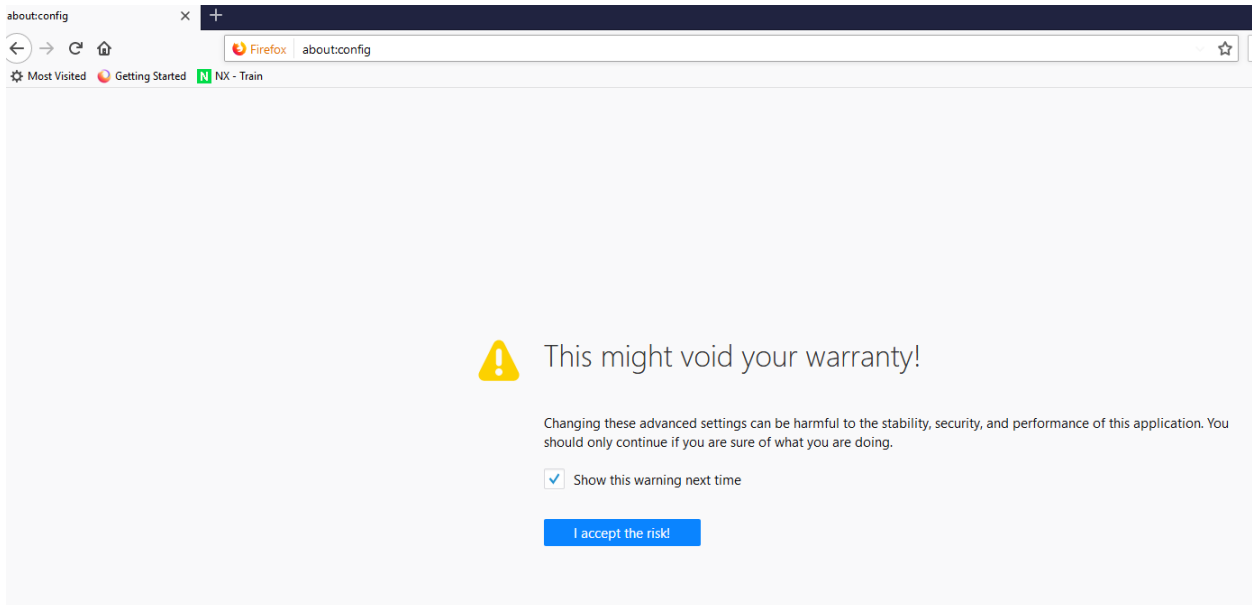
Scroll to Scripting. Under Active Scripting check the radio button by Enable.



Click the OK button and you now have javascript enabled.

## Firefox

In address bar, type “about:config” (with no quotes) and hit enter. The following will display. Click on Accept this Risk.



The following screen displays. In the search bar type “javascript.enabled” (without the quotes) and hit enter.

Most Visited Getting Started NX - Train

Search:

Preference Name	Status	Type	Value
accessibility.AOM.enabled	default	boolean	false
accessibility.accesskeycausesactivation	default	boolean	true
accessibility.blockautorefresh	default	boolean	false
accessibility.browsewithcaret	default	boolean	false
accessibility.browsewithcaret_shortcut.enabled	default	boolean	true
accessibility.delay_plugin_time	default	integer	10000
accessibility.delay_plugins	default	boolean	false
accessibility.force_disabled	default	integer	0
accessibility.handler.enabled	default	boolean	true
accessibility.indicator.enabled	default	boolean	false
accessibility.mouse_focuses_formcontrol	default	boolean	false
accessibility.support.url	default	string	https://supp
accessibility.tabfocus	default	integer	7
accessibility.tabfocus_applies_to_xul	default	boolean	false
accessibility.typeaheadfind	default	boolean	false
accessibility.typeaheadfind.autostart	default	boolean	true
accessibility.typeaheadfind.casesensitive	default	integer	0
accessibility.typeaheadfind.enablesound	default	boolean	true
accessibility.typeaheadfind.enabletimeout	default	boolean	true

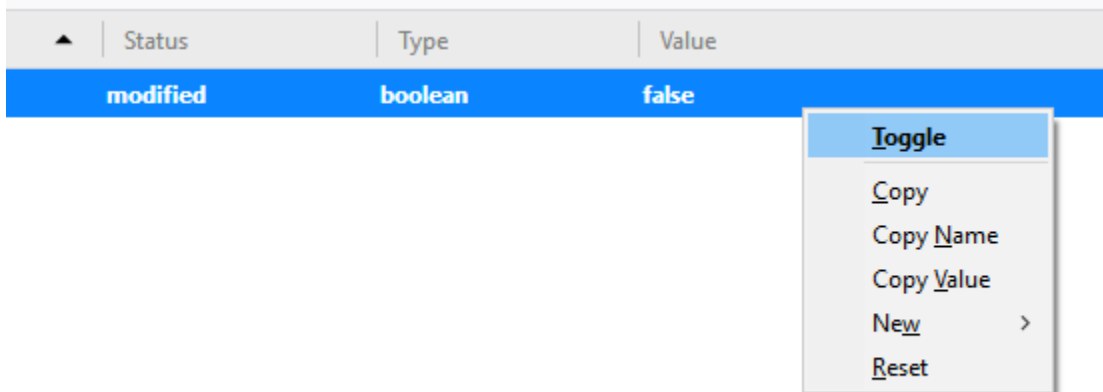
The following will display. If the Value column is true your javascript is enabled.

Most Visited Getting Started NX - Train

Search:

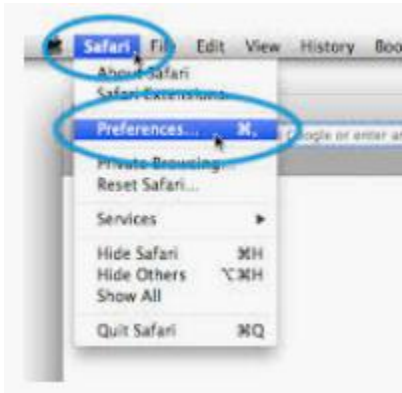
Preference Name	Status	Type	Value
javascript.enabled	default	boolean	true

If it is False you can highlight the row and right click and the Toggle button will display. Click on Toggle and it will change the value from False to True. If you don't have access you will need to contact your IT department.



## Safari

Click the Safari menu, choose Preferences. Make sure you have a Safari window open and active.



Click on the Security tab then click the Enable JavaScript checkbox to enable or disable JavaScript



Close the Preferences window. JavaScript is now enabled.

# ELECTRONIC REGISTRATION SYSTEM (ERS) INSTRUCTIONS

Electronic Registration System (ERS) Log on Screen

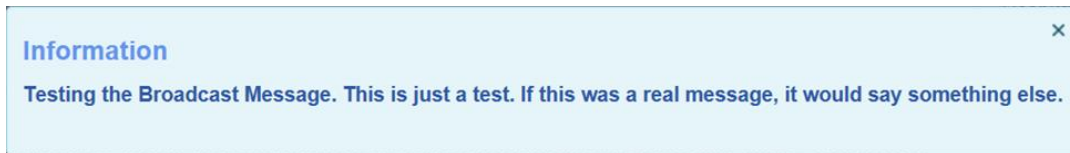
<https://vrers-dhhs.ne.gov/WebSvcVrers>

Enter: User Name, Password

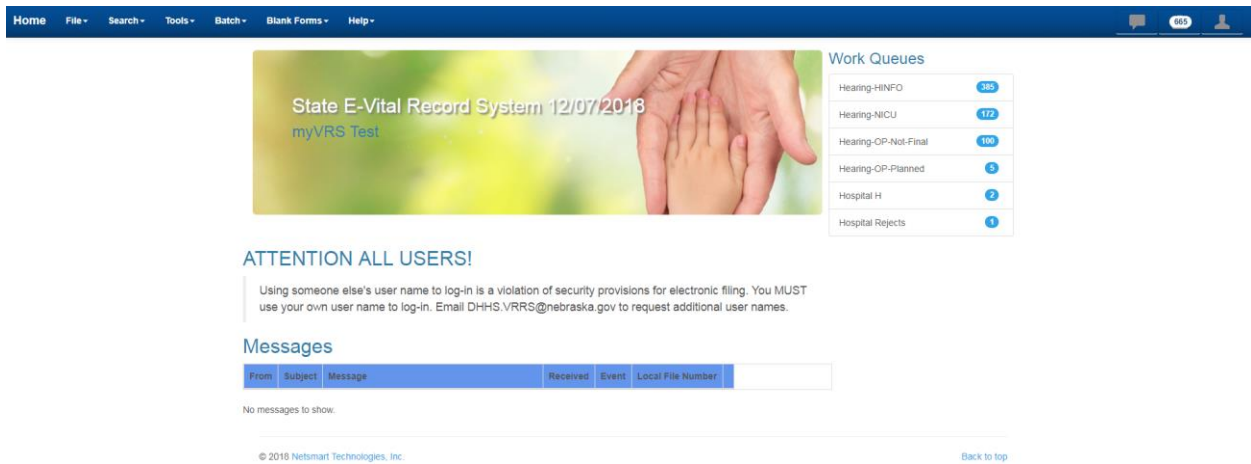
Click: Log In



The following Information box may display with a message if there is a message to display: The box will have messages like when the office is closed, system is down for maintenance, etc. Click 'X' to close the message.



The following page will display: This page will display messages for all users in the 'Attention All Users' section and/or you may have messages under the header of 'Messages' for only certain roles.

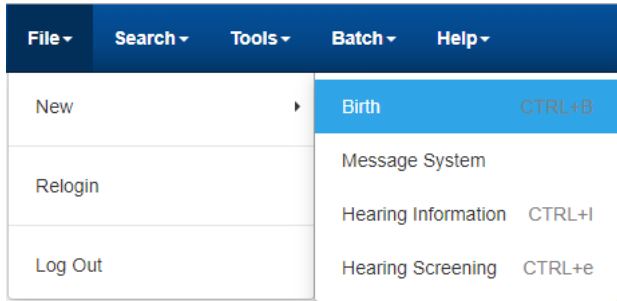


NOTE: In the Help menu you can also access the eLearning tool, Guild for Birthing Hospitals as well as the Subscription page.

User can hit **F1** key which displays context-sensitive help for the field containing text. You will need to hover over the label of the field.

To enter a New Birth follow the instructions below:

Click on File>New>Birth to enter a new birth certificate. Or you can use the keys CTRL + B.



The Registration screen will open to start the Birth Registration process. By default the Child's tab will display first. **Please note:** All information for Child's, Mother's and Father's tab will come from the Mother's worksheet.

**Birth: New** Image count: 0 Notes count: 0 Alerts: 0 Save

**Child** | Mother | Father | Facility | Medical | Newborn | Flags | Complete

**System**

State File Number	NE State File Number	Local File Number	Created By	Date Created	Date Modified
			Laurie McCall		
Modified By	User Location	Reg Type Code	Record Status		
	Good Life Birth Place		NORMAL		

**Mother/Parent Current Legal Name**

Social Security Number	First Name	Middle	Last
<u>          </u>			

**\*\*Header is not frozen in IE...this feature only works in Chrome and Safari. It is highly recommended to use Chrome or Safari when using this application. Each field that is in focus will be highlighted yellow to indicate which field you are on. If it is a checkbox field the label will be underlined. Also, if you use IE when tabbing the screen will flash and this is why it is recommended to use Chrome.**

EX: Field in focus in the above snap shot is the social security number.

EX: Check box in focus

**Mother/Parent Race**

White

Black or African American



## Child Tab

**Birth: New** Start New Image count: 0 Notes count: 0 Alerts: No alerts present. Save

**Child** Mother Father Facility Medical Newborn Flags Complete

**System**

State File Number	NE State File Number	Local File Number	Created By	Date Created	Date Modified
			LAURIE MCCALL		

Modified By  User Location  Reg Type Code  Record Status

**Mother/Parent Current Legal Name**

Social Security Number	First Name	Middle	Last
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Suffix

**Mother/Parent Name at Birth**

First Name	Middle	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Child**

First	Middle	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mother's Medical Number

Date of Birth  Time of Birth  Time Unit

Long Child's Name

### *System paragraph - overview*

This section is for Vital Records use. Your name (Created by) will be entered as you create the record. User location will be automatically filled in with the location you logged in as.

**Record Status:** Defaults to Normal

### *Mother/Parent Current Legal Name paragraph - Full Name after marriage, if married.*

**Social Security Number** - If none, please enter 000-00-0000 and put a comment in the Note Utility when completing the record. If she refuses, then enter 999-99-9999 and put a comment in the Note Utility when completing the record. If she refuses, the record will not be filed until the number is provided.

**First Name** – Enter Mother’s First Name

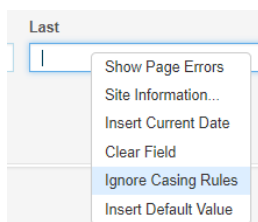
**Middle Name** – Enter full middle name, do not enter initials. If no middle name leave blank and put a comment in the Notes Utility when completing the record. Use only middle initial if on birth certificate.

**Last Name** - If more than one last name, you can enter them in this box. If married and keeping name at birth, put a comment in the Note Utility when completing the record.

**Note:** In the Name fields of any paragraph the first letter of the first name, middle name and last name will automatically capitalize after tabbing off the field.

Mother/Parent Current Legal Name			
Social Security Number	First Name	Middle	Last
313-44-4414	Willie	Marie	Mccall

You can also 'Ignore the Casing' rules by deleting the name in it and right click in the field and choose 'Ignore Casing Rules'. This allows you to capitalize whatever letters need to be capitalized, for example: van Buren. The casing rules are automatically turned on for each field. If you need another name field to be capitalized differently you will need to turn off casing rules for that field.



**Suffix** - if any – select from dropdown, Jr, I, II, III, IV, etc.

**Mother/Parent Name at Birth (Maiden Name) paragraph** - Full Name as it appears on her current birth certificate.

**First Name** – Enter full first name.

**Middle** - If none leave blank and put a comment in the Note Utility when completing the record. Do not enter initials, must be full name, unless only middle initial is on her birth certificate.

**Last** - If more than one last name, you can enter them in this box.

**Suffix**, if any – select from dropdown list Jr, I, II, III, IV, etc.

### **Child paragraph**

Child's given or surname cannot be separated by commas or periods, it can be hyphenated

**First** - If parents have not decided what to name the child, you can leave this information blank. You still need to enter the last name. Later on they can add the name at Vital Records office. A social security card will not be issued without a first name.

**Middle** - If none, leave blank and put a comment in the Note Utility when completing the record, otherwise enter full middle name unless parents indicate only initial on birth certificate.

**Last** - If more than one last name, you can enter them in this box

**Suffix**, if any – select from dropdown list Jr, I, II, III, IV, etc.

**Mother's Medical Number** – This is from Facility Worksheet. This is an optional field. **This is your last entry on this window.** If you Tab, the system will take you to the next screen.

**Note:** You will not enter the following information at this time, information will populate from further entries: Sex; Date of Birth; Time of Birth; Time Unit; Long Child's Name (System will populate)

## Mother's Tab

Birth: New

Start New

Image count: 0

Notes count: 0

Alerts: 0

Save

Child **Mother** Father Facility Medical Newborn Flags Complete

### Mother/Parent Residence Address

Street Name & Number	Apt. No.	Inside City Limits?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Country	State	ZIP - Combined
<input type="text" value="United States"/>	<input type="text"/>	<input type="text"/>
County	City, Town/Location	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Mother/Parent Mailing Address

Same as residence?	State	City, Town/Location
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Street Name & Number	Apt Number	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Mother/Parent Demographics

Date of Birth	Age	Country of Birth	Birth State
<input type="text"/>	<input type="text"/>	<input type="text" value="United States"/>	<input type="text"/>
Birth City	Education		
<input type="text"/>	<input type="text"/>		

### Mother/Parent Origin

Spanish/Hispanic/Latina?	Mexican?	Puerto Rican?	Cuban?	Other Ethnicity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Other Specify <input type="text"/>				

**Mother/Parent Race**

White

Black or African American

American Indian/Alaska Native

Asian Indian

Chinese

Filipino

Japanese

Korean

Vietnamese

Other Asian

Native Hawaiian

Guamanian or Chamorro

Samoan

Other Pacific Islander

Other

Unknown

---

**Mother's History**

Receive WIC?	Height (feet)	Height (inch.)	Prepreg. Weight (lbs.)
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

---

**Smoking - Average Number of Cigarettes Per Day**

3 Mo. Before Pregnancy	First Trimester	Second Trimester	Third Trimester
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

---

**Marital - At Birth/Conception/Any Time Between**

Mother/Parent Married	3 Way Paternity?	Paternity Completed?	Parent's Consent Given
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

**Mother/Parent Residence Address paragraph** - P.O. Box cannot be entered. It needs to be the physical address of residence.

**Country** – Defaults to United States. If you need to change the Country simply delete United States out of the field and select the Country you need. Note: If you change the Country you will receive a message, screen shot below. Select the Country you need from the dropdown, if not in the dropdown list type it in manually and select override button located within the message and continue.

**Country**

Albania ▼

Mother > Mother/Parent  
Residence Address > Country  
Usually the Mother's Country of Residence is the United States.  
You have entered something other than the United States.

**R S O Q** Bypass: 1 2 3 4

**State** – Enter the State name. If the US State or US Territory is not available in the dropdown list, check to make sure the Country is United States.

You can filter on Country, State and Zip-Combined fields. The Country field will be defaulted to United States. If your Country is United States then filter on State and then Zip-Combined field. Once you put in your State, the Zip combined field will filter on what you enter. For example if I type in '681' I will see all zip codes starting with a 681 and their associated county and city. You can put in as many characters you want to narrow down your search. Once you find your zip combined select it and it will autofill the County, City, Town/Location and Zip Code fields. In the Zip-Combined field, you can also use the County or City in your search.

ZIP - Combined

681 ▼

- 68101-Omaha-Douglas
- 68101-Omaha-Sarpy
- 68102-Omaha-Douglas
- 68102-Omaha-Sarpy
- 68103-Omaha-Douglas
- 68103-Omaha-Sarpy
- 68104-Omaha-Douglas

<b>Country</b>	<b>State</b>	<b>ZIP - Combined</b>
United States ▼	Nebraska ▼	68101-Omaha-Douglas ▼
<b>County</b>	<b>City, Town/Location</b>	<b>Zip Code</b>
Douglas ▼	Omaha ▼	68101 ▼

If city of Scottsbluff is used in the Zip-Combined field, all zip-county-city combinations for Scottsbluff will be displayed:

<b>State</b>	<b>ZIP - Combined</b>
Nebraska ▼	scottsbluff ▼
<b>City, Town/Location</b>	
	69361-Scottsbluff-Scotts Bluff
	69361-Scottsbluff-Sioux
	69363-Scottsbluff-Scotts Bluff
	69363-Scottsbluff-Sioux

If you change the Country to another Country besides United States you will need to type in the remaining fields and choose Other-Not in list for the Zip Combined field. Then you will type in the County, City, town/Location and Zip Code, if they apply. See below:

If you put in a Zip Code in the Zip Combined field that is not in the list, select 'Other – Not in list'. This will put in asterisks and Other in any of the following fields: County, City, Town/Location and Zip Code. You will need to type in the County, City, Town/Location and Zip Code fields with the correct information.

**Street Name & Number** – Enter the street name and number.

**Apt. No.** – Enter apartment number if there is one

**Inside City limits?** Select from dropdown list, Y/N/U

**Country** – Enter Country

**State** – Enter State

**Zip – Combined** – Type in Zip Code and it will display the city-county with it so you can select the correct zip code and city-county. If the Zip Combined is not available select 'Other - not in list' from the dropdown list. See below:

**County** – Enter the County name. If the County is not available in the dropdown list, verify the State entered.

**City, Town or Location** – Enter the City, Town or Location by typing the name or selecting from dropdown list. If the City, Town or Location is not in the dropdown type it directly in the field and the field will turn orange, this is OK.

**Zip Code** – Enter zip code from dropdown list or type it in if it is not available and the field will turn orange. Example screenshot above:

*Mother/Parent Mailing Address paragraph* - You can enter P.O. Box addresses in this section.

**Same as Residence?** Select Y or N. If yes is selected, system will populate with the residence address. If no is selected, you will have to complete the State; City, Town or Location; Street Name and Number; Apt Number; Zip Code fields.

*Mother/Parent Demographics paragraph*

**Date of Birth** - month/day/year (System will calculate age).

**Country of Birth** - Select from drop down menu. If foreign country selected, system will skip the state and city and take you to the Education field. If Country is not in the drop down menu, contact the help desk.

If mother was born in a United States Territory, enter the Country as United States, pick the United States Territory as the State and then enter the city which may be found in the drop down menu. The United States Territories include: American Samoa; Guam; Northern Marianas; Puerto Rico; and Virgin Islands. If mother was born in a foreign country, only enter the country.

**Birth State** - Select from drop down menu.

**Birth City** - If not listed in the drop down menu, type in the city manually and the field will turn orange.

**Education** - Select from drop down menu.

*Mother/Parent Origin paragraph*

**Spanish/Hispanic/Latina?** Y or N.

If you select **Y** you will have to answer the following:

- **Mexican?** Y or N
- **Puerto Rican?** Y or N
- **Cuban?** Y or N
- **Other Ethnicity?** Y or N (if Y is selected, you will need to enter information for: **Specify other** field. Do not enter Hispanic, Spanish, Latina, Mexican, Cuban, Puerto Rican as these were already specified by the specific Y/N questions. The “Other” category is for selections that are not already listed. Examples include Guatemalan, Costa Rican, Salvadorian, etc.

*Mother/Parent Race paragraph*

Select all that applies. Select by clicking with mouse or by tabbing through the fields and using the space bar to check the box. You can navigate to the next paragraph by using CTRL + 0 or by using your mouse and clicking on the Next button.

*Mother’s History paragraph*

**Receive WIC?** Y or N

**Height** (feet)

**Height** (inches)

**Pre-pregnancy Weight** (lbs) If weight is under 75 pounds or over 300 pounds a message will display. Example screenshot below: Click on Rekey if you typed it in incorrectly. Click on Query and Verified 1 if you typed it in correctly and confirmed the information is correct. Add a comment in the ‘Reason Edit was Overridden’ in the Complete tab. Field will turn aqua blue.

Prepreg. Weight (lbs.)

074

Mother > Mother's History >  
Prepreg. Weight (lbs.)

You entered a questionable weight amount, please check your entry. If correct, please select Queried and Verified. If not correct, please re-key the weight.

**R** **S**   Bypass:

*Smoking – Average Number of Cigarettes Per Day paragraph*

**3 Mo. Before Pregnancy** – Enter count

**First Trimester** – Enter count

**Second Trimester** – Enter Count

**Third Trimester** – Enter Count

**Note:** Enter the number of cigarettes smoked per day for each time period. If none, enter **00** in each box. Do not enter packs or partial packs. One pack equals 20 cigarettes. If mother smokes ½ a cigarette enter 1, not .5, round up and not down. **DO NOT ENTER DECIMALS.**

*Marital – At Birth/Conception/Any Time Between paragraph*

**Mother/Paternal Married field** – See Notes below



<p><b>If Married = Y</b></p> <p>Marital - At Birth/Conception/Any Time Between</p> <p>Mother/Parent Married    3 Way Paternity?    Paternity Completed?    Parent's Consent Given</p> <p><input type="text" value="Y"/>    <input type="text" value="Y"/>    <input type="text" value="N"/>    <input type="text" value="N"/></p> <p>Marital - At Birth/Conception/Any Time Between</p> <p>Mother/Parent Married    3 Way Paternity?    Paternity Completed?    Parent's Consent Given</p> <p><input type="text" value="Y"/>    <input type="text" value="N"/>    <input type="text" value="N"/>    <input type="text" value="N"/></p>	<p>'3 Way Paternity' = Y</p> <p>System will move automatically to the Father's tab to complete the Father's information.</p> <p><b>Note:</b> The 'Paternity Completed' and 'Parent's Consent Given' fields will be greyed out. * You will need to mail the completed 3 way paternity form to Vital Records.</p> <hr/> <p>'3 Way Paternity' = N</p> <p>System will move automatically to the Father's tab to complete the Father's information.</p> <p><b>Note:</b> The 'Paternity Completed' and 'Parent's Consent Given' fields will be greyed out.</p>
<p><b>If Married = N</b></p> <p>Marital - At Birth/Conception/Any Time Between</p> <p>Mother/Parent Married    3 Way Paternity?    Paternity Completed?    Parent's Consent Given</p> <p><input type="text" value="N"/>    <input type="text" value="N"/>    <input type="text" value="Y"/>    <input type="text" value="Y"/></p> <p>Marital - At Birth/Conception/Any Time Between</p> <p>Mother/Parent Married    3 Way Paternity?    Paternity Completed?    Parent's Consent Given</p> <p><input type="text" value="N"/>    <input type="text" value="N"/>    <input type="text" value="Y"/>    <input type="text" value="N"/></p>	<p>'Paternity Completed' = Y</p> <p>'Parent's Consent Given' = Y</p> <p>System will go to Father's tab. The Father's information needs to be completed.</p> <hr/> <p>'Paternity Completed' = Y</p> <p>'Parent's Consent Given' = N</p> <p>System will go to Father's tab. The Father's information will be greyed out and the Father will not be on the record.</p> <p><b>Note:</b> The '3 Way Paternity' field will be greyed out.</p>
<p><b>If Married = N</b></p> <p>Marital - At Birth/Conception/Any Time Between</p> <p>Mother/Parent Married    3 Way Paternity?    Paternity Completed?    Parent's Consent Given</p> <p><input type="text" value="N"/>    <input type="text" value="N"/>    <input type="text" value="N"/>    <input type="text" value="N"/></p>	<p>If 'Paternity Completed' = N</p> <p>the 'Parent's Consent Given' field is greyed out and system will automatically go to Father's tab</p> <p><b>Note:</b> System goes to Father's tab. The Father's information will be greyed out.</p>

**Note:** For further explanation refer to the Omission of Husband's Information on Birth Certificate page 53.

## Father's Tab

Birth: 3497118

Image count: 0

Notes count: 0

Alerts:

No alerts present.

Save

Child Mother **Father** Facility Medical Newborn Flags Complete

### Father/Parent Legal Name

First Middle Last Suffix  
Harold Bob Johnson Jr

### Social Security Number

546-54-5454

### Father/Parent Name at Birth

First Middle Last Suffix  
Harold Bob Johnson Jr

### Sex of Father/Parent

M

### Father/Parent Demographics

Date of Birth Age Country of Birth Birth State Birth City  
06/15/1985 33 United States Nebraska Omaha

### Education

HIGH SCHOOL GRADUATE OR GED

### Father/Parent Origin

Spanish/Hispanic/Latino? Mexican? Puerto Rican? Cuban? Other Ethnicity  
N N N N N

If Other Specify

### Father/Parent Race

White  
 Black/African American  
 American Indian/Alaska Native  
 Asian Indian

If Other Specify

## Birth: New

[Start New](#)[Image count: 0](#)[Notes count: 0](#)[Alerts:](#)[No alerts present.](#)[Save](#)[Child](#) [Mother](#) [Father](#) [Facility](#) [Medical](#) [Newborn](#) [Flags](#) [Complete](#)

<input type="checkbox"/> Asian Indian
<input type="checkbox"/> Chinese
<input type="checkbox"/> Filipino
<input type="checkbox"/> Japanese
<input type="checkbox"/> Korean
<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Other Asian <input type="text" value="If Other Specify"/>
<input type="checkbox"/> Native Hawaiian
<input type="checkbox"/> Guamanian or Chamorro
<input type="checkbox"/> Samoan
<input type="checkbox"/> Other Pacific Islander <input type="text" value="If Other Specify"/>
<input type="checkbox"/> Other <input type="text" value="If Other Specify"/>
<input checked="" type="checkbox"/> Unknown

<b>SSN Request</b>			
Request SSN for Child?	Informant(s) Relationship to Child		
<input type="text"/>	<input type="text"/>		
Informant First Name (Combo1)	Informant Middle Name	Informant Last Name (Combo2)	Informant Suffix Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Next](#)

### *Father/Parent Legal Name paragraph*

**Social Security Number.** If none, please enter 000-00-0000 and put a comment in the Note Utility. If he refuses, then enter 999-99-9999 and put a comment in the Note Utility. If he refuses, the record will not be filed until the number is provided.

**First** – Enter father’s first name.

**Middle** – Enter father’s middle name. If none leave blank and put a comment in the Note Utility. Do not enter initials, must be full name, unless only middle initial is on birth certificate.

**Last** – Enter father’s last name. If more than one last name you can enter them in this box.

**Suffix, if any** – Select from dropdown list, Jr, I, II, III, IV, etc.

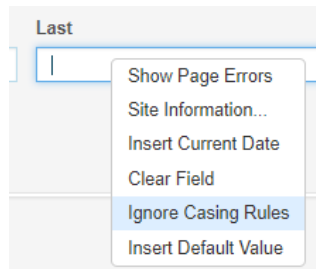
**Note:** In the Name fields of any paragraph the first letter of the first name, middle name and last name will automatically capitalize after tabbing off the field.

### Father/Parent Legal Name

<b>First</b>	<b>Middle</b>	<b>Last</b>
<input type="text" value="Joseph"/>	<input type="text" value="Alan"/>	<input type="text" value="van Buren"/>

You can also ‘Ignore the Casing’ rules by deleting the name in it and right click in the field and choose Ignore Casing Rules. This allows you to capitalize whatever letters need to be capitalized, for example: van Buren. The casing rules are turned on for each field. If you need another name field to be capitalized differently you will need to turn off casing rules.

**Note:** You will need to turn off the casing rules for the last name in the *Father/Parent Name at Birth paragraph* before typing in the Legal Name so it will be copied correctly to the *Name at Birth paragraph*.



### *Father/Parent Name at Birth paragraph*

Father's name at birth is what is to be used from their current birth certificate. If adopted do not include their name at birth before adoption.

**First Name** – Copies the First Name from the Father/Parent Legal Name paragraph.

**Middle** - Copies the First Name from the Father/Parent Legal Name paragraph.

**Last** - Copies the First Name from the Father/Parent Legal Name paragraph.

**Suffix**, if any – select from dropdown list Jr. I, II, III, IV, etc.

### *Father/Parent Demographics paragraph*

**Date of Birth** - mm/dd/yyyy, age will be calculated by system.

**Country of Birth** – Enter father's country by selecting from drop down menu. If foreign country selected, system will skip the state and city and take you to the education field. If not on drop down menu, contact the help desk.

If father was born in a United States Territory, enter the Country as United States, pick the United States Territory as the State and then enter the city which may be found in the drop down menu. The United States Territories include: American Samoa; Guam; Northern Marianas; Puerto Rico; and Virgin Islands. If father was born in a foreign country, only enter the country.

**Birth State** - Select from drop down menu.

**Birth City** - If not listed in the drop down menu, type in the city manually. The field will turn orange.

**Education** - Select from drop down menu.

### *Father/Parent Origin paragraph*

**Spanish/Hispanic/Latino?** Y or N

**Note:** If you select **Y** you will have to answer the following:

- **Mexican?** Y or N
- **Puerto Rican?** Y or N
- **Cuban?** Y or N;
- **Other Spanish/Hispanic/Latino?** Y or N, if Y is selected, you will need to enter information for: **Specify other** field. Do not enter Hispanic, Spanish, Latino, Mexican, Cuban or Puerto Rican as these were already specified by the specific Y/N questions. The "Other" category is for selections that are not already listed. Examples include Guatemalan, Costa Rican, Salvadorian, etc.

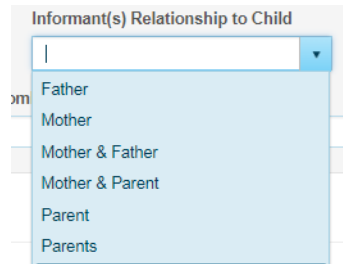
### Father/Parent Race paragraph

Select all that applies (select by clicking with mouse or by tabbing through the fields and using the space bar). You can navigate to the next paragraph by using CTRL + 0 or by using your mouse and clicking on the next selection

### SSN Request paragraph

**Request SSN for Child?** Y or N field with the parent's permission, if Y is selected, information from the birth record will be sent to Social Security for the purpose of creating the Child's Social Security number and card. The card will be sent to the mailing address listed on the record. If child is not named, a Social Security card will not be issued.

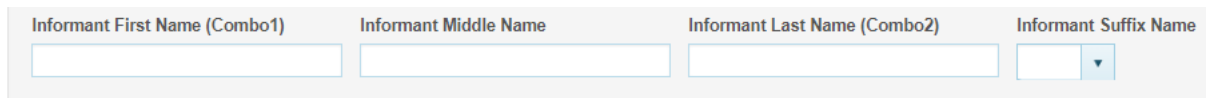
**Informant(s) Relationship to Child** – Select from dropdown



Informant(s) Relationship to Child

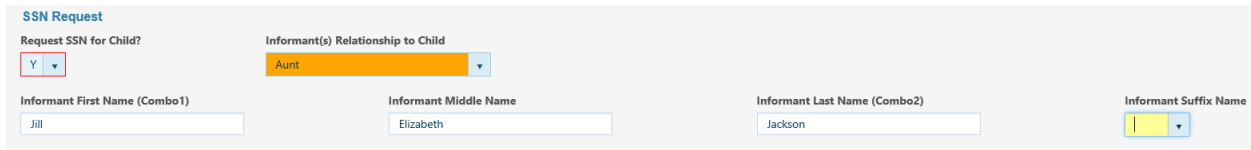
- Father
- Mother
- Mother & Father
- Mother & Parent
- Parent
- Parents

**Informant Fields:** After Relationship is selected the Informant fields will be populated and protected and you will be taken to the Facility tab. If you want to see the information populated before going to the next tab click anywhere on the current screen.



Informant First Name (Combo1)    Informant Middle Name    Informant Last Name (Combo2)    Informant Suffix Name

**Note:** If a parent is not providing information such as an aunt, then type 'Aunt' in the Informant Relationship to Child dropdown list. Then type in the aunt's name in the Informant name fields.



**SSN Request**

Request SSN for Child? **Y**

Informant(s) Relationship to Child **Aunt**

Informant First Name (Combo1) Jill    Informant Middle Name Elizabeth    Informant Last Name (Combo2) Jackson    Informant Suffix Name

## Facility Tab

**Note:** All information for Facility, Medical and Newborn tabs can be found on the Facility Worksheet.

### Birth: New

Start New

Image count: 0

Notes count: 0

Alerts: 0

Save

Child Mother Father **Facility** Medical Newborn Flags Complete

#### Mother's

Current Legal First Name

Middle

Last

Suffix

Medical Record Number

#### Facility

Facility Name

Facility Country

Facility State

Pawnee County Memorial Hospital

United States

Nebraska

County of Birth

City, Town, or Location of Birth

Zip Code

Type of Place of Birth

Pawnee

Pawnee City

68420

HOSPITAL

#### Mother's History

Prenatal Care?

Prenatal Care Began

Last Prenatal Care

Total Prenatal Visits

Last Menses Date

99/99/9999

Previous Live Births-Living

Previous Live Births-Deceased

Month/Year of Last Live Birth

Total Other Preg Outcomes

Month/Year of Last Other Outcome

99/9999

99/9999

#### Risk Factors

A. Diabetes: Prepregnancy

B. Diabetes: Gestational

C. Hypertension: Prepregnancy-Chronic

D. Hypertension: Gestational-PIH; Preeclampsia

E. Hypertension: Eclampsia

F. Previous Preterm Births

G. Previous Poor Outcome

H. Vaginal bleeding

I. Pregnancy Resulted From Infertility Treatment

## Birth: New

Start New

Image count: 0

Notes count: 0

Alerts:

No alerts present.

Save

Child Mother Father **Facility** Medical Newborn Flags Complete

J: Fertility-Enhancing Drugs, Artificial/Intrauterine Insemination

K. Assisted Reproductive Technology (IVF/GIFT)

L. Previous Cesarean

**M. How Many**

None of The Above

Unknown

**Infections present or treated**

A. Gonorrhea

B. Syphilis

C. Herpes

D. Chlamydia

E. Hepatitis B

F. Hepatitis C

None of The Above

Unknown

**Obstetric Procedures**

A. Cerclage

B. Tocolysis

C. Cephalic - Successful

D. Cephalic - Failed

None of The Above

Unknown

Next

**Mother's paragraph** - Information from this section is for informational purposes (helps you identify the record) and will populate automatically from other areas of the record.

### Facility paragraph

**Facility Name** – This information will automatically populate and depends on what location your login is associated with.

If information is correct, tab once to Mother's History.

If this is a home birth, you will need to type in the address where birth occurred in the 'Facility Name' field and click on Override. The field will turn aqua blue. You will also need to select the country, state, city, zip code and the type of place of birth (such as home birth planned or home birth not planned) in the fields.

**Facility**

Facility Name: 1234 A STREET

Facility Country: United States

Facility State: Nebraska

County of Birth: Lancaster

City, Town, or Location of Birth: Lincoln

Zip Code: 68508

Type of Place of Birth: HOMEBIRTH - PLANNED

If this birth did not occur in a hospital or freestanding birthing center, enter the street name and number of the place where the birth occurred in the 'Facility Name' field. If this birth occurred en route to a hospital or freestanding birthing center, that is, in a moving conveyance, enter the city, town, village, or location where the child was first removed from the conveyance. If the birth occurred in international waters or air space, enter "boat" or "plane."

### *Mother's History paragraph*

General instructions for dates. If part of the date is known such as the month or day, use 99's for the part that is unknown. For example, if only the year of the date of last menses is known, enter 99's for the month and day such as 99/99/2019. If only the month and year is known, enter 99 in the day, example is 01/99/2019. If the complete date is unknown, then enter 99/99/9999 or you can type in 'U' and it will fill the date field with 99/99/9999.

**Prenatal Care** - Y or N. If N (no prenatal care), the prenatal care dates will automatically be filled in with 88/88/8888 (not applicable) and Prenatal Visits will be 00 on Save. If Y then enter in dates and number of visits.

**Prenatal Care Began** – Date field (mm/dd/yyyy)

**Last Prenatal Care** – Date field (mm/dd/yyyy)

**Total Prenatal Visits** – Enter #. If Prenatal Care is Y and if Total Prenatal Visits entered is 00 the following error message will display. Enter the number of visits or enter 99 if unknown. The Prenatal Care field should be N instead of Y if the number of Prenatal Visits are 00.

The screenshot shows a form titled "Mother's History" with four input fields: "Prenatal Care?" (dropdown menu with 'Y' selected), "Prenatal Care Began" (date field with '06/15/2018' and a calendar icon), "Last Prenatal Care" (date field with '09/18/2018' and a calendar icon), and "Total Prenatal Visits" (text field with '00'). Below the form, an error message is displayed: "Facility > Mother's History > Total Prenatal Visits. The field PRENATAL CARE? indicates mother did have some prenatal care. Please specify amount greater than zero." At the bottom of the error message, there are buttons for "R", "S", "O", "Q" and a "Bypass:" section with buttons for "1", "2", "3", and "4".

**Last Menses Date** – Date field (mm/dd/yyyy)

**Previous Live Births Living** – Enter Number (00, 01, 02, 03, etc). If this birth was a multiple birth such as a twin and lived, the previous birth such as first born of a twin would be included in this number.

**Previous Live Births Deceased** – Enter Number (00, 01, 02, 03, etc). If this birth was a multiple birth such as a twin and died, the previous birth such as first born of a twin would be included in this number.

**Month/Year of Last Live Birth** – Enter mm/yyyy. If month is unknown enter 99. If year is also unknown enter 9999. If this was a multiple birth, such as a twin, the month and year of the first born would be entered.

**Total Other Pregnancy Outcomes** – Enter Number (00, 01, 02, 03, etc)

**Month/Year of Last Other Outcome** – Enter mm/yyyy. If month is unknown enter 99. If year is also unknown enter 9999.

If a number is entered other than 00, you will have to complete Month/Year.



### *Risk Factors paragraph*

Select all that apply. To check the checkbox you can use the mouse or use the space bar and then hit tab to go to next risk factor in this paragraph.

### *Infections Present or Treated paragraph*

Select all that apply. To check the checkbox you can use the mouse or use the space bar and then hit tab to go to next infection in this paragraph.

### *Obstetric Procedures paragraph*

Select all that apply. To check the checkbox you can use the mouse or use the space bar and then hit tab to go to next obstetric procedure in this paragraph.

**Note: If any selections conflict due to system edits, the system will prompt you to verify or correct selections. If you have unknown or none of the above checked with anything else, the system will display a message indicating that by clicking Unknown or None of the Above, all other checks will be cleared.**

## **Medical Tab**

**Birth: New** Start New Image count: 0 Notes count: 0 Alerts: No alerts present. Save

[Child](#) [Mother](#) [Father](#) [Facility](#) **Medical** [Newborn](#) [Flags](#) [Complete](#)

**Onset of Labor**

- A. Premature ROM
- B. Precipitous Labor <3 hours
- C. Prolonged Labor >=20 hours
- None of The Above
- Unknown

**Delivery**

Date of Birth  Time of Birth  Time Unit

**Attendant/Certifier**

Name of Attendant/Certifier  Title

Mailing Address  City  State  Zip Code

**Payment / Medical Record**

Payment Source  Child's Medical Record #

**Mother**

Mother Transferred?

Facility Mother Transferred From  City Transferred From  Weight at Delivery?

**Characteristics of Labor and Delivery**

- A. Induction of Labor

## Birth: New

[Start New](#)

Image count: 0

Notes count: 0

Alerts: No alerts present.

[Save](#)[Child](#) [Mother](#) [Father](#) [Facility](#) [Medical](#) [Newborn](#) [Flags](#) [Complete](#)

<input type="checkbox"/> B. Augmentation of Labor
<input type="checkbox"/> C. Non-vertex Presentation
<input type="checkbox"/> D. Steroids-Glucocorticoids
<input type="checkbox"/> E. Antibiotics
<input type="checkbox"/> F. Chorioamnionitis
<input type="checkbox"/> G. Meconium
<input type="checkbox"/> H. Fetal Intolerance
<input type="checkbox"/> I. Epidural/Anesthesia
<input type="checkbox"/> None of The Above
<input type="checkbox"/> Unknown

**Method of Delivery**

Attempted Forceps	Attempted Vacuum
<input checked="" type="radio"/> No <input type="radio"/> Yes Unsuccessful <input type="radio"/> Yes Successful	<input checked="" type="radio"/> No <input type="radio"/> Yes Unsuccessful <input type="radio"/> Yes Successful
Fetal Presentation	Birth Route
<input type="text"/>	<input type="text"/>

**Maternal Morbidity**

<input type="checkbox"/> A. Transfusion
<input type="checkbox"/> B. Perineal Laceration
<input type="checkbox"/> C. Ruptured Uterus
<input type="checkbox"/> D. Unplanned Hysterectomy
<input type="checkbox"/> E. Admission to ICU
<input type="checkbox"/> F. Unplanned OR Procedure
<input type="checkbox"/> None of The Above
<input type="checkbox"/> Unknown

[Next](#)

### *Onset of Labor paragraph*

Select all that applies

### *Delivery paragraph*

**Date of Birth** – Date field, enter mm/dd/yyyy

**Time of Birth** – Enter Hour/Minute (00/00)

**Time Unit:** AM/PM/Noon/Midnight. Select from drop down menu) If Hour/Minute is answered 12:00, a selection of Noon or Midnight is required.

### *Attendant/Certifier paragraph*

**Name of Attendant/Certifier** – Start typing the name of the attendant in the dropdown list and select the name. In order to see the whole list in the dropdown, delete the current name in the field and the dropdown list will display all names in list. If the attendant is not on the list and you want to add the attendant before continuing, do a Save Without Edits to save current record. To add the Birth Attendant, see page 49.

**Note:** If the Attendant Name is not in the list select ‘Other-Not in List’. This will allow the Attendant Name, NPI, Title, Mailing Address, City, State and Zip Code to open up so you can type in all the information. If the Attendant Name is only being used once or twice you do not need to add it to the Attendant list. However, if the Attendant is going to be used often, then see page 49 in regards on how to add an Attendant.

When adding a Home Birth the following fields will open up so you can type in the Attendant name, NPI, title, mailing address, city, state and zip code.

The screenshot shows a form titled "Attendant/Certifier". At the top, there is a dropdown menu labeled "Attendant Name and Address". Below this, there are several input fields: "Attendant Name (Last Suffix, First Middle)", "NPI", and "Title" are in the first row; "Mailing Address", "City", "State", and "Zip Code" are in the second row.

If you are entering a record for another facility and the attendant name is not in the dropdown, choose Other-Not in List and manually enter the information.

**Title; Mailing Address; City; State; and Zip Code** will normally populate from the table. If the name is manually entered, these fields will all need to be manually entered.

### *Payment/Medical Record paragraph*

**Principal Source of Payment** - Select from dropdown list. If not in the dropdown list, type in the source of payment manually and the field will turn orange. You should seldom need to manually enter this information in this field.

**Child’s Medical Record #** - Optional

### *Mother paragraph*

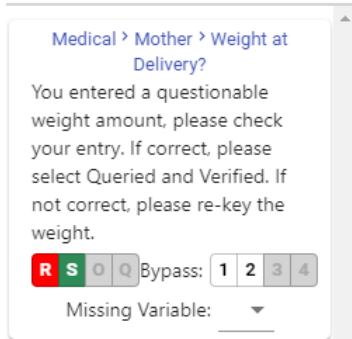
**Mother Transferred?** - Y or N

If **Yes**, you need to select from the dropdown list **Facility Mother Transferred from**. If name not in dropdown list type in the name manually and tab to next field, the field will turn orange.

If **No**, it will remain blank and the fields will be protected.

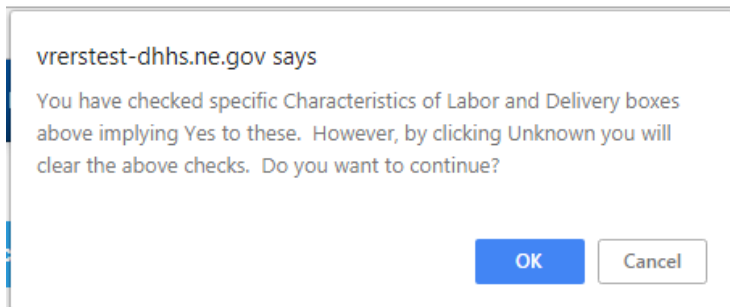
**Mother’s Weight at Delivery** – Enter number in pounds. Note: If weight is less than 75 lbs or greater than 350 lbs an error message will display. Also if there is a weight loss of 50 lbs or more or weight gain of more than 150 lbs. Example below:

The screenshot shows a form field labeled "Weight at Delivery?" with a text input box containing the number "020".



### *Characteristics of Labor and Delivery paragraph*

Select all that apply – If nothing is selected the system will prompt you to complete the missing area. If you select any of the Characteristics of Labor and Delivery along with ‘Unknown’ or ‘None of the Above’ a message box will display indicating that you have checked specific Characteristics of Labor and ‘Unknown’ or ‘None of the Above’. However, clicking on Unknown or None of the Above you will clear the above checks. Snapshot of message below.



### *Method of Delivery paragraph*

If you choose Yes Successful for Attempted Forceps, it will automatically fill in the Birth Route with Forceps. Similar with Attempted Vacuum. **Note:** You will need to use your mouse to leave the radio buttons in Attempted Forceps and Attempted Vacuum.

<b>Method of Delivery</b>	
<b>Attempted Forceps</b>	<b>Attempted Vacuum</b>
<input type="radio"/> No <input type="radio"/> Yes Unsuccessful <input checked="" type="radio"/> Yes Successful	<input checked="" type="radio"/> No <input type="radio"/> Yes Unsuccessful <input type="radio"/> Yes Successful
<b>Fetal Presentation</b>	<b>Birth Route</b>
<input type="text"/>	<input type="text" value="FORCEPS"/>

If you select a different Birth Route the system will display an error message indicating that the birth route and forceps attempted do not agree. Rekey with the correct birth route.

<b>Method of Delivery</b>	
<b>Attempted Forceps</b>	<b>Attempted Vacuum</b>
<input type="radio"/> No <input type="radio"/> Yes Unsuccessful <input checked="" type="radio"/> Yes Successful	<input checked="" type="radio"/> No <input type="radio"/> Yes Unsuccessful <input type="radio"/> Yes Successful
<b>Fetal Presentation</b>	<b>Birth Route</b>
<input type="text"/>	<input type="text" value="SPONTANEOUS"/>

Medical > Method of Delivery >  
Birth Route

The birth route and forceps attempted do not agree. Please fix one of the two.

**R S O Q** Bypass:  1  2  3  4

### *Maternal Morbidity paragraph*

Select all that applies – If nothing is selected the system will prompt you to complete the missing area. If you select any of the Maternal Morbidity along with ‘Unknown’ or ‘None of the Above’ a message box will display indicating that you have checked Maternal Morbidity and ‘Unknown’ or ‘None of the Above’. However, clicking on Unknown or None of the Above you will clear the above checks. Snapshot of message below.

vvrstest-dhhs.ne.gov says

You have checked specific Maternal Morbidity boxes above implying Yes to these. However, by clicking None you will clear the above checks. Do you want to continue? If yes then click Okay, if no then click Cancel.

# Newborn Tab

Birth: New

Image count: 0

Notes count: 0

Alerts:

No alerts present.

Save

Child Mother Father Facility Medical **Newborn** Flags Complete

### Newborn Information

Weight Units

Grams

Pounds

Ounces

Estimate of Gestation

Sex

Apgar 5

Apgar 10

Plurality

Birth Order

### Abnormal Conditions

- A. Ventilation - Following Delivery
- B. Ventilation - > 6 hours
- C. NICU admission
- D. Surfactant
- E. Antibiotics - Epsis
- F. Seizure
- G. Birth Injury
- None of The Above
- Unknown

### Congenital Anomalies

- A. Anencephaly
- B. Spina Bifida
- C. Cyanotic (Heart Disease)
- D. Congenital Hernia
- E. Omphalocele

## Birth: New

Start New

Image count: 0

Notes count: 0

Alerts:

No alerts present.

Save

Child Mother Father Facility Medical **Newborn** Flags Complete

- F. Gastroschisis
- G. Limb Reduction
- H. Cleft Lip
- I. Cleft Palate
- J. Downs
- K. Downs Karyotype Confirmed
- L. Downs Karyotype Pending
- M. Chromosomal Disorder
- N. Congen. Karyotype Confirmed
- O. Congen. Karyotype Pending
- P. Hypospadias
- None of The Above
- Unknown

### Other

Infant transferred?

Facility Infant Transferred To

City Transferred To

Infant Living?

Is Infant being breast fed at discharge?

Adopted?

Paternity Completed Date

Next

## Newborn Information paragraph

**Weight Units** – Select one from the dropdown **P = Pounds; G = Grams; U= Unknown**

Enter the birth weight of the child in pounds and ounces if **P** was selected or in grams if **G** was selected. **Grams, Pounds and Ounces**

If you get the following edit error please double check your entries for date of birth, menses date, birth weight and gestational age. If all entries are correct then you will need to select Queried and verified (Bypass 1).

Newborn Information					
Weight Units	Grams	Pounds	Ounces		
G	1400	3	01		
Estimate of Gestation	Sex	Appgar 5	Appgar 10	Plurality	Birth Order
37	M	06	88	01	88

### Validation Errors

Newborn > Newborn Information  
> Ounces

According to the calculated weeks or months of Gestation (birth date-menses date), this is either a questionable birth weight or a questionable date of last menses. Please verify the Birth Weight, Date of Birth, and Menses Date fields are correct.

**R S O Q** Bypass: 1 2 3 4

**Estimate of Gestation - # of weeks**

**Sex** – Select F, M, N from dropdown. N can be used if the gender cannot be determined.

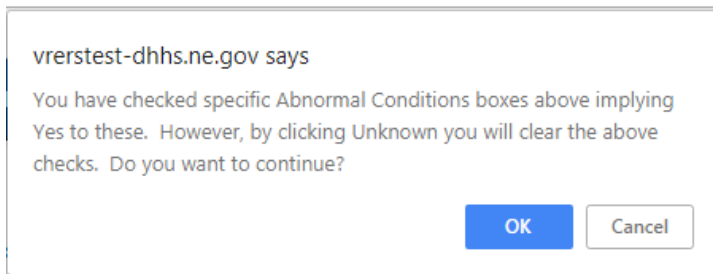
**Apgar 5** – Select number from dropdown list. If the ‘Apgar 5’ score is 6 or higher, the Apgar 10 score will not be needed and an 88 (not applicable) will be defaulted in the ‘Apgar 10’ minute score. If this score is unknown, then 99 should be entered.

**Apgar 10** – Select number from dropdown list. Only required when the ‘Apgar 5’ score is 5 or less. If the ‘Apgar 10’ score is 00, then a question will ask you if the baby died. If this score is unknown, then 99 should be entered.

**Plurality** - If 1 is entered the Birth Order field will be disabled and by default an 88 will display. If 2 or more are entered in the Plurality field you will have to complete Birth Order field. Plurality is twins, triplets, etc.

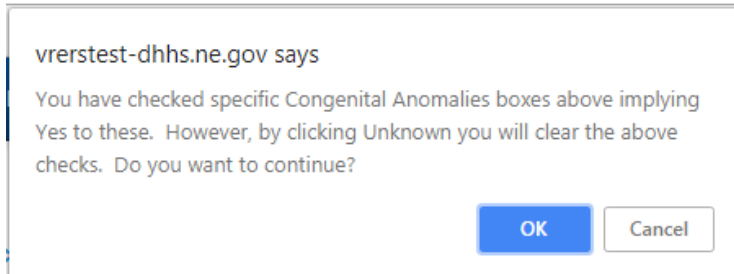
*Abnormal Conditions paragraph*

Select all that applies – If nothing is selected the system will prompt you to complete the missing area. If you select any of the Abnormal Conditions along with ‘Unknown’ or ‘None of the Above’ a message box will display indicating that you have checked Abnormal Conditions and ‘Unknown’ or ‘None of the Above’. However, clicking on Unknown or None of the Above you will clear the above checks. Snapshot of message below.



*Congenital Anomalies paragraph*

Select all that applies – If nothing is selected the system will prompt you to complete the missing area. If you select any of the Congenital Anomalies along with ‘Unknown’ or ‘None of the Above’ a message box will display indicating that you have checked Congenital Anomalies and ‘Unknown’ or ‘None of the Above’. However, clicking on Unknown or None of the Above you will clear the above checks. Snapshot of message below.



*Other paragraph*

**Infant Transferred?** – Select Y or N. If Yes, then you will need to select **Facility Infant Transferred To** from drop down list. If name is not in the dropdown list type it in manually and field will turn orange. Type in the city in the **City Transferred To** field. If No, Facility Infant Transferred to and City Transferred To will be disabled and protected.

**City Transferred to:** Will populate once you select Facility from the dropdown list.



**Infant Living** – Select Y or N. Is infant alive when record was completed? Refer to the Guide for Birthing Hospitals for more information.

**Is Infant being breast fed at discharge?** – Select Y or N

**Adopted?** – Select Y or N. If unknown select N.

**Paternity Completed Date** - Hospital must complete if paternity was completed (mm/dd/yyyy). Paternity Completed date cannot be before the date of birth.

**Flags Tab** (For Vital Records Use Only)

**Birth: New** Start New Image count: 0 Notes count: 0 Alerts: No alerts present. Save

[Child](#) [Mother](#) [Father](#) [Facility](#) [Medical](#) [Newborn](#) **Flags** [Complete](#)

**Flags**

The Event Year	HINFO record?	Alert Count	Birth State
<input type="text"/>	<input type="text"/>	<input type="text"/>	NE

**Print**

Ok to Print

Reason You Cannot Print

Print Number


**Flags Ready & Dates Sent**

SSA Ready?	Date Sent to SSA	NCHS Ready?	Sent to NCHS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sent to Immunization	Sent to Immunization		
<input type="text"/>	<input type="text"/>		

Next

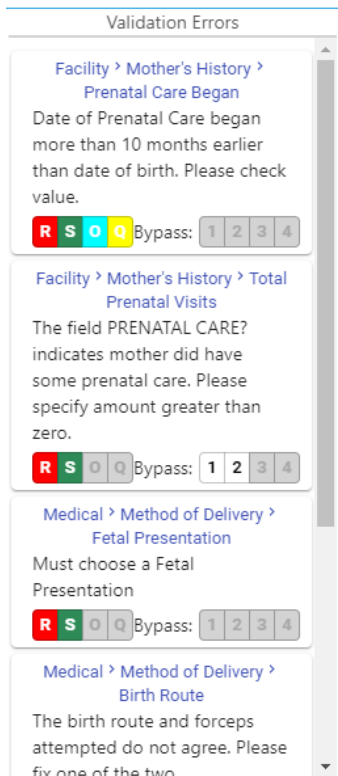
## Complete Tab

Complete		
Hospital Completed	Hospital Completed Date	Email Address
<input type="text" value="N"/>	<input type="text" value=""/>	<input type="text" value=""/>
Show Notes		
<input type="button" value="Show Notes"/>		
Reason Edit was Overridden		
<input type="text" value=""/>		
Douglas County		
Douglas County Complete	Completed Date	Reject Queue
<input type="text" value="N"/>	<input type="text" value=""/>	<input type="text" value=""/>
Registrar		
Registrar Signed		
<input type="text" value="Fosler, R. L."/>		

Once you get to this point you are ready to Save the record. Click on the Save button in the upper right, . If there are errors you can also look at the Errors icon on the Toolbar. These errors must be resolved by completing or skipping the field(s) before you can Save the record.



Or you can go to the Errors Validation list on the right side of the screen to resolve all errors. After the record is Saved, please verify that all information is correct including names are spelled correctly. Please see Informant Verification form on page 55. If Acknowledgement of Paternity, see page 61.



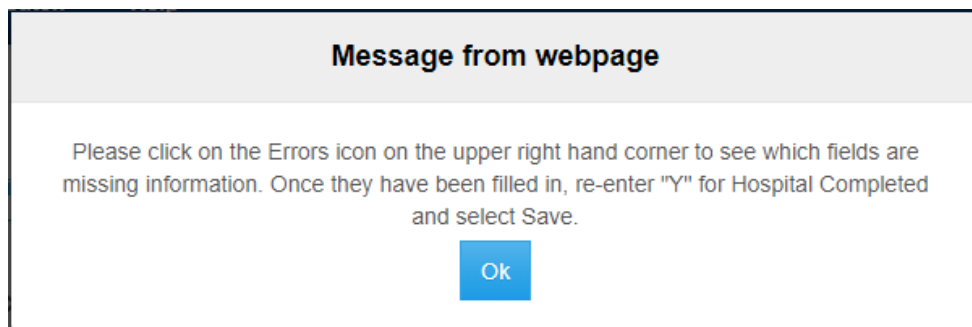
*Complete paragraph*

**Hospital Completed** - Select **Y** in Hospital Completed field when you are finished with the record. If any field(s) was overridden and/or query and verified you must put reason(s) in the 'Reason Edit was Overridden' field. If there aren't any fields that were Overridden and/or Queried, you can Complete and Save the record. Click on the Save button in the upper right.

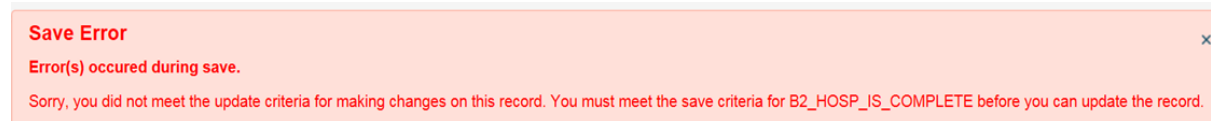
Once **Y** is selected and the record is saved successfully without any edit errors, the record will be placed in the Vital Records Work Queue (either State or Douglas County). The record will no longer be able to be changed by the hospital. If this field has an **N** and the record is saved, the hospital can continue to make changes to the record.

Be sure to put all other comments in the Notes Utility. Other comments, would be for example, you verified spelling of the first name or last name or if there was only a middle initial and not a full middle name. If you want to quickly display all the notes associated with the record click on Show Notes button in the Complete paragraph.

There are additional edits on the Hospital Completed field. If there are any additional edit errors you can also look at the Errors icon on the Toolbar. These errors must be resolved before the record can be completed. If you select a **Y** and Save and have errors, the **Y** will change to an **N** and the following message will display:



**NOTE:** If saving a record after you have already completed the record (hospital complete = Y), you will get the following save error. You cannot Save the record after Completing the record. Please contact Birth Registration Clerk or Help Desk for further assistance if the record needs updated or corrected. See Contacts, Help Desk, and Birth Desk on page 78.



**Hospital Complete Date** - will be automatically populated with the current date

### **Hospital Reject(s)**

If certificate information is rejected by the State or Douglas County, the person completing the record will receive an email. The record will be in your **Reject Queue** for you to correct or verify. Vital Records will enter the reason(s) the record was rejected in the Notes Utility.

Make the corrections, put a Y back in the Hospital Completed box and save the record. Create a new comment in the Notes Utility with an explanation and save. It will go out of your work queue and back into the Vital Records Work Queue to process.

### *Douglas County paragraph*

#### **Douglas County Complete; Completed Date**

These fields are for Douglas County Vital Records and not for hospital use.

### *Registrar paragraph*

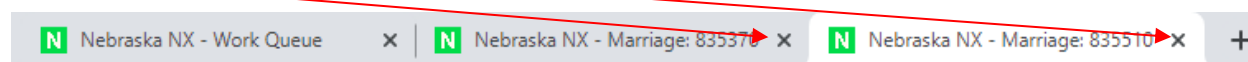
**Registrar Signed** - System will populate based on the county of birth.

## **HOW TO CLOSE OUT OF NX SYSTEM (VRS)**

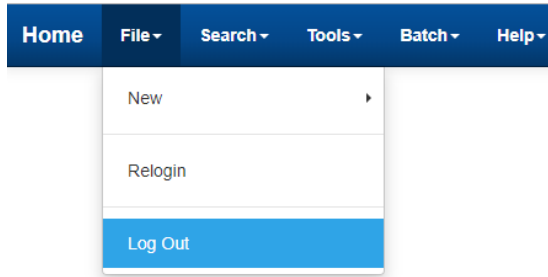
When you are done working in NX VRS and you are ready to close the application, follow the instructions listed below.

If you have multiple tabs open be sure to close all the tabs except one. Close the tabs starting on the right side until one tab is left open.

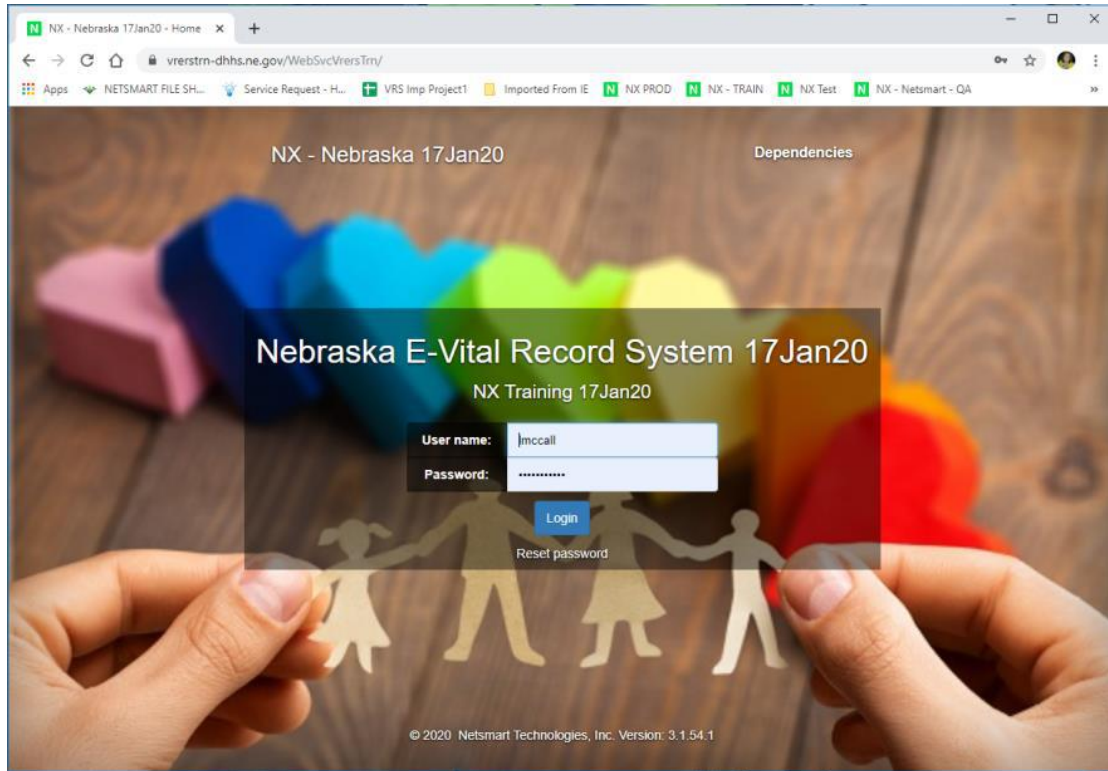
Close here and here.



When you come to the first tab click on File >Log Out. This will log you completely out of the NX system and take you to the login screen.

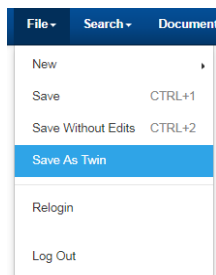


Then click on the 'X' on the web browser located on the right to close the login window.



## INSTRUCTIONS FOR MULTIPLE BIRTHS

If you have a multiple birth such as a twin, complete the entry of the first twin and save the record. Correct any errors and save again. Once the first record is correct, then make changes such as the child's name, gender, time of birth, birth order, etc... and Save as Twin (File—>Save as Twin).



This will keep the first record and insert another record without the need to enter every field again. Repeat for triplets, etc. Once all records are completed and accurate, then submit to the state by putting in a Y for hospital complete and save (see above).

To enter the twin or multiple births click on the Child tab and go to the Child paragraph. Type over the First Name and Middle Name. A few fields are listed as examples of fields that potentially are different. See Facility Worksheet for multiple births.

- **Previous Live Births-Living**
- **Previous Live Births-Deceased** (if applicable)
- **Month/Year of Last Live Birth**
- **Total Other Preg Outcomes**
- **Month Year of Last Other Outcome**
- **Attempted Forceps**
- **Attempted Vacuum**
- **Apgar Scores**
- **Abnormal Conditions of the Newborn**

### Complete tab

**Hospital Completed** – Select **Y** in Hospital Completed field when you are finished with the record. If any field(s) was overridden and/or query and verified you must put reason(s) in the ‘Reason Edit was Overridden’ field. If there aren’t any fields that were overridden, you can Complete and Save the record. Click on the Save button in the upper right.

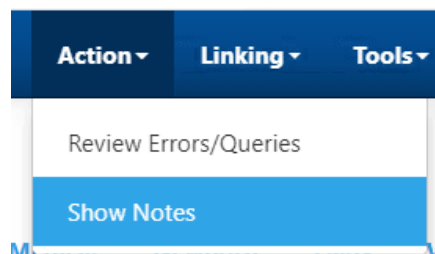
### INSTRUCTIONS FOR ACKNOWLEDGMENT OF MATERNITY

The Acknowledgement of Maternity went into effect 11-14-2020. Nebraska law allows the name of the biological mother to be listed on the birth record of a child instead of the birth mother. The person giving birth is the information that will need to be on the mother’s worksheet. If the biological mother is married her husband’s information will be listed as the father on the birth record. If the biological mother is not married then Acknowledgment of Paternity will need to be completed to add the biological father to the birth record.

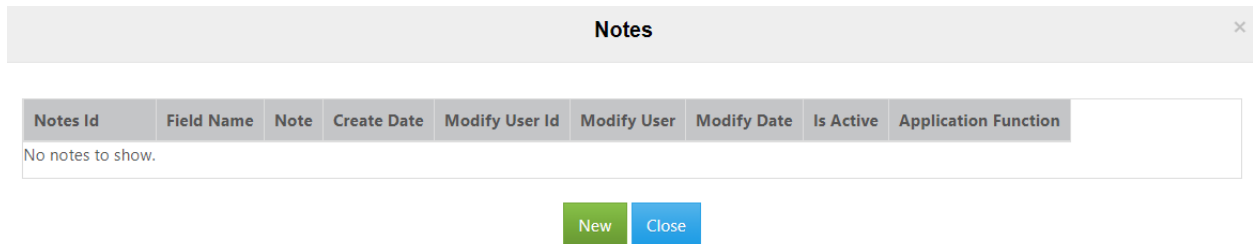
**Note:** If the person giving birth is married her husband’s information should not be collect as his name will not be put on the birth record.

When you receive and Acknowledgment of Maternity form you will enter the birth record into NX as you normally do. The only difference is you will be adding a note indicating that there is an Acknowledgment of Maternity so the State Birth Clerk will know we are waiting for the Acknowledgment of Maternity form before completing the record.

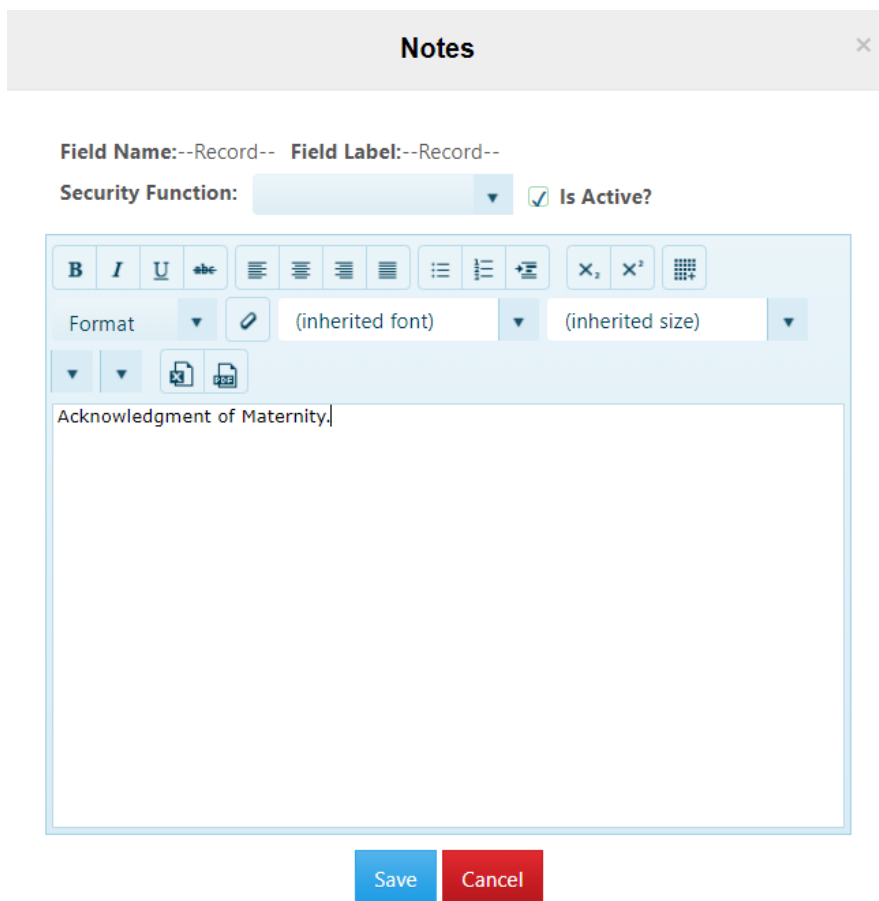
After entering in the birth record and saving the record click on Actions >Show Notes.



Click on New button



Enter the following in the body of the Notes section. 'Ackowlegment of Maternity'



Once you have clicked on the Save button it will close automatically and will display the following.

**Notes** ×

Notes Id	Field Name	Note	Create Date	Modify User Id	Modify User	Modify Date	Is Active	Application Function	
218533	-- Record--	Acknowledgment of Maternity	2020-12-11T14:54:08.973	28919	Laurie McCall	2020-12-11T14:54:08.973	true		<a href="#">View</a>

New
Close

Send the Acknowledgment of Maternity form(s) to State Vital Records, PO Box 95065, Lincoln, NE 68508.

### WORK QUEUES

On the home page the Work Queues are located in the upper right corner of the page. Records rejected will be in the Hospital Rejects queue. Hospital records that are not completed are located in the Hospital H queue. The Number in the blue circle indicates how many records need to be completed.



State E-Vital Record System 12/17/2018  
myVRS Test

#### Work Queues

Hearing-HINFO	4
Hearing-NICU	0
Hearing-OP-Not-Final	0
Hearing-OP-Planned	0
Hospital H	8
Hospital Rejects	2

### ATTENTION ALL USERS!

Using someone else's user name to log-in is a violation of security provisions for electronic filing. You MUST use your own user name to log-in. Email [DHHS.VRRS@nebraska.gov](mailto:DHHS.VRRS@nebraska.gov) to request additional user names.

### Messages

From	Subject	Message	Received	Event	Local File Number	
Laurie McCall	Smith's record	Please keep a look out for Joe Smith's records. This record will need...	12/17/2018 12:00:00 AM			<a href="#">View</a>

When clicking on the Hospital Rejects queue or Hospital H queue it will take you to the Search screen with the number of records in the queue that you selected. Be sure to scroll to the right with the scroll bar at the bottom so you can see additional fields.



Work Queue: Hospital H

Search Criteria Search Result

Flat View Images: 0 Notes: 0 Display

Group By:

State File Number	Year	NE State File #	Date of Birth	Active?	Record Status	Child's First Name	Child's Middle Name	Child's Last Name
	2018		10/26/2018	T	NORMAL	Johnny	Damion	Jones
	2018		10/26/2018	T	NORMAL	Robert	Drew	Anderson
	2018		11/02/2018	T	NORMAL	Tabby	Adoptfieldtest	Jones
	2018		06/11/2018	T	NORMAL	David	Joe	Anderson
	2018		11/01/2018	T	NORMAL	Child	Pup	Wolf
	2018		11/05/2018	T	NORMAL	Allan	Bobó	Snider
	2018		11/29/2018	T	NORMAL	Robert	Andrew	Alleff
	2018		11/30/2018	T	NORMAL	Pj		Paul
	2018		12/06/2018	T	NORMAL	Robert		Goñ
	2018		12/06/2018	T	NORMAL	James	Robert	Edw
	2018		12/14/2018	T	NORMAL	Robert	Bob	Johr
	2018		03/08/2018	T	NORMAL	Alyssa	Ann	Mcc
	2018		01/15/2018	T	NORMAL	Alan	Robert	Mcc

1 - 32 of 32 items

If you are anywhere else in the application you can click on the Work Queues icon in the Toolbar on any page and the work queue will display. If you click on the Work Queues icon again then the work queues disappear. Screen shot below:

Home File Search Documents/Faxes Action Linking Tools Batch Help

Birth: New Start New Image count: 0 Notes count: 0 Alerts: No alerts present. Save

Child Mother Father Facility Medical Newborn Flags Complete

**Mother's**

Current Legal First Name Middle Last  
 Maria Stearns

Suffix Medical Record Number

**Facility**

Facility Name Facility Country Facility State  
 Laurie Hospital United States Nebraska

County of Birth City, Town, or Location of Birth Zip Code Type of Place of Birth  
 Lancaster Lincoln 68510 HOSPITAL

**Mother's History**

Prenatal Care? Prenatal Care Began Last Prenatal Care Total Prenatal Visits Last Menses Date  
 N [ ] [ ] [ ] [ ] 99/99/9999

Previous Live Births-Living Previous Live Births-Deceased Month/Year of Last Live Birth Total Other Preg Outcomes Month/Year of Last Other Outcome  
 01 00 02/2016 00 99/9999

**Risk Factors**

- A. Diabetes: Prepregnancy
- B. Diabetes: Gestational
- C. Hypertension: Prepregnancy-Chronic
- D. Hypertension: Gestational-PIH; Preeclampsia
- E. Hypertension: Eclampsia
- F. Previous Preterm Births
- G. Previous Poor Outcome
- H. Vaginal bleeding

Work Queues

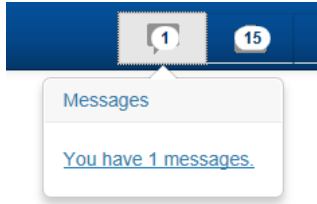
- Hearing-HINFO 4
- Hearing-NICU 4
- Hearing-OP-Not-Final 0
- Hearing-OP-Planned 0
- Hospital H 1
- Hospital Rejects 2

MESSAGES ICON

On the Toolbar there is an icon for messages so you can view your messages from here as well as on the Home page.



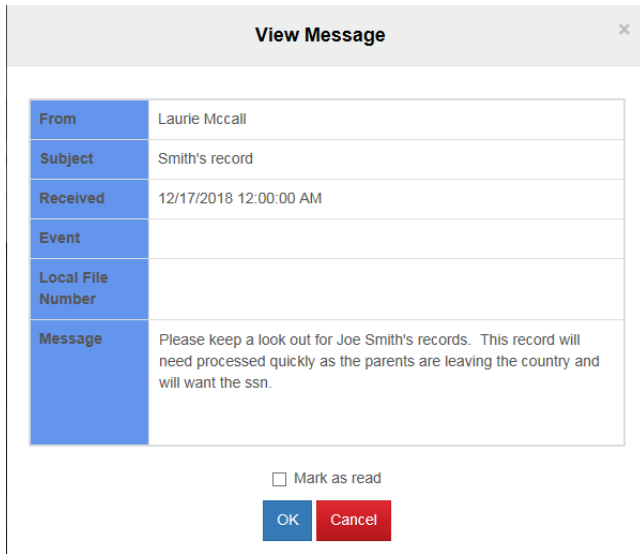
Once you click on the messages icon a dropdown displays the link to view your messages.



Click on the link and it will take you to your messages for you to view.

Messages						
From	Subject	Message	Received	Event	Local File Number	
Laurie McCall	Smith's record	Please keep a look out for Joe Smith's records. This record will need...	12/17/2018 12:00:00 AM			<a href="#">View</a>

Click on the view button in order to view your message.

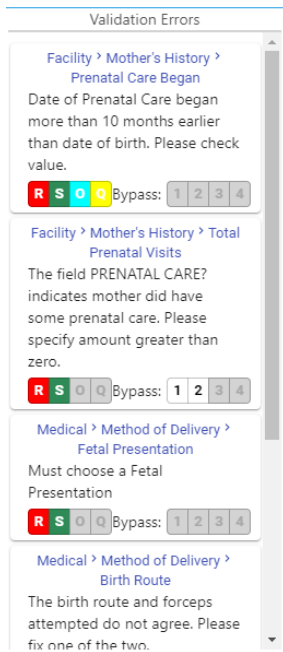


## ERRORS ICON

The Errors icon is located on the Toolbar to the far right along with messages, work queues and profile.



The Errors icon indicates how many edit errors are on the birth certificate which need to be addressed before completing the record.



## HOSPITAL REJECTS WORK QUEUE

To go to Rejects go to Home page and select Hospital Rejects in the Work Queues.



State E-Vital Record System 12/17/2018  
myVRS Test

### Work Queues

Hearing-HINFO	4
Hearing-NICU	0
Hearing-OP-Not-Final	0
Hearing-OP-Planned	0
Hospital H	7
Hospital Rejects	2

### ATTENTION ALL USERS!

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### Messages

From	Subject	Message	Received	Event	Local File Number	
Laurie McCall	Smith's record	Please keep a look out for Joe Smith's records. This record will need...	12/17/2018 12:00:00 AM			<a href="#">View</a>

Click on Hospital Rejects in the Work Queue on the Home page

### Work Queue: Hospital Rejects

Flat View

Images: 0
Notes: 0
Display

Group By:

State File Number	Y...	NE State File #	Date of Bi...	Activ...	Record Stat...	Child's First Name	Child's Middle Na...	Child
	2018		01/05/2018	T	NORMAL	Bob		Smith
	2018		10/18/2018	T	NORMAL	Bambam	Andrew	Flints

Select the row you need to make corrections by highlighting and selecting Display or double clicking on the row. The reason why the record is rejected will be in the Notes Utility.

## BIRTH ATTENDANT

To Add Birth Attendant(s) go to Tools>New>Birth Attend

Home File Search Tools Batch Blank Forms Help

New Birth Attend  
 Search  
 Send Email  
 Send Message

Work Queues  
 Hearing-HINFO  
 Hearing-NICU  
 Hearing-OP-Not-Final  
 Hearing-OP-Planned  
 Hospital H  
 Hospital Rejects

State E-Vital Record System 12/17/2018  
 myVRS Test

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**Messages**

From	Subject	Message	Received	Event	Local File Number	
Laurie McCall	Smith's record	Please keep a look out for Joe Smith's records. This record will need...	12/17/2018 12:00:00 AM			<a href="#">View</a>

Birth Attendant page will display:

**Birth Attendant: New** Start New Image count: 0 Notes count: 0 Alerts: 0 Save

**Birth Attendant**

**Birth Attendant**

First Name  Middle Name  Last Name  Name Suffix  Title  NPI

**Required.**

LSFM Name  User Location  Facility Code

State  City  ZIP Code  Address 1

Attendant Name and Address

Birth Attendant ID

Begin Date Voiced  End Date Voiced  Modified Date  Modified UserID

Complete the following fields:

**First Name** – Enter the First Name

**Middle Name** – Enter the Middle Name (Optional)

**Last Name** – Enter Last Name

**Name Suffix** - If Any

**Title** – Choose from the dropdown list

**NPI** – Enter 10 digit NPI number

**LSFM** – Will be auto populated after the attendant fields have been entered

**User Location** - Prepopulated

**Facility Code** - Prepopulated

**State** – Enter State

**City** – Enter City

**Zip Code** – Enter Zip Code

**Address 1** – Enter the address of the Birth Attendant

**Birth Attendant ID** – This will get created on save

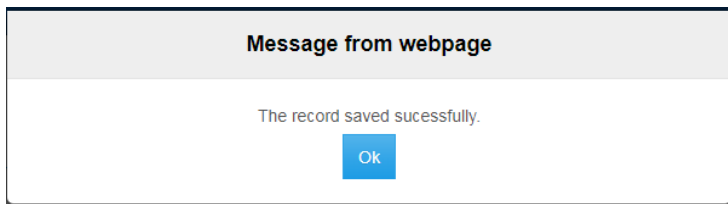
**Begin Date Voided** – Leave blank when adding a Birth Attendant

**End Date Voided** – Leave blank when adding a Birth Attendant

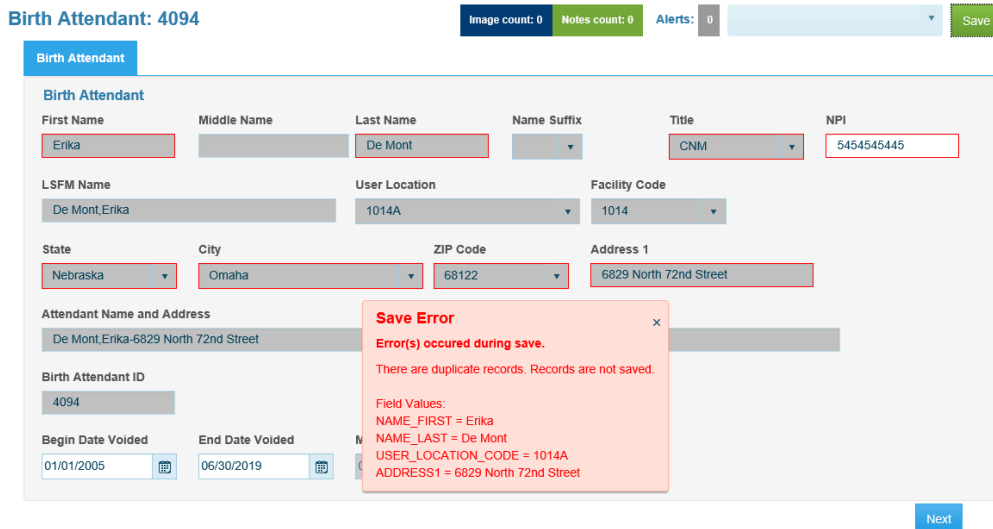
**Modified Date** – Auto populated with today’s date

**Modified UserID** – Auto populated with UserID of who created record

Click the Save button in the upper right corner. A message will appear indicating the record was saved successfully. Click the OK button. Screen shot below:



**Duplicate Attendants:** If you are adding an Attendant that is already in the system you will get an error message indicating that there is a duplicate record. If you can't find the existing record when searching, contact Vital Records Help Desk with a snap shot of the error message:



## BIRTH ATTENDANT SEARCH

In order to Search for a Birth Attendant you will need to go to Tools>Search>Birth Attend. Then type in any of the fields you want to search on. In the example below we are searching for all records in the Last Name field using a % (wild card).

Note: For more information on how to Search refer to Search within ERS page 11.

## Search (Birth Attendant)

Search Criteria    Search Result

<b>First Name</b> <input type="text"/>	<b>Last Name</b> <input type="text" value="F%"/>	<b>LSFM Name</b> <input type="text"/>
<b>Title</b> <input type="text"/>	<b>Facility Code</b> <input type="text"/>	<b>User Location Code</b> <input type="text"/>
<b>City</b> <input type="text"/>	<b>NPI</b> <input type="text"/>	

Once you click on the Search button the Search Results grid will display all records associated with Last Name starting with F in this example. Choose which record you would like to modify. See How to Search for more information.

NOTE: Do not use Facility Code or User Location Code in your searches as the search results will only display attendants available at your facility.

## Search (Birth Attendant)

Search Criteria    Search Result

Flat View    Images: 0    Notes: 0    Display

Group By:

First Name	Last Name	LSFM Name	Title	Facility Co...	User Location Code	City	NPI	ISACTIVE	# of Imag...
Jerry	Fischer	Fischer, Jerry	MD	0176	0176	Omaha		T	0
Jerry	Fischer	Fischer, Jerry	MD	0176	0176	Beatri...		T	0
Jerry	Fischer	Fischer, Jerry	MD	0176	0176	Lincoln		T	0

1 - 3 of 3 items

## BIRTH ATTENDANT MODIFICATION

To add NPI to an existing Birth Attendant use the Birth Attendant search to locate your birth attendants. Display the record and add the NPI number in the NPI field then click on Save.

Birth Attendant: 1290    Image count: 0    Notes count: 0    Alerts: 0   

Birth Attendant

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Name Suffix</b>	<b>Title</b>	<b>NPI</b>
Jerry		Fischer		MD	<input type="text" value=""/>

ⓘ Required.

If a Birth Attendant information needs changed, such as an address change, you will need to void the current record (See Birth Attendant Void below) and create a new Birth Attendant record with the new information.

## BIRTH ATTENDANT VOIDS

To void a Birth Attendant you will need to put a date in the Begin Date Voided field and the End Date Voided field to void a Birth Attendant. Click Save to save your record.

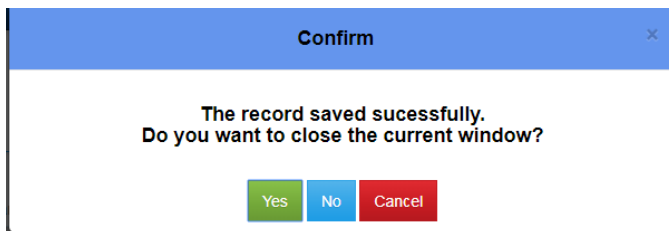
**Begin Date Voided** – Date field, this is when the birth attendant started working at the location. If the Begin Date Voided is not known, use 01/01/2005.

**End Date Voided** – Date field, this is the date the birth attendant left the location. Example below:

The screenshot shows a web form titled "Birth Attendant". The form contains the following fields and values:

Field	Value
First Name	Jerry
Middle Name	
Last Name	Fischer
Name Suffix	
Title	MD
NPI	1234567890
LSFM Name	Fischer, Jerry
User Location	0176
Facility Code	0176
State	Nebraska
City	Lincoln
ZIP Code	68510
Address 1	301 South 70th St., Suite 200
Attendant Name and Address	Fischer, Jerry-301 South 70th St., Suite 200
Birth Attendant ID	1290
Begin Date Voided	01/01/2005
End Date Voided	10/04/2019
Modified Date	07/11/2019
Modified UserID	11220

After you click on the Save button a Confirm message box will display indicating the record was saved successfully and do you want to close the current window. Screen shot below.



## OMISSION OF HUSBAND'S INFORMATION ON BIRTH CERTIFICATE

Effective April 21, 2017 for any birth record which can't be registered due to noncompliance with NRS 71-640.01 (1) *If the mother was married at the time of either conception or birth or at any time between conception and birth, the name of the husband shall be entered on the certificate as the father of the child unless (b) the mother and the mother's husband execute affidavits attesting that the husband is not the father of the child, in which case information about the father shall be omitted from the certificate, or (c) the mother executes an affidavit attesting that the husband is not the father and that the putative father is the father, the putative father executes an affidavit attesting that he is the father, and the husband executes an affidavit attesting that he is not the father. In such event, the putative father shall be shown as the father on the certificate. For affidavits executed under subdivision (b) or (c) of this subdivision, each signature shall be individually notarized.*

The parent shall be notified in writing of the fact that their birth certificate will not be registered without the husbands information and that they can request a hearing with DHHS regarding the registration of the birth record. A copy of the notification will be sent to the birthing hospital advising them of the parent options.



## MOTHER AND FATHER “NAME AT BIRTH” DEFINED

In Completing the Certificate of Live Birth the Vital Records Office defines name at birth to mean the following:  
The Original name listed on their birth certificate unless:

- If an adoption took place then the **new adopted name**

OR

- If naturalized then the **new naturalized name**

OR

- If one had a court order legal change of name the **new name should be listed**

**Not to be listed** is a name which was changed as a result of marriage.

## VITAL RECORDS NO LONGER ACCEPTS REFUSAL LETTERS

As of April 11, 2016 an electronic broadcast was sent advising birth clerks that mother’s will no longer be permitted to sign a refusal letter when indicating that their husband is not the biological father of their child.

We have been advised that in all cases where the child was conceived during the marriage, the husband will be required to be listed on the birth certificate in accordance with NRS 71-640.01 unless:

1. A two way or three way paternity is signed or
2. A court order of paternity has been established

NOTE: Vital Records Office will not be accepting refusal letters to complete birth registrations.

## PRINTING FORMS/DOCUMENTS

You will need to go to the Help link to view and print blank forms such as worksheets. Click on Help on the toolbar and the list of blank forms will display.

The screenshot displays a web application interface for birth registration. The top navigation bar includes 'Home', 'File', 'Search', 'Documents', 'Action', 'Linking', 'Tools', 'Batch', and 'Help'. The main content area shows a record for 'Birth: 4330648' with tabs for 'Child', 'Mother', 'Father', 'Facility', 'Medical', 'Newborn', 'Flags', and 'Complete'. The 'Mother/Parent Current Legal Name' section contains fields for 'Social Security Number' (545-64-5645) and 'First Name' (Jane). The 'Mother/Parent Name at Birth' section contains fields for 'First Name' (Jane) and 'Middle' (Ann). The 'Child' section contains fields for 'First' (Robert) and 'Middle' (Andrew). The 'Date of Birth' is 04/13/2010 and the 'Time of Birth' is 04:50 AM. A 'Help' dropdown menu is open, listing various forms and documents such as 'Quick Reference Guide', 'Site Information', 'Show Page Errors', 'Birth Certificate Application', 'Birth Facility Worksheet', 'Birth Mother Worksheet', 'Birth Mother Worksheet Spanish', 'Birth Multiple Birth Worksheet', 'E-Learning for Birth Reporting', 'Guide for Birthing Hospitals', 'Password Station', 'SSA Form 2853', 'SSA Form 2853 Spanish', 'Subscription Page', and 'Vital Statistics Reports'.

Example of forms below.

## FACILITY WORKSHEET FOR THE LIVE BIRTH CERTIFICATE

*For pregnancies resulting in the births of two or more live-born infants, this worksheet should be completed for the 1st live born infant in the delivery. For each subsequent live-born infant, complete the "Attachment for Multiple Births." For any fetal loss in the pregnancy reportable under State reporting requirements, complete the "Facility Worksheet for the Fetal Death Report."*

**Mother's name:** \_\_\_\_\_

**Mother's medical record #** \_\_\_\_\_

**Facility name:** \_\_\_\_\_  
(If not institution, give street and number)

**County of birth:** \_\_\_\_\_

**City, Town or Location of birth:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Place of birth:**

- Hospital  
 Freestanding birthing center (Freestanding birthing center is defined as one which has no direct physical connection with an operative delivery center.)  
 Home birth, Planned to deliver at home (Circle one)    Yes    No  
 Clinic/Doctor's Office  
 Other (specify, e.g., taxi cab, train, plane, etc.) \_\_\_\_\_

*Information for the following items should come from the mother's prenatal care records and from other medical reports in the mother's chart, as well as the infant's medical record. If the mother's prenatal care record is not in her hospital chart, please contact her prenatal care provider to obtain the record, or a copy of the prenatal care information. Preferred and acceptable sources are given before each section. Please do not provide information from sources other than those listed.*

### Prenatal

(Sources: Prenatal care records, mother's medical records, labor and delivery records)

**Date of first prenatal care visit** (Prenatal care begins when a physician or other health professional first examines and/or counsels the pregnant woman as part of an ongoing program of care for the pregnancy):  
Month \_\_\_ Day \_\_\_ Year \_\_\_\_\_

**No prenatal care** (The mother did not receive prenatal care at any time during the pregnancy. If no prenatal care, skip the next question)

The form will display in separate window. Click on the Printer icon to print the form.

You can print documents when you have the birth record displayed or when a record is highlighted on the Search Results screen, including Work Queues. The documents available to print are located under Documents.

### **INFORMANT VERIFICATION**

After data entry of the Birth record, a **Birth Informant Verification Form** is printed and reviewed by the Mother for accuracy. She can then either make corrections to the form for the hospital to update, or sign the form that the information is accurate. After corrections are made, another form can be printed for the mother to check and sign. The signed document should be kept by the hospital. This is not required to be done by the State but it is best practice. If an error is later found on a record this is proof mother verified information submitted was 'correct'. This may help in making mother pay for an amendment for error(s) later found.

Informant Birth Worksheet Verification Form will display in a separate window:

**Informant's Birth Worksheet Verification Form**

Mother's Medical Record Number (hospital use only): 39UED

Please verify that the following information is correct. If it is not correct, please cross out the incorrect information and print the correct information.

**Child's Name/Information** Sex: Male Date of Birth: 11/8/2017 Time of Birth: 05:15AM

First: Robert  
Middle:  
Last: Smith

**Mother's Name at Birth**

First: Mary  
Middle: Susan  
Last: Smith

**Mother's Current Legal Name/Information**

First: Mary  
Middle: Susan  
Last: Smith

Date of Birth: 5/15/1984 Birth Place: La Platte, Nebraska

**Mother's Residence**

State: Nebraska County: Douglas City or Town: Omaha  
Street and Number: 1234 Dodge  
Zip Code: 68010 Inside City Limits? Yes

**Mother's Mailing Address (if different than residence)**

(same)

**Mother's Education:** High School Graduate or GED

**Mother of Hispanic Origin?** No

**Mother's Race(s):** White

**Did Mother get WIC food for herself during this pregnancy?** No

**Mother's Height:** 5 Feet 8 Inches **Mother's Pre-Pregnancy Weight:** 140 Lbs

**Mother's Cigarette Smoking Before and During Pregnancy:**

Three Months before Pregnancy: 0 Second Three Months of Pregnancy: 0  
First Three Months of Pregnancy: 0 Third Trimester of Pregnancy: 0

**Attendant/Certifier Name:** Martin, Latrice

**Was Mother Married at Conception, Birth, or any time in between?** No

**If No, was a paternity acknowledgement completed?** No

**Father/Parent Name at Birth**

First:  
Middle:  
Last:

**Father/Parent Current Legal Name/Information**

First:  
Middle:  
Last:

**Date of Birth:** **Birth Place:**

To print the form, select the printer icon.

The following is an example of what the B Hospital Copy of Certificate would look like.

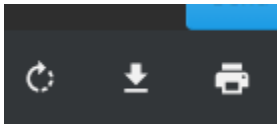
**Nebraska Birth Record--Medical Copy**  
**This is NOT a Legal Record--for Hospital and Statistical Purposes only**

CHILD'S NAME (First, Middle, Last, Suffix) <b>Lauren Elizabeth Johnson</b>				
SEX <b>Female</b>	DATE OF BIRTH (Mo, Day, Yr.) <b>January 5, 2019</b>	TIME OF BIRTH <b>05:00 PM</b>	COUNTY OF BIRTH <b>Lancaster</b>	
FACILITY NAME (If not institution, give street & number) <b>Good Life Birth Place</b>		CITY, TOWN, OR LOCATION OF BIRTH <b>Lincoln</b>	ZIP CODE <b>68510</b>	
NAME OF ATTENDANT/CERTIFIER <b>Unknown Unknown</b>		NPI	TITLE <b>Cnm</b>	
MAILING ADDRESS OF ATTENDANT/CERTIFIER (STREET and NUMBER, CITY, OR TOWN, STATE, ZIP) <b>Unknown, Unknown, Unknown, 99999</b>				
MOTHER'S NAME AT BIRTH (First, Middle, Last, Suffix) <b>Laurie Ann McCall</b>				
MOTHER'S CURRENT LEGAL NAME (First, Middle, Last, Suffix) <b>Laurie Ann Johnson</b>				
MOTHER'S DATE OF BIRTH (Mo, Day, Yr.) <b>April 15, 1986</b>		MOTHER'S BIRTHPLACE (City & State, Territory or Foreign Country) <b>Alliance, Nebraska</b>		
RESIDENCE OF MOTHER-STATE <b>Nebraska</b>	COUNTY <b>Lancaster</b>	CITY, TOWN, or LOCATION <b>Lincoln</b>		
STREET AND NUMBER OF RESIDENCE <b>1800 Main St</b>		APT. NO.	ZIP CODE <b>68502</b>	INSIDE CITY? <b>YES</b>
FATHER/PARENT NAME AT BIRTH (First, Middle, Last, Suffix) <b>Kevin Charles Jones</b>				
FATHER/PARENT CURRENT LEGAL NAME (First, Middle, Last, Suffix) <b>Kevin Charles Jones</b>				
FATHER/PARENT DATE OF BIRTH <b>January 13, 1987</b>		FATHER/PARENT BIRTHPLACE (City & State, Territory or Foreign Country) <b>Lincoln, Nebraska</b>		
The personal information provided on the certificate is correct to the best of my knowledge and belief. <b>Laurie Ann Johnson Kevin Charles Jones</b>			RELATION TO CHILD <b>Mother &amp; Father</b>	
<small>INFORMATION FOR ADMINISTRATIVE HEALTH DATA AND STATISTICAL RESEARCH ONLY--THE INFORMATION BELOW WILL NOT APPEAR ON CERTIFIED COPIES OF THE RECORD</small>				

If you would like to save the document instead of printing it, the instructions follow for various browsers:

To **Save as a PDF in Chrome** follow the instructions below:

Click on the Printer icon.



Click on the Save icon.

## Print

Total: 2 pages

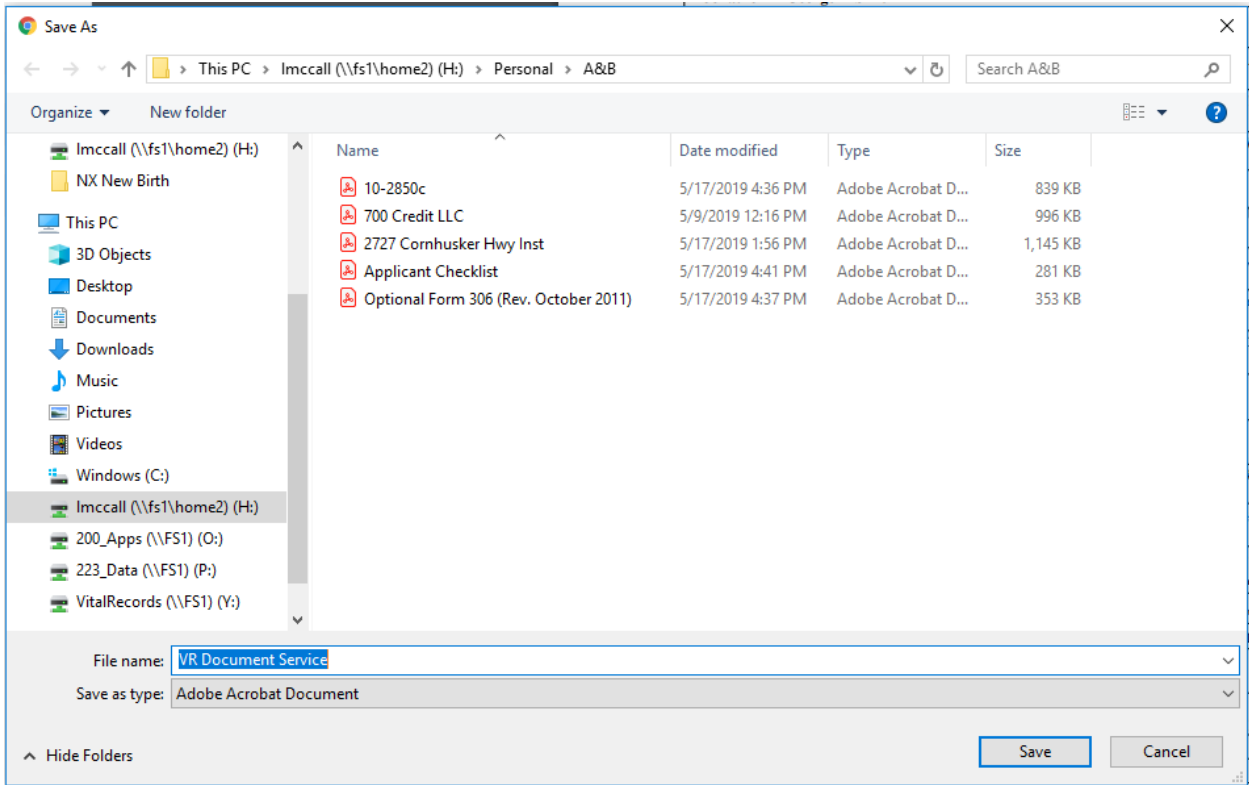


Destination Save as PDF

Pages All

Pages per sheet 1

Save As window displays. You can select your drive and directory you want your document saved to. In the File Name field you can name your document. The Save As Type field defaults to Adobe PDF Files. You will want to leave it as this file type.

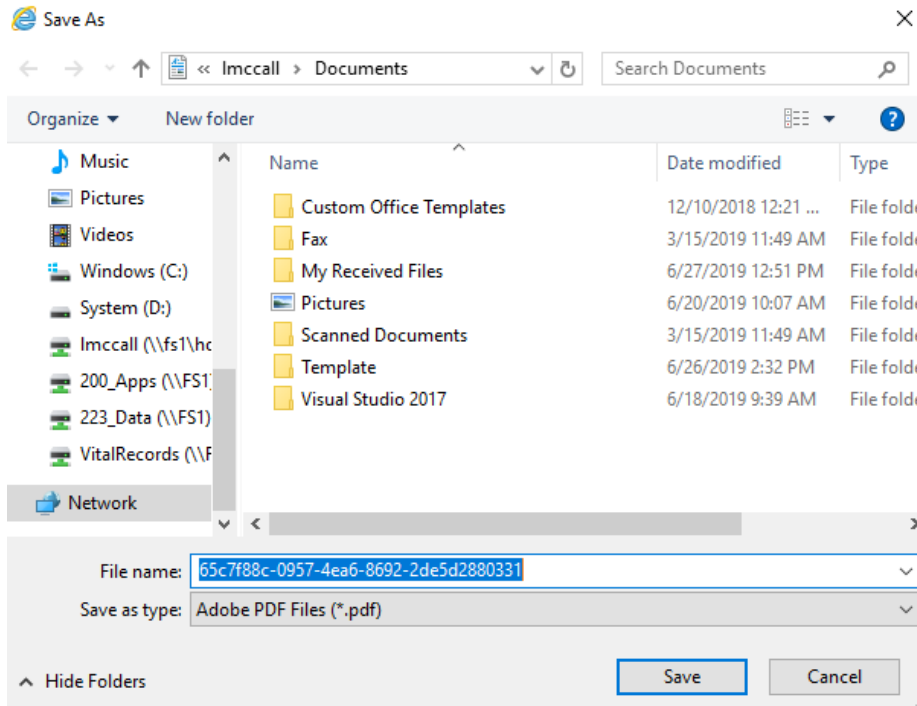


To **Save as PDF in Internet Explorer** follow the instructions below:

Click on the Save icon

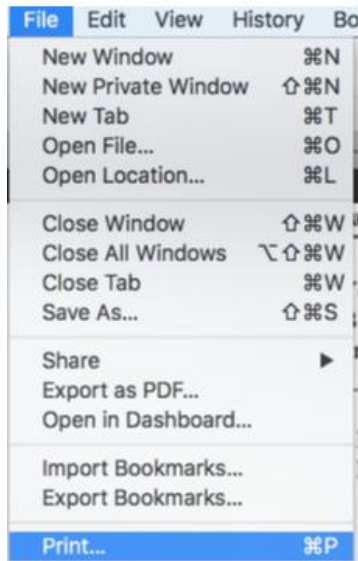


Save As window displays. You can select your drive and directory you want your document saved to. In the File Name field you can name your document. The Save As Type field defaults to Adobe PDF Files. You will want to leave it as this file type.

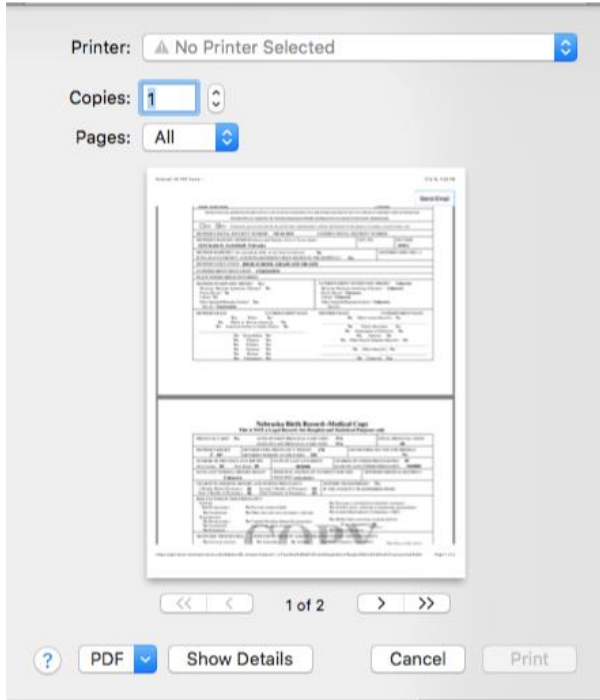


To **Save as PDF in Safari** follow the instructions below:

Click on File>Print

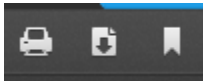


Select printer and then click on Print



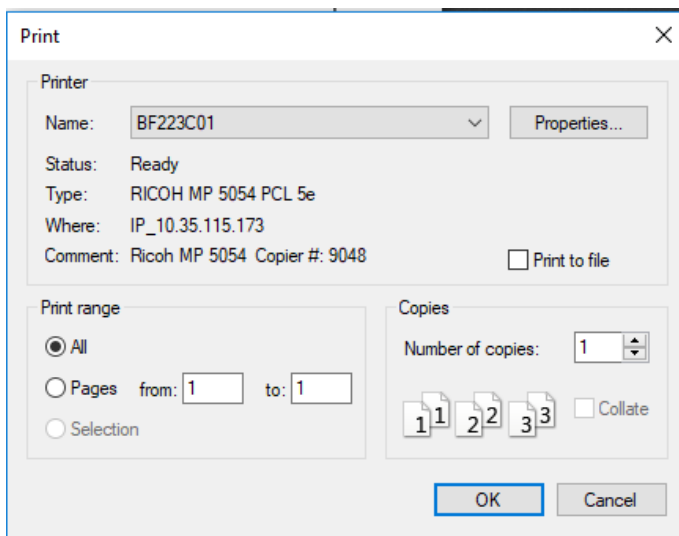
To **Save as PDF in Firefox** follow the instructions below:

Click on the Printer icon



The Print dialog box opens up. Select the printer and click on OK to print the document.

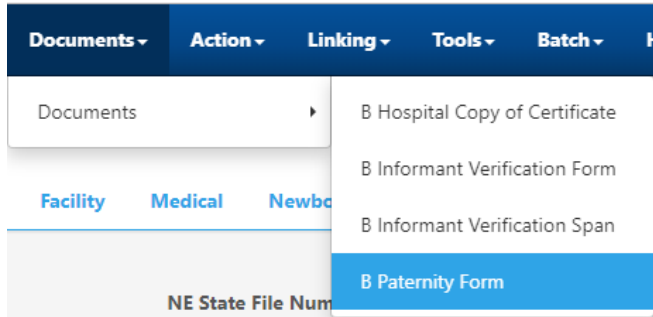
**Note:** Other documents can be saved the same as above depending on which browser you are using.



## PRINTING BIRTH CLERK PATERNITY FORM

Birth clerks must print the Acknowledgement of Paternity form from the system. If the question “Paternity Completed” is answered Y and Parent Consent is Y, the B Paternity Form will appear under the Document/Documents menu after the record is saved.

The form will populate with information entered into the Electronic Birth Registration System, the Informant Verification Form should be approved for accuracy by the Informant (or/and with other quality checks the hospital has in place) before the Acknowledgement of Paternity Form is printed. To print the B Paternity Form, click on Documents> Documents> B Paternity Form.



## TROUBLESHOOTING STEPS FOR PRINTING

### Step 1: Turn off Pop-up Blocker for Browser

#### Internet Explorer

1. Click **Tools** or the gear icon.
2. Click **Internet options**.
3. Click the **Privacy** tab.
4. Uncheck **Turn on Pop-up Blocker**.
5. Click **OK**.

#### Chrome

1. Click the **Chrome menu** button.  
**Note:** The button is on the upper-right of the browser and is indicated by three dots.
2. Select **Settings**.
3. At the bottom of the page, click **Advanced**.  
**Note:** If Advanced is already selected, additional options will be available below it.
4. Under **Privacy and security**, click **Content settings**.
5. Click **Popups**.
6. Click **Blocked (recommended)**.  
**Note:** After the popup blocker is disabled, the option will show as enabled and display **Allowed**.



## Firefox

1. Click the **Open menu** button (three bars) in the upper-right corner.
2. Click **Options** or **Preferences**.
3. Select **Privacy & Security** on the left.
4. Uncheck **Block pop-up windows** to disable the pop-up blocker.
5. Close and relaunch Firefox.

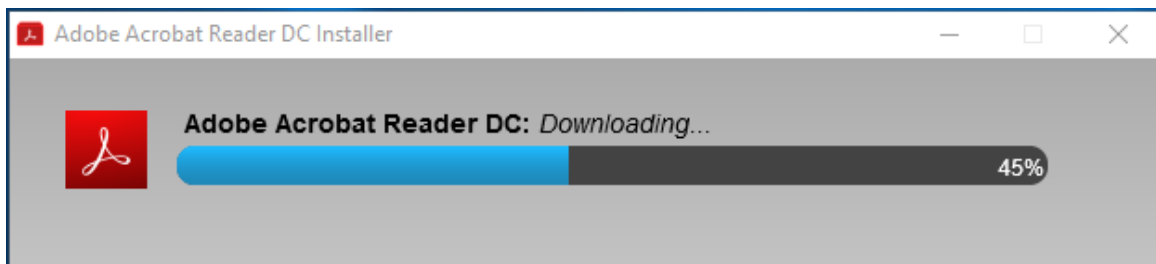
## Safari

1. Click the **Safari** menu.
2. Select **Preferences** from the drop-down menu.
3. Click on **Security**.
4. Uncheck **Block pop-up windows**

## Step 2: Print document within Adobe Reader instead of Browser

All of the following steps will require that you have Adobe Reader installed. Please refer to your admin for more details or download the latest version [here](#).

1. Once you have downloaded the latest version of Adobe, **Run** the file.

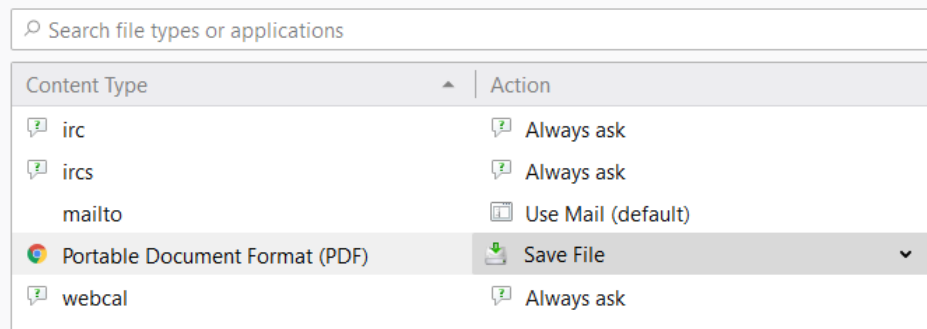


2. Once the installed has completed, click **Finish**. Adobe Reader will now launch.
3. Try printing once again. If printing is still unsuccessful, continue to the next steps that are specific for your browser.

## Firefox (Windows)

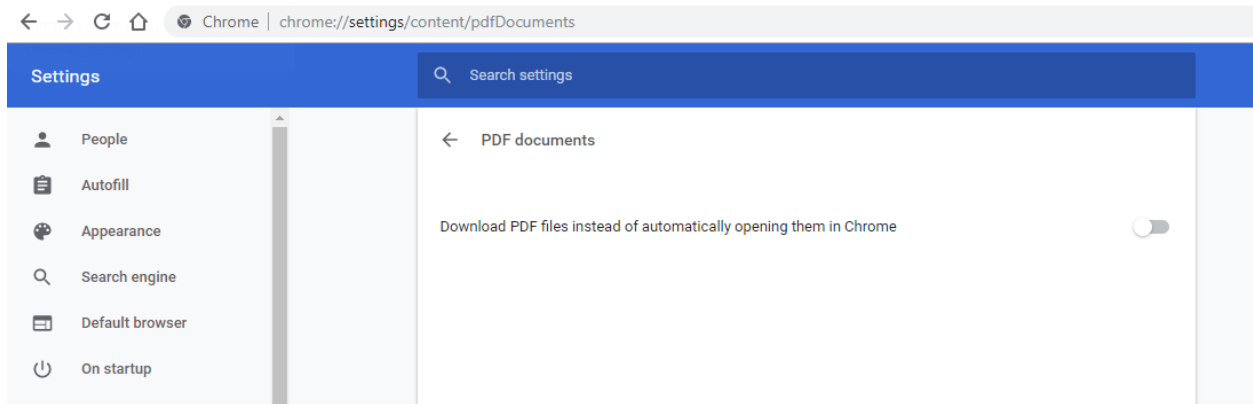
### Applications

Choose how Firefox handles the files you download from the web or the applications you use while browsing.



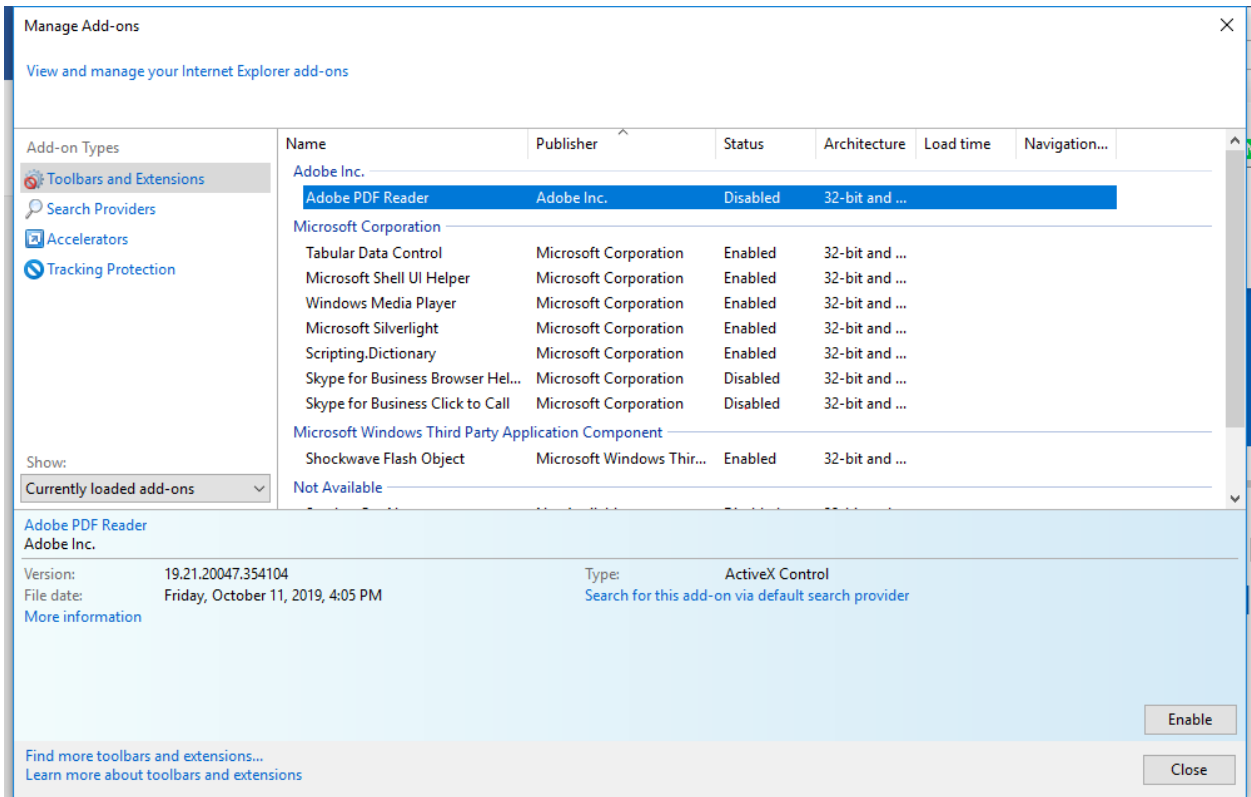
## Google Chrome

- Go to the internet using your Chrome browser.
- Type <chrome://settings/content/pdfDocuments> in the browser address.
- Switch toggle to Download PDF files instead of automatically opening them in Chrome



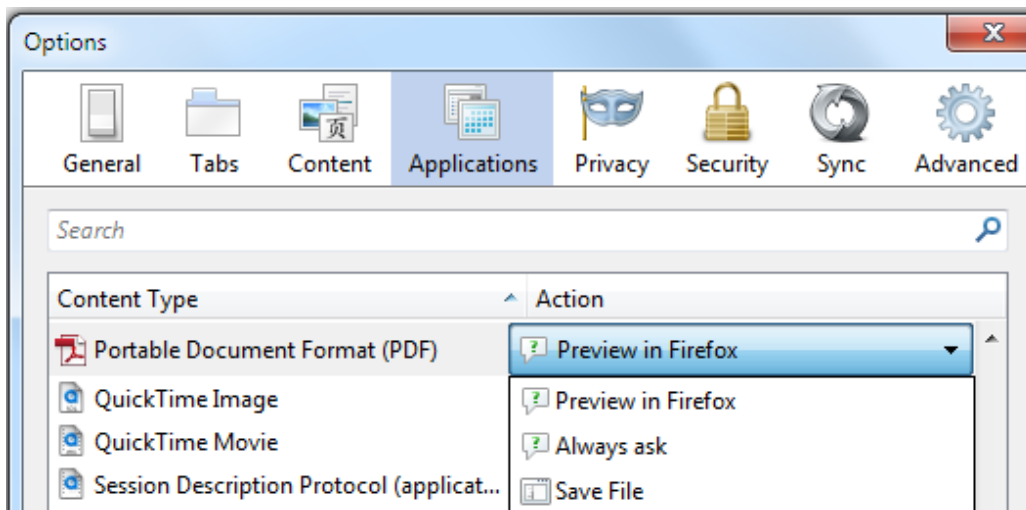
## Microsoft Internet Explorer

- Open Internet Explorer.
- At the top of the screen, choose Tools> Manage Add-ons.
- Under Add-on Types, select Toolbars and Extensions.
- In the Show menu on the left, select “All add-ons”.
- In the list of add-ons, select Adobe PDF Reader (Note: If you do not see the Adobe PDF Reader add-on, try the other menu options. For example, on some systems, the add-on appears when you select “Run without Permission”).
- Click “Disable” to allow the Adobe PDF Reader add-on to open PDFs in the browser.



## Safari/Firefox (Mac)

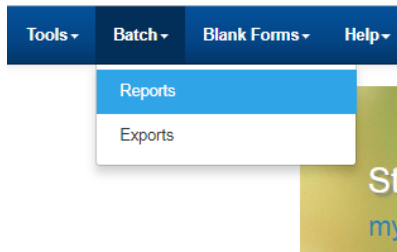
- In Finder, select a PDF, and choose File > Get Info.
- Click the arrow next to “Open With” to expose the product menu.
- Choose Save File for PDF Content Type



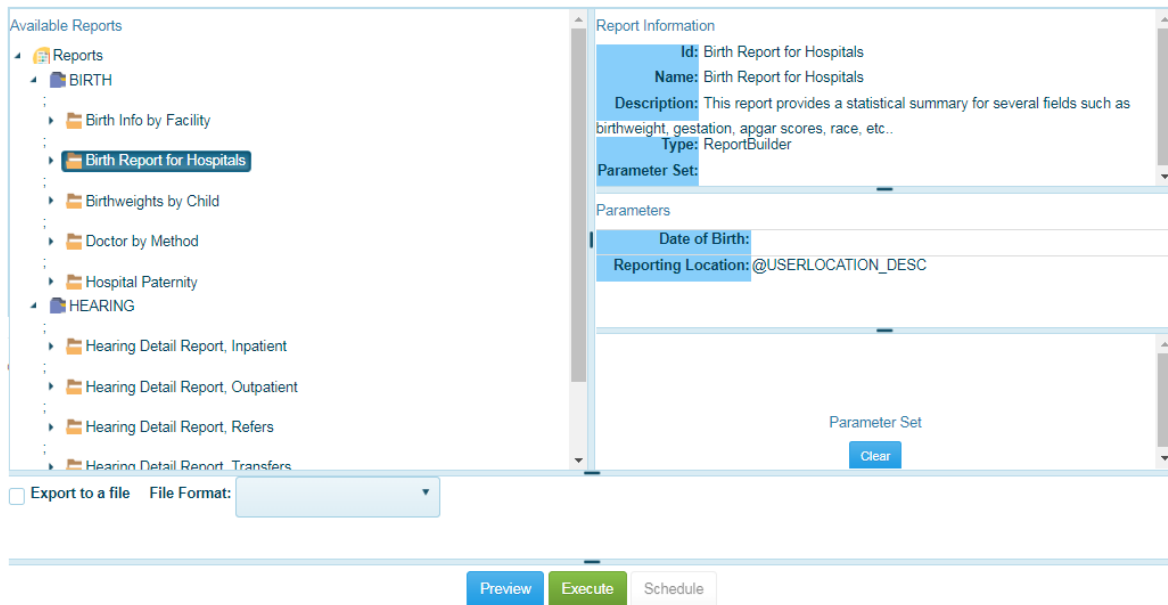
## REPORTS/EXPORTS

### Reports

Report Center - Click on Batch>Reports



Expand Birth to see what reports you can select from. You can also select reports under Hearing as well. This example we are selecting Birth Report for Hospitals.



Note: You can also export the report to different file formats listed in the File Format dropdown and putting a check in the checkbox next to Export to a file.

The report will open up in a separate window, example below.

---

**HOSPITAL SUMMARY REPORT**

Date of Birth between  
Reporting Location equal Good Life Birth Place

Page 1 12/14/2018

Total Births= 9

**By Mother's Age:**

	<u>Number</u>	<u>% of Total</u>
17 and under	0	0.0 %
18-19	2	22.2 %
20-24	0	0.0 %
25-29	2	22.2 %
30-34	4	44.4 %
35-39	0	0.0 %
40 and over	0	0.0 %
Unknown	1	11.1 %

**By Father's Age:**

	<u>Number</u>	<u>% of Total</u>
17 and under	0	0.0 %
18-19	0	0.0 %
20-24	1	11.1 %
25-29	0	0.0 %
30-34	0	0.0 %
35-39	0	0.0 %
40 and over	0	0.0 %
Unknown	8	88.9 %

**By Mother's Race:**

White	9	100.0 %
Black/African American	0	0.0 %
American Indian/Alaska Native	0	0.0 %
Asian Indian	0	0.0 %
Chinese	0	0.0 %

**By Father's Race:**

White	4	44.4 %
Black/African American	0	0.0 %
American Indian/Alaska Native	0	0.0 %
Asian Indian	0	0.0 %
Chinese	0	0.0 %

**Note:** Follow the same steps for any report that you wanted printed.

**Export:**

This is a data extract of the fields on the birth certificate. It can be used by hospitals/birthing facilities to create reports other than the reports already provided. For the record layout that includes the fields and record positions, please contact the Vital Records help desk.

Click on Batch>Export

Exports window displays. You will need to put in parameters in the Date of Birth and Year of Birth fields. Click on the Execute button.

You will be able to change the output name and it will be downloaded with that name.

## Exports

Export Name

Today's Birth - Hospital

1 - 1 of 1 items

### File Names

<input checked="" type="checkbox"/> Output	test1	Download
<input checked="" type="checkbox"/> Report	test2	Download
<input checked="" type="checkbox"/> Summary	test3	Download
Error	test4	Download

### Parameter Information

Parameter Set: [Default]

Date of Birth: 01/15/2019

Year of Birth:

(If a parameter is left empty, it will not be used in the selection of records.)

Perform update

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[Back to top](#)

The Export Results page will display with counts of records processed, written and total. Click OK.

### Export Results

Output File	test1
Records Processed	33
Records Written	33
Total Records	33
Errors	0
Result	

After clicking on the Execute button the Download buttons will become enabled in order to download the files. You can save the Output to a location and name of your choice.

File Names		
<input checked="" type="checkbox"/> Output	test1	Download
<input checked="" type="checkbox"/> Report	test2	Download
<input checked="" type="checkbox"/> Summary	test3	Download
<input type="checkbox"/> Error	test4	Download

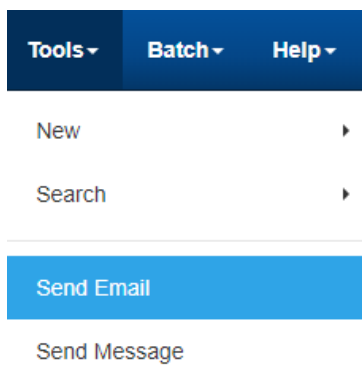
When you click on Download button it will be in the bottom of the page. Click on up arrow and choose Open. Notepad will open with the results of the report. You can do a Save As here to a location of your choice.

## NETSMART MESSAGING/EMAIL IN VRS SYSTEM

Sending a message is sending a message within the system. Sending an email you can send it internally or externally.

To send an email follow the steps below:

Click on Tools> New> Send Email



Send Email window displays. Put in the email address in the 'To' line. You will also need to add a Subject and you can enter the message in the Message box. You can also attached a document if you need to attach one.

**Send Email** [X]

**To:** laurie.mccall@nebraska.gov

**CC:**

**Subject:** Test

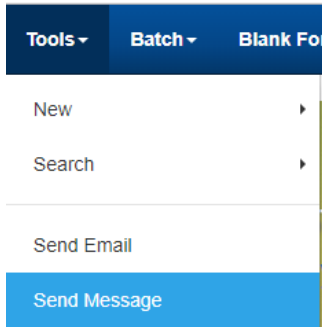
**Attachments:** Popup Blocker info.docx [Remove] [Clear]

**Message:** Let me know if you got the attached document.

[Send] [Cancel]

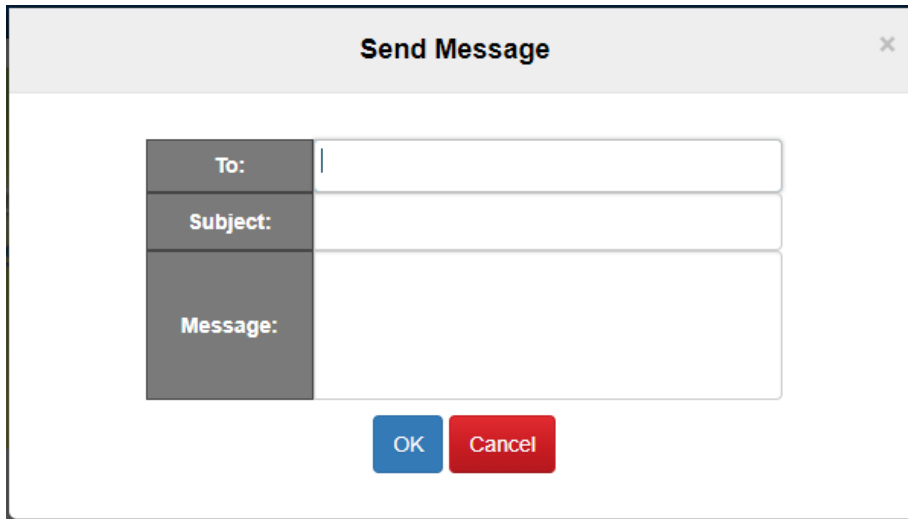
To send a message:

Go to Tools>Send Message



Start typing the name of the person you want to send a message to and a list will display indicating if they are online and their email address. Select it and it will display in the 'To' line.





**Send Message** [X]

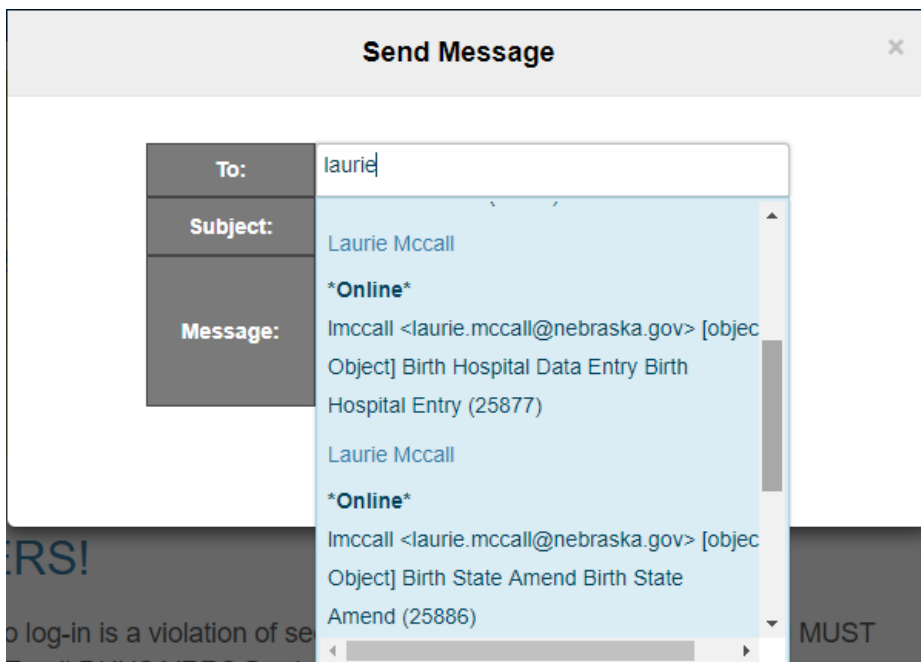
To:

Subject:

Message:

OK Cancel

Once you start typing the name it will automatically bring up a dropdown list which you can select the person to send the message too here.



**Send Message** [X]

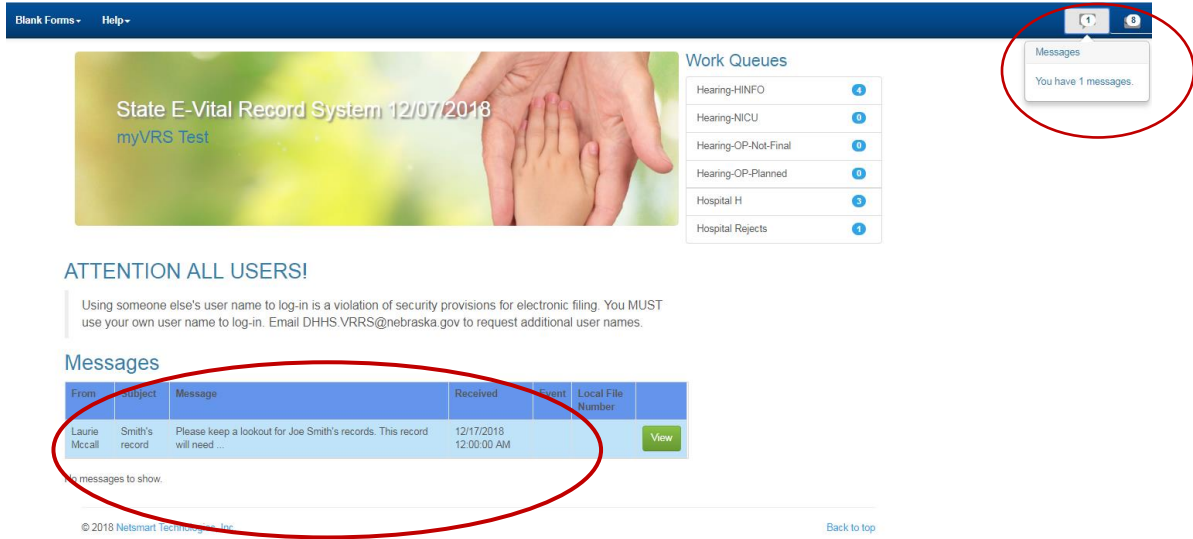
To: laurie

Subject: Laurie Mccall

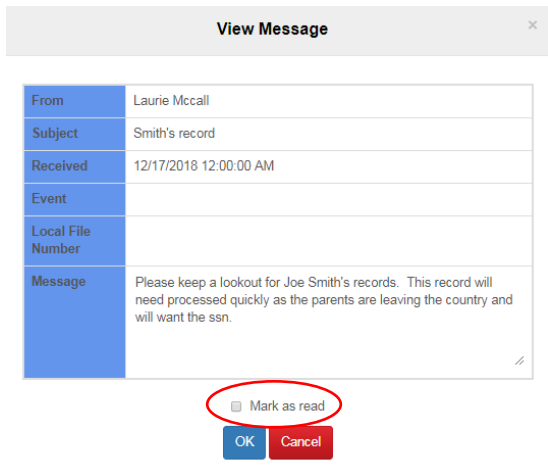
Message: \*Online\*  
 Imccall <laurie.mccall@nebraska.gov> [object Object] Birth Hospital Data Entry Birth Hospital Entry (25877)  
 Laurie Mccall  
 \*Online\*  
 Imccall <laurie.mccall@nebraska.gov> [object Object] Birth State Amend Birth State Amend (25886)

**Note:** For New Birth questions you can send an email to [DHHSBirthDesk@nebraska.gov](mailto:DHHSBirthDesk@nebraska.gov)

Your message will be sent to the person(s) you put in the 'To' line. Your message will appear on the home page of the application or you can click on the message icon to see your new messages



Click on View to view the message and Mark as read once you have read your message. If you mark as Read it will no longer appear in the Messages box.



## HOW TO CHANGE PHONE NUMBER AND EMAIL ADDRESS FOR USERS

Click on Search> User Maintenance. User Information tab will be displayed. You can change the Office Phone number and Phone Extension on this tab

## User Maintenance: 25889

Image count: 0 Notes count: 0 Alerts: No alerts present. Save

User Information EMAIL/MESSAGING Other Information

**Signon Information**

User Login: Imccall User Name: Laurie Mccall

Location Code: CENTRAL

Office Phone: Phone Ext.:

**Search Parameters**

Location:

Next

Click on EMAIL/MESSAGING tab to update the email address.

## User Maintenance: 25889

Image count: 0 Notes count: 0 Alerts: No alerts present. Save

User Information EMAIL/MESSAGING Other Information

**Settings**

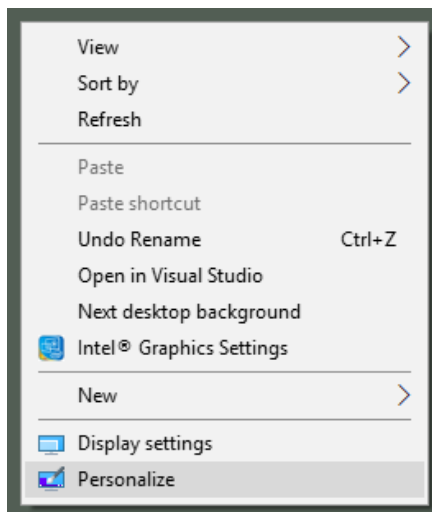
User EMAIL:  
laurie.mccall@nebraska.gov

Next

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## COLOR & HIGH CONTRAST

If the colors you are seeing don't look like the screen shots provided in this manual and the information is difficult to see, check the Color & High contrast settings on your PC by personalizing your desktop. Right click on your desk top and select Personalize.



On the right side of the screen, select High Contrast Settings.

## Related Settings

[High contrast settings](#)

[Sync your settings](#)

The following screen will display. In the Choose a theme dropdown list, make sure None is selected. If something else is selected such as High Contrast White, it may cause the information on the screens to be difficult to read.

## Color & high contrast

### Color filters

Apply color filters to help see things on the screen more clearly.  
Press the Windows logo key + Ctrl + C to toggle the color filter.

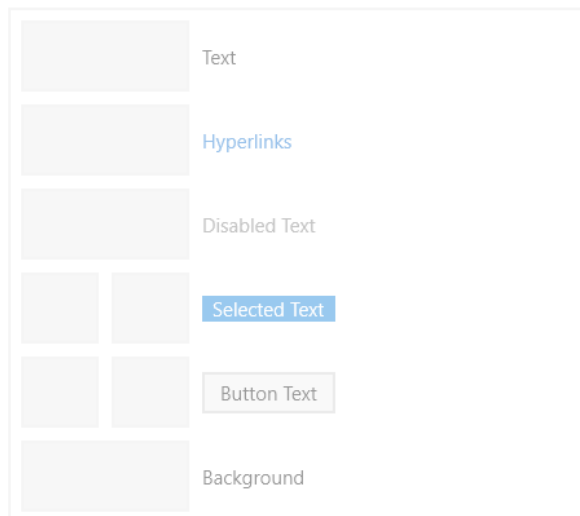
Apply color filter



Choose a filter

### High contrast

Choose a theme

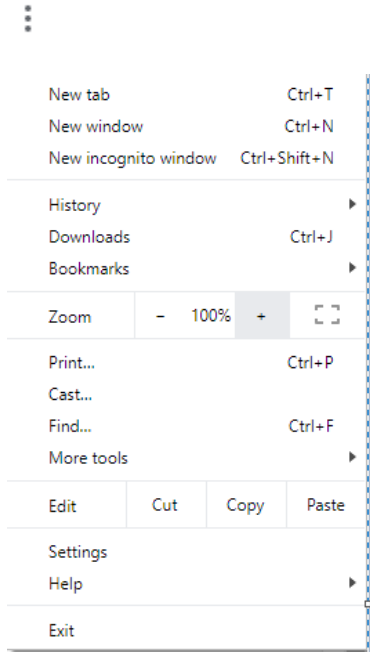


Choose None then select Apply.

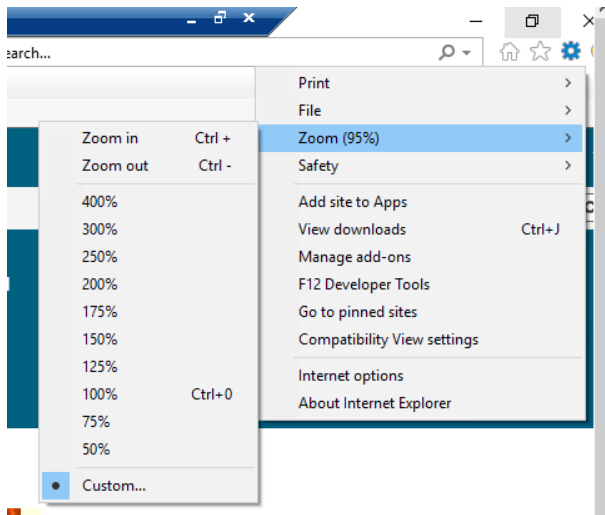
## HOW TO CHANGE SCREEN SIZES

Many users may want larger text on their screen. The following instructions are for various browsers if you want to experiment with what size works best for you.

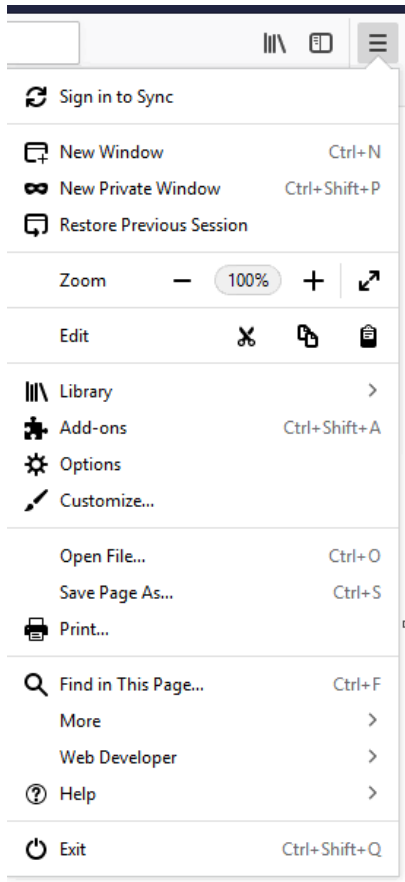
To change the screen size in **Chrome** go to your ellipses button (looks like 3 dots). Then click on the plus button next to Zoom in order to make your screen bigger. Screen shot below.



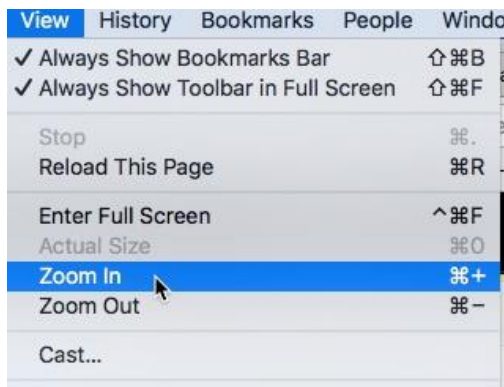
To change the screen size in **Internet Explorer** go to your Settings button which looks like a gear. Then click on the Zoom button and choose to zoom in or out or choose the percent size you want. Screen shot below.



To change the screen size in **Firefox** click on the hamburger button. Then click on the Zoom button and choose to zoom in or out or choose the percent size you want. Screen shot below.

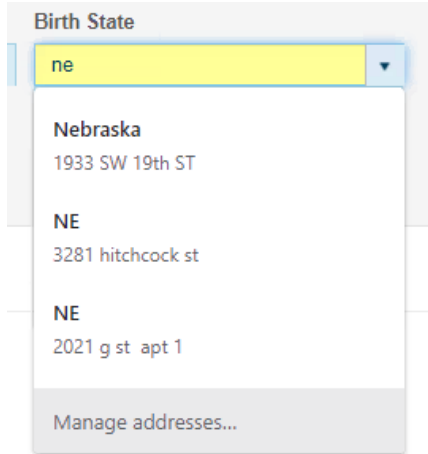


To change the screen size in **Safari** hold the Command button down and click on + to increase the size or – to decrease the size. Or you can click on View on the toolbar and choose Zoom In or Zoom Out.



## MANAGE ADDRESSES IN CHROME

If you are typing in addresses while using Chrome it has a setting to save and fill addresses which include information such as phone numbers, email addresses and shipping addresses. You will need to turn off the Fill Addresses in Chrome. A snapshot below of Chrome keeping addresses when selecting a State.



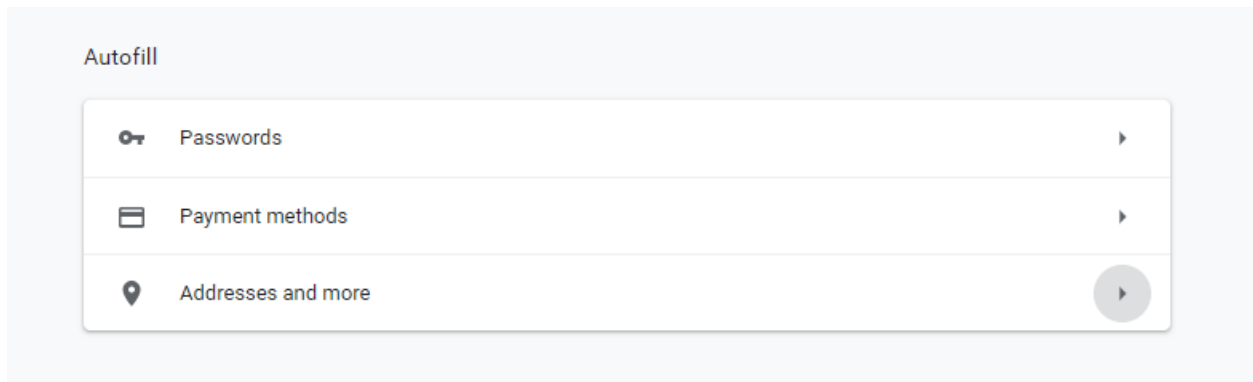
Following the instructions below to turn off the Fill Addresses for Chrome:

Select the 3 dots, ellipses:



Select Settings.

Select Autofill and Addresses and more:



Search settings

← Addresses and more

Save and fill addresses

Includes information like phone numbers, email addresses, and shipping addresses



Addresses

Add

1933 SW 19th ST, Lincoln



3281 hitchcock st, lincoln



alyssa saquic, 2021 g st apt 1



Click on the Blue Dot to turn off:



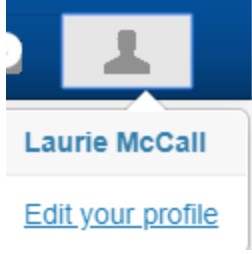
It will turn light grey when it is turned off:



## PROFILE

If you want to click for your menu choices without hovering you can edit your Profile which is located on the right side of the page on the toolbar. This will allow you to not hover over the submenus in the tool bar. To change your preference from hovering, go to Profile button and click on Edit your profile link. Then check the box next to 'Use mouse-click to open/close submenus?' in the Operations section of the profile page. You may want to experiment with this to see what your preference is. After making the change please remember to click on the Save button.





Laurie McCall

[Edit your profile](#)

## Operations

Default Event Year

2019

Menus

Use mouse-click to open/close submenus?

### **CONTACTS, HELP DESK, BIRTH DESK**

Vital Records Help Desk: 402-471-8275

Vital Records Supervisors: 402-471-0924 or 402-471-0919

Legal Questions: 402-471-0916

Email – [DHHS.VitalRecords@nebraska.gov](mailto:DHHS.VitalRecords@nebraska.gov)

Add or Remove users – email [DHHS.VRRS@nebraska.gov](mailto:DHHS.VRRS@nebraska.gov)