



Future State: Women and Babies/Patient Access - Acute - Newborn Registration

Cerner Workflow ID: 8527 (v. 21.0) Client Workflow ID: 744

Last updated by Cynthia Skubel, Mar 14, 2025 10:55am (UTC -4 hours)

Workflow Details:

Workflow Name: Women and Babies/Patient Access - Acute - Newborn Registration

Workflow State: Future State

Workstream: Admission/Intake

Venue: Acute Care

Client Owner:

Cerner Owner:

Standard: Yes

Related Workflow(s):

Tags:

Workflow Summary:

Service Line: Women's Health

Related Solution(s): PowerChart Maternity

Revenue Cycle Registration

Project Name: Niagara Health System:OPT-0297674:NIAG_CD Niagara HIS RFP

TestBuilder Script(s):

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Workflow Notes:

Introduced By: WS 3

Validated By: WS 5

Swim Lane:

Role(s): L&D Nurse

OB Ward Clerk [Custom]

Department(s): Patient Access

Security Position(s): Women's Health - Clerk

Start/Stop [4]

Description: Is delivery imminent?

Comments: If no, no action is taken.

Work Step [34]

Description: Select mother's name on Tracking Board. Click Newborn Registration icon. Select Newborn PreAdmit.

Comments: Select the Newborn PreAdmit Conversation icon which resembles a baby cartoon character.

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System [64]

Description: Newborn PreAdmit conversation opens.

Work Step [233]

Description: Complete the Required fields to add newborn to the system. Click "Complete"

Decision [98]

Description: Multiple Birth?

Step Impact: Regulatory

Regulatory Details: The Joint Commission (TJC)

Comments: Regulatory Impact: NPSG.01.01.01 EP 3: For newborn patients: Use distinct methods of identification for newborn patients. At least two identifiers should be used when naming newborns. (Begin effective Jan 2019)

The default model design naming convention is to use "Smith, Judy Girl" or "Smith, Judy Girl A" and "Smith, Judy Girl B" for multiples. This includes the mother's first and last name, gender identification, and specific babies in the case of multiples.

Start/Stop [225]

Description: Newborn displays on SCS PreAdmit Babies Tracking List.

Work Step [7]

Description: Select mother's name on Tracking Board. Click Newborn Registration icon. Select Newborn Quick Admit.

Comments: In emergent/urgent cases, baby may not get pre-registered prior to delivery.

This step may also be completed by a Nurse if OB Clerk is not on the unit at all hours.

Newborn Quick Reg should be linked to maternal record.

Newborn Quick Admit icon resembles a cartoon baby

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System [79]

Description: Newborn Quick Admit opens.

Work Step [246]

Description: Complete required fields on the Newborn Quick Admit conversation. Click "Complete"

Decision [209]

Description: Multiple Birth?

Step Impact: Regulatory

Regulatory Details: The Joint Commission (TJC)

Comments: Repeat these steps as needed for number of babies.

Work Step [286]

Description: If selected, newborn bands will print reflecting the newborn's name from registration.

Decision [204]

Description: Has Newborn been preadmitted?

Work Step [13]

Description: From the SCS PreAdmit Babies Tracking List, highlight the infant's name. Click the Newborn Convert icon.

Comments: It may be appropriate for Nurse to complete this step if OB Clerk is not on the unit at all hours.

If multiple newborns, complete for each.

System [89]

Description: Newborn Convert conversation opens.

Work Step [16]

Description: Update Sex, Registration Date and Time, and Room/Location. Select "Complete"

Step Impact: Financial

Comments: At least two identifiers should be used when naming newborns. (Begin effective Jan 2019)

Impact to Revenue - Room and Bed Charges.

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Work Step [59]

Description: If selected, newborn bands will print reflecting the newborn's name from registration.

Comments: Newborn armbands will print reflecting the two identifiers used to register the newborn. Recommend standardized practices for identification banding (for example, two body-site identification and barcoding).

Swim Lane:

Role(s): OB Ward Clerk [Custom]

Department(s): Patient Access

Security Position(s): Women's Health - Clerk

System [175]

Description: Newborn appears on Incomplete Admissions Worklist.

Work Step [256]

Description: Navigate to your APP Bar and select Access Management Office, Select worklist.

Work Step [293]

Description: Select incomplete WB reg. Locate patient and right click to select NB full admit.

Work Step [179]

Description: Complete remaining data within Register Patient conversation as needed.

Step Impact: Training

Comments: Important fields to update if infant is pre-admitted then converted include:

Health Card

Modify admitting pediatrician if applicable

Primary health insurance

Start/Stop [181]

Description: Newborn is fully registered.

Facilities:

Facility Name: Niagara Falls Site

Status: Pending Approval

Facility Cerner Owner:

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Facility Client Owner:

Authorize Date:

Facility Comments:

Facility Name: St. Catharines

Status: Pending Approval

Facility Cerner Owner:

Facility Client Owner:

Authorize Date:

Facility Comments:

Facility Name: Welland

Status: Pending Approval

Facility Cerner Owner:

Facility Client Owner:

Authorize Date:

Facility Comments: