

CARE4 MODULE NAME: PCS

BORN Documentation, Edits and Submission

Overview

This document provides instructions on how to document, submit and edit BORN data

Documentation

- As nursing is documenting throughout their shift, there are questions within each assessment/intervention that are suffixed with the word “BORN”
- Information entered here will flow to the BORN interventions – a summary screen of the information for each BORN encounter type
- There are some no mandatory fields in the documentation screens, however, all pertinent “BORN” questions must be answered in order to have the correct information for this patient to flow to the BORN encounter screen intervention on the work list – **there are mandatory fields on the encounter (Summary) screen.**

What are the BORN Interventions?

- There is a BORN Intervention specific for each of the 5 BORN encounters. These are:
 - BORN Labour Birth Mother (LBM) (encounter **summary** screen)
 - BORN Birth Child (BC) (encounter **summary** screen)
 - BORN Postpartum Mother (PPM) (encounter **summary** screen)
 - BORN Postpartum Baby (PPC) (encounter **summary** screen)
 - BORN NICU (NICU) (encounter **summary** screen)
- The BORN interventions will auto populate to the work list when the Standard of Care is added

Submitting Data

- There is a new process for submitting data to BORN.
- This will now occur through an interface process. Previous practice of submitting data directly to BORN will no longer happen

When to Submit

- **BORN LBM** intervention should be documented and saved at the end of the labour and delivery phase of care, before patient is transferred to postpartum “area”.
- **BORN BC** intervention should be documented and saved at the end of the labour and delivery phase of care, after the Newborn Birth Information/Admission is completed and before newborn is transferred to postpartum “area”. This will ensure that the information flows to the BORN intervention
- **BORN PPM** intervention should be documented after the discharge **assessment** and the **discharge plan** (package) have been completed and the patient is discharged from postpartum phase of care. This will ensure that the information flows to the BORN intervention i.e. the Discharge Date and Time.
- **BORN PPC** intervention should be documented after the discharge **assessment** and the **discharge plan** (package) have been completed and the patient is discharged. This will ensure that the information flows to the BORN intervention i.e. the Discharge Date and Time.
- **BORN NICU** intervention should be documented after the discharge **assessment** and the Discharge plan have been completed and the baby is discharged from NICU to ensure that the information flows to the BORN intervention.

How to Submit

- Prior to saving, review that the information on the BORN intervention is correct (information flowing from documentation will be green text) and fill in any undocumented information that is applicable (black text)
- When the BORN intervention is saved, it submits automatically to the BORN site. The submission is complete.
- Save the BORN intervention **ONLY ONCE** - not multiple times, not “as you go”
- After submission has been completed, nurse logs into the BORN website to check for errors – at this time there is a designated nurse to do this. The encounter will be populated on the website (the interface occurs within minutes).
- See next section “Editing Data” on how to make corrections for BORN

Editing Data after it has been Saved/Submitted

- **There is NO “editing”**
- If changes need to be made to data that has been saved and submitted follow these next steps:
 - Open the BORN intervention in current (**NOW** column) time
 - The previously submitted data will automatically recall into this **new document** (Green text)
 - Enter the changes/corrections on this new document
 - Saving this new document will **override** the previous submission, to ensure the correct data is received by BORN for the patient
 - If someone edits the already submitted document and then saves it, it will override the previous submission and **only the changes made** will be received by BORN, resulting in incorrect data for the patient.

HBHC (Healthy Babies Healthy Children)

- HBHC will require staff to manually enter required information into the BORN system to complete and submit the HBHC Encounter (Current practice remains unchanged at CGMH, GBGH and RVH)