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UNIVERSITY OF ILLINOIS MEDICAL CENTER AT CHICAGO  
MANAGEMENT POLICY AND PROCEDURE

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**SUBJECT: BIRTH CERTIFICATE REGISTRATION**

**OBJECTIVE**

The purpose of birth registration is to provide an official and legal record of birth. The hospital has a statutory responsibility to prepare and file birth records accurately and efficiently as these records are legal documents used to establish citizen rights and claims. Among the uses of this record are: proof of age, parentage, and citizenship; entrance to school; verification for obtaining a driver's or marriage license, passport, welfare aid, social security benefits or voter's registration.

Statistical data is utilized by the Department of Health to establish population growth and changes and is essential in planning and evaluating a broad range of health activities, including various aspects of maternal and child health programs.

**POSTION STATEMENTS**

Assigned hospital personnel assemble and record the medical and personal data to be entered on the birth certificates. Hospital personnel should use the Electronic Birth Certificate (EBC) forms supplied from the State Division of Vital Records.

Assigned hospital personnel will:

- Collect and record information about the parents and medical data on the yellow worksheet. Secure all necessary signatures on the worksheet.
- Prepares a correct and legible birth certificate using data from the worksheet, making certain that every item is completed. Submit birth certificate electronically to the State Division of Vital Records.
- Maintain a complete file of births that occur in the hospital. The yellow hospital copy is retained in the individual medical record of the newborn.
- File the certificate with the local registrar within seven days after the birth, the time specified in the Vital Records Act.
- Assist the State or local registrar by answering inquires promptly.
- Assist parents of children born in the hospital by completing any forms or statements needed to correct any errors in the original certificates which may not have been detected at the time the certificates were initially prepared by the hospital.

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### Physician Responsibility

The physician in attendance is responsible for certifying the facts of birth and providing the medical information required by the certificate. For non-hospital births, the certificates are prepared and filed by the physician in attendance at or immediately after the delivery.

For fetal deaths, the physician in attendance is responsible for the medical certification of cause of death unless an inquiry is required by the coroner or medical examiner.

### Informant

The informant, preferably the mother (or the father, or another adult having knowledge of the personal facts concerning the birth), is responsible for providing the facts.

### Board of Health Responsibilities:

The Chicago Board of Health works under the direction and supervision of the state registrar of vital records. Certificates must be filed with Chicago Board of Health within seven days of the infant's birth. The registrar transmits the certificate to the State Division of Vital Records on a regular basis.

### Illinois Department of Public Health Responsibilities:

The State Division of Vital Records administers the vital records registration system. Certificates are placed on permanent file in the State Archives after they have been forwarded by Chicago Board of Health.

### Confidentiality:

State law specifies who may obtain copies of the individual record and its uses. The certificates are designed to separate the data that will be used only for medical, statistical and research purposes from all other information. Items in the Health and Statistical Section do not appear on a certified copy of the certificate.

## **PROCEDURE**

### **A. Complete yellow worksheet**

1. The Labor and Delivery clerk will provide a daily log of births. The Mother/Baby clerk is responsible for generating a yellow worksheet provided by the Department of Health to be completed on each newborn. This should be completed within the first day of life. Interviews with the parent should be completed within that time frame so the birth certificate can be prepared prior to discharge.

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2. If there is any question regarding the mother's ability to understand English, an appropriate interpreter must be used. It is the clerk's responsibility to be sure that all mothers fully understand and can answer the questions needed to complete the worksheet.

3. The worksheet is to be filled out completely as this information will be entered electronically onto the official birth certificate. Clerks can be liable for disciplinary action if any falsification of information occurs. All interview information is to be carefully reviewed with the mother, prior to obtaining the parent's signature.

4. In cases where the parents are legally married but have different surnames, the clerk may request a marriage certificate for verification. A copy of this document will be included in the birth certificate record.

5. Mothers and/or fathers, when applicable, are to sign the completed worksheet after careful review. If for some reason the mother is unable to sign the birth certificate, e.g., discharged before signature obtained, that information is to be noted on the bottom of the yellow worksheet. The hospital is not responsible for payment required for desired changes or corrections on birth certificates due to an error or omission made by the mother.

#### **B. Complete Birth Certificate**

1. The clerk will use the yellow worksheet to complete the official birth certificate. The clerk is to follow the instructions outlined in the Standards for completing birth certificates from the Illinois Department of Public Health.
2. The completed birth certificate is submitted electronically to the State Division of Vital Records within three business days. The hard copy of the birth certificate is submitted to the Chicago Board of Health via Federal Express on a weekly basis.
3. The clerk will provide the parent with information prior to discharge regarding how to obtain a copy of the birth certificate from the Department of Health.

#### **C. Established Paternity**

1. In cases where the parents are not legally married, the father can choose whether to be named on the birth certificate. If he agrees to be so-named, he must complete the Illinois Voluntary Acknowledgement of Paternity (IVAP) form (see Appendix A). If the father does not complete the IVAP, his name cannot be included on the birth certificate.
2. In cases where the biological parents are not married, both are available to sign forms, and there is a man listed on the birth record **to whom the mother is/was married**, a IVAP form is completed by the biological parents. The clerk may then provide Denial of Paternity form to the mother which can be completed by the mother and her husband / ex-husband.

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**D. Maintain Hospital Records**

1. A log of all hospital births are submitted to all appropriate hospital personnel on a daily basis.
2. The clerk will place the completed yellow hospital copy of the birth certificate in the infant's medical record.
3. The clerk will maintain a copy of the completed birth certificate log received from the Chicago Board of Health.

**Reference**

**Illinois Joint Committee on Administrative Rules  
Illinois Department of Public Health  
Illinois Vital Records Act, (410 ILCS 535/1) Chapter 111  
Section 500.45 New Certificates of Birth**

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