

## How to 'Acknowledge' Midwifery Data in the BORN Information System

1. Login to the BORN Information System. Click '*Acknowledgement*' in the top menu bar.



 Enter a specific year and month to acknowledge or check the box beside 'Show all unacknowledged records' to display all months that have not been acknowledged, then click Search.

Data	Submissi	on Acknowledge	ement				
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Year	Month	Data Submission Type	Data Submission	Comments	Date/Time Submitted	User	Incomplete Report
2020	December	Course of Care					MW Maternal MW Infant

**3.** For the unacknowledged month/s selected, click on each Incomplete Report hyperlink, to determine if there are errors or missing encounters that require completion (follow step 3 and 4).

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Year:	202	0 v Month	Decer	nber 🔻			
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Year	Month	Data Submission Type	Data Submission	Comments	Date/Time Submitted	User	Incomplete Rep
2020	October	Course of Care					MW Maternal MW Infant

4. After clicking on any one of the Incomplete Reports, enter the date range and click'View Report'. Correct records with issues identified in the reports.

Midwifery Inco	omplete	e Records - Maternal			
Discharge from MW Care Start Date:	e from e Start 11/1/2020		Discharge from MW Care End Date:	1/30/2020	View Report
Calendar:	Fiscal	~	Organization:	Igin County Midwives (MPG20	2) 🗸
Document Map		- A & ale ale	f	to Decender Me	+
Midwifery Inco	omplete R	BORNMIGWI	tery incomple	te Records - Ma	iternal
Incomplete summar Incomplete sum					
Summary of records		Elgin County Midwives (MPG20 30-Nov-2020	2), discharges from midwife	ry care from 01-Nov-2020 to	
Summary of disposit		Summary of records with	Summary of disposition	Maternal encounters with	
Maternal encounters		incomplete maternal encounters	discrepancies (hospital births only)	'Number of Fetus' discrepancies	
Report version histo		No Records	No Records	No Records	
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**5. FINAL STEP**: Click the box under 'Data Submission' and then click 'Save' to acknowledge the year and month selected.

Data	Submissi	ion Acknowledge	ement							
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Organiz	ation: Elgin C	ounty Midwives (MPG20	2)							
Year:	2020	) • Month	n: Nover	mber 🔻						
□Show a	□Show all unacknowledged records									
Year	Month	Data Submission Type	Data Submission	. Comments	Da	ate/Time Submitted	User	Incomplete Report		
2020	November	Course of Care			]			MW Maternal MW Infant		
				, 						
							-	SAVE X CANCEL		

Year	Month	Data Submission Type	Data Submission	Comments	Date/Time Submitted	User	Incomplete Report
2020	November	Course of Care			11-Feb-2021 12:50	elkwan	MW Maternal MW Infant
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