

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

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



2. 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 Submission Acknowledgement**

By acknowledging, you are confirming that all counts below are correct, all applicable encounters are complete and accurate and all identified discrepancies have been resolved.

Organization: Elgin County Midwives (MPG202)

Year:  Month:

Show all unacknowledged records

Year	Month	Data Submission Type	Data Submission	Comments	Date/Time Submitted	User	Incomplete Report
2020	December	Course of Care	<input type="checkbox"/>	<input type="text"/>			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).

**Data Submission Acknowledgement**

By acknowledging, you are confirming that all counts below are correct, all applicable encounters are complete and accurate and all identified discrepancies have been resolved.

Organization: Elgin County Midwives (MPG202)

Year:  Month:

Show all unacknowledged records

Year	Month	Data Submission Type	Data Submission	Comments	Date/Time Submitted	User	Incomplete Report
2020	October	Course of Care	<input type="checkbox"/>	<input type="text"/>			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 Incomplete Records - Maternal**

Discharge from MW Care Start: 11/1/2020  Discharge from MW Care End: 11/30/2020  **View Report**

Date: Calendar: Fiscal  Organization: Elgin County Midwives (MPG202)

**BORN Midwifery Incomplete Records - Maternal**

**Incomplete summary**  
Elgin County Midwives (MPG202), discharges from midwifery care from 01-Nov-2020 to 30-Nov-2020

Summary of records with incomplete maternal encounters	Summary of disposition discrepancies (hospital births only)	Maternal encounters with 'Number of Fetus' discrepancies
No Records	No Records	No Records

5. **FINAL STEP:** Click the box under 'Data Submission' and then click 'Save' to acknowledge the year and month selected.

**Data Submission Acknowledgement**

By acknowledging, you are confirming that all counts below are correct, all applicable encounters are complete and accurate and all identified discrepancies have been resolved.

Organization: Elgin County Midwives (MPG202)

Year: 2020 Month: November

Show all unacknowledged records SEARCH

Year	Month	Data Submission Type	Data Submission	Comments	Date/Time Submitted	User	Incomplete Report
2020	November	Course of Care	<input checked="" type="checkbox"/>	<input type="text"/>			MW Maternal MW Infant

**SAVE** **CANCEL**

Year	Month	Data Submission Type	Data Submission	Comments	Date/Time Submitted	User	Incomplete Report
2020	November	Course of Care	<input checked="" type="checkbox"/>	<input type="text"/>	11-Feb-2021 12:50	elkwan	MW Maternal MW Infant

**SAVE** **CANCEL**