Stillbirth Registration

Role(s): Medical Informant

Objective

This job aid provides the necessary steps to creating and certifying a Standard MCD to register a stillbirth. The steps include:

- Creating a new Stillbirth registration from the EDRN Home screen.
- Entering mandatory information required for the Standard MCD, including: decedent information, parental /non-parental informant information, stillbirth information.
- Certifying the case.

Scenario

A baby is born prematurely, meeting the stillbirth criteria. The mother is available to verify the information. Cause of death is known. A Standard MCD is used to complete the registration of the stillbirth.

Preconditions

To follow this lesson to completion the user must be logged in to the EDRN and at the Home screen.

***NOTE**:*	***MANDATORY FIELDS***
	*Mandatory fields are displayed with an *asterisk next to their fieldname. All mandatory fields must be filled in prior to certification.*
	If a Tab name, such as "General Information" or "Death Information", displays in red text, mandatory field information is missing on that tab. Once the information has been entered, the tab text will turn green.
	*Fields stating "Enter Unknown, if not known", are also mandatory, though not designated with the *mandatory asterisk.*

Procedural Steps: Registering a Stillbirth

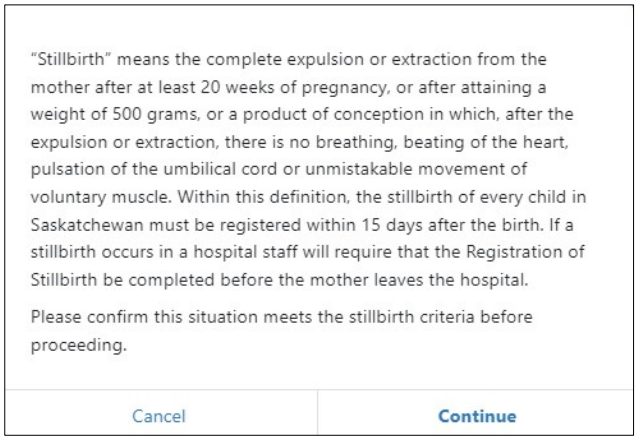
The creation of a Stillbirth Registration begins with the Stillbirth+ toolbar button found on the EDRN toolbar. When all mandatory information is known, including cause of death, a Standard MCD is created for the stillbirth. When mandatory information is missing, an Interim MCD is created until mandatory information can be verified. (See Creating an Interim MCD and Amending an Interim MCD to Standard MCD job aids).

During the completion of the Stillbirth Registration, the mother or father must provide their information and verify the death. If neither parent is available, the Non-Parental Informant tab must be completed. Stillbirth Information is documented on the Stillbirth tab.

Once the mandatory information has been entered for the Standard MCD, the case will be certified from the Certification tab, creating a digital signature for the document. This case will then display on the user's Submitted Cases tab of the Dashboard.

Home Screen

1. Click ***+Stillbirth*** icon from the left Navigation Toolbar. The following notice appears:



NOTE:	*Before continuing, ensure "stillbirth" criteria is met.*

2. Click ***Continue.***

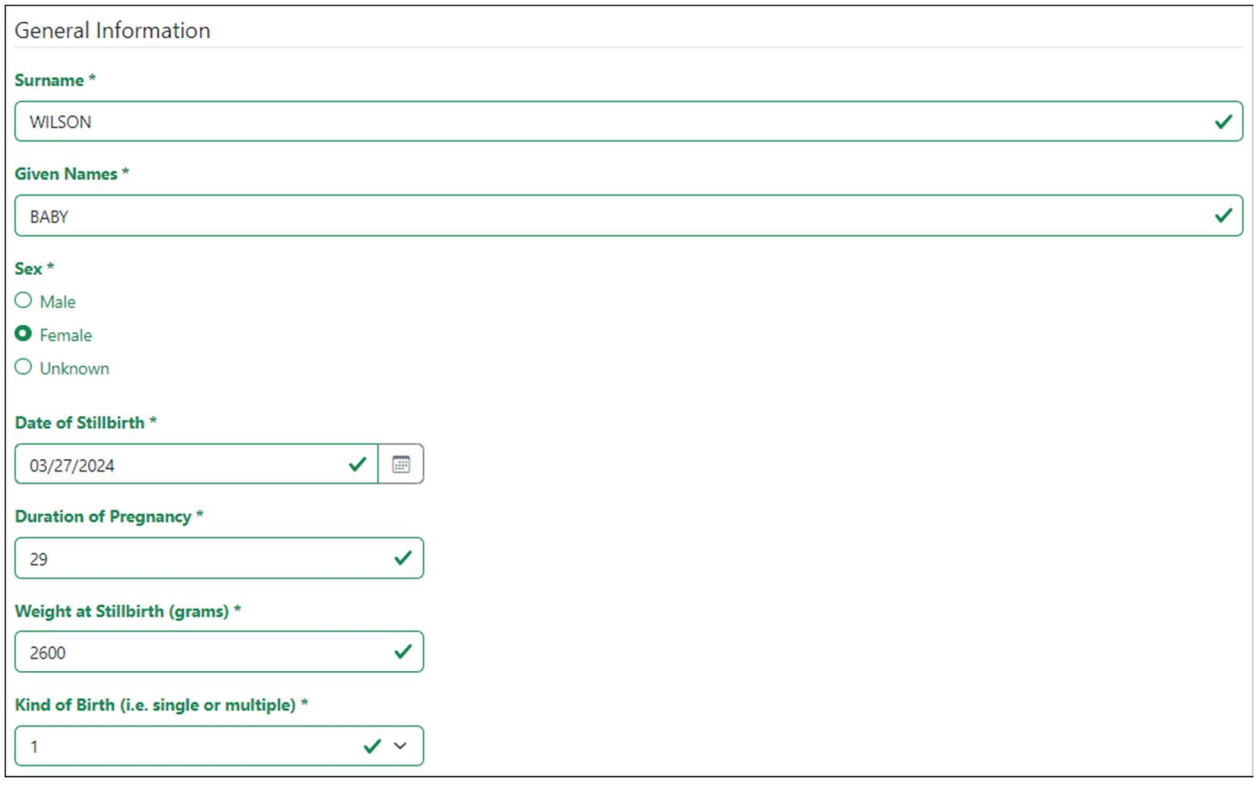
General Information Tab

Type of Registration

3. **Is this a Standard or Interim Registration**: Click the ***Standard*** radio button *for this scenario.*

NOTE:	*"Interim" is used when not all mandatory information is known but a funeral home requires a Registration of Stillbirth for disposition/ burial.*

General Information



4. **Surname*:** Type the ***surname***.
5. **Given Names***: Type the ***given names.***
6. **Sex ***: Click the ***male, female, or unknown*** radio button for this scenario.
7. **Date of Stillbirth:** Click ***calendar icon*** to select ***date*** or type directly ***(MM/DD/YYYY).***

NOTE:	*All dates are displayed in MM/DD/YYYY format.*

8. **Duration of Pregnancy*:** Type the ***number of full weeks***.
9. **Weight at Stillbirth (grams) *:** Type the ***weight*** (in grams).
10. **Kind of Birth*:** Click the drop-down arrow and select the ***number of children***.
11. Click ***Save icon*** from the toolbar found on the left-hand side of your screen.

NOTE: ***SAVING THE MCD-CHECKING FOR DUPLICATES***

At this point, it is best practice to Save the MCD to force the system to check for potential duplicates. Prior to saving, the decedent Name, DOB, DOD and Sex must be completed.

If a duplicate is found during the Save process, the person assigned to the MCD will display. Use one of the following options:

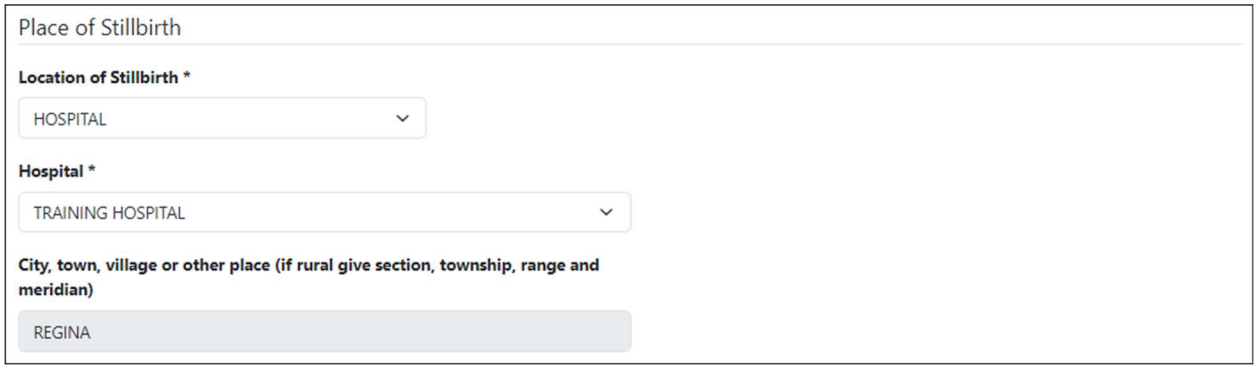
- "Save Case" (after verifying it is not a duplicate),
- "Close" and cancel the death registration if the case is a duplicate.
- Request a transfer of the MCD to your facility by contacting the assigned party via email/phone, or
*-Using the Case Admin ta, assign the case to yourself **IF** the assigned party is a user at your facility.*

**See Dealing with Duplicate MCD job aid for additional information.*

Total Children Born to this Mother

12. **Liveborn*:** Type the ***number of children*** including the one currently being registered
13. **Stillborn*:** Type the ***number of children*** including the one currently being registered.

Place of Stillbirth



14. **Location of Stillbirth*:** Click the drop-down arrow and select ***location***.

NOTE:	*Location of death will pre-populate to the system user's hospital or care home. This can be modified if required.*

15. **Hospital*:** Click the drop-down arrow and select the correct ***hospital*** if Location was set to *"*hospital*".*

16. **City, town, village or other place:** This should automatically populate with ***Regina*** for this scenario.

***NOTE**:*	*If entering a rural address, provide section, township, range, and meridian OR as close to the location as possible.*

Handling of Remains

17. **Funeral Home***: Click the drop-down arrow and select the ***funeral home*.**

NOTE:	*When "Unknown" is selected, all funeral homes will be able to see the case. Once MCD is certified, a funeral home can then assign the case to their facility.* *When a funeral home has been selected in the MCD, that funeral home will see a view only summary to know the case is coming. Once certified, the funeral home can select the case to complete the Statement of Death (SOD).*

18. Click ***Continue button*** to advance.
    OR
    Click ***Mother tab.***

***NOTE**:*	*The "General Information" tab's text color should be displayed in green to acknowledge that all mandatory fields have been completed in this section.* *If a mandatory field has been missed, the tab's text color and the corresponding mandatory field name will display in red. All mandatory fields must be completed to certify the Standard Stillbirth Registration.*

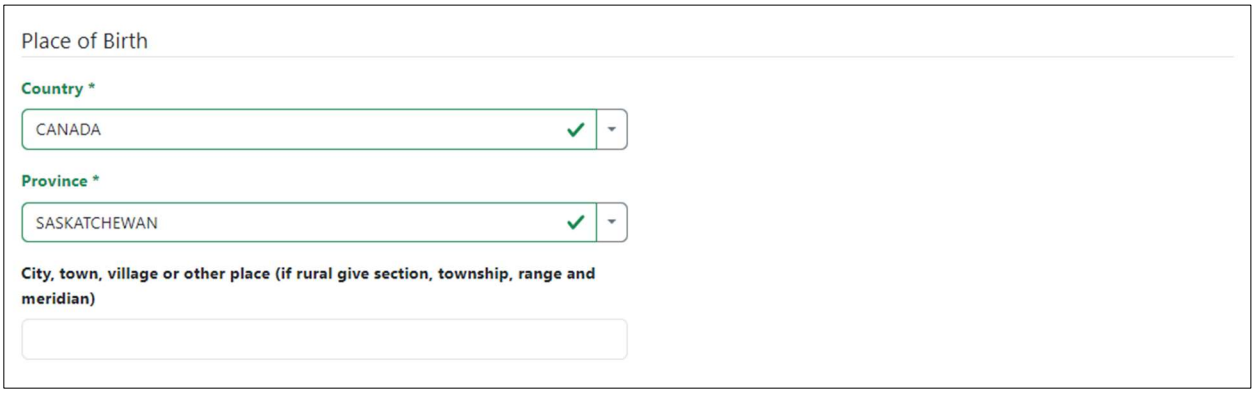
Mother Tab

Mother

NOTE:	*If mother's information is known, the "Father" and "Non-Parental Informant" tabs do not need to be completed. However, it is best practice to fill in all information known, such as the father's information.*

19. **Current surname*:** Type the ***surname*** or ***Unknown***.
20. **Surname at birth*:** Type the ***surname at birth*** or ***Unknown***.
21. **Given Names*:** Type the ***given names*** or ***Unknown***.
22. **Date of Birth*:** Click ***calendar icon*** to select ***date*** or type directly ***(MM/DD/YYYY).***

Place of Birth

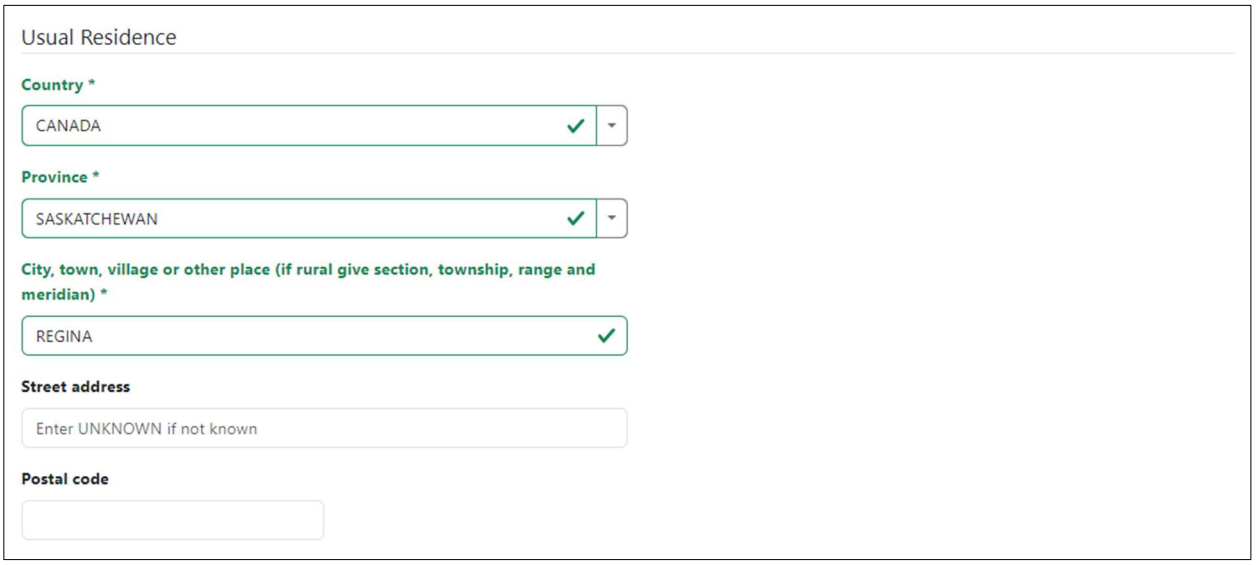


23. **Country *:** Click the drop-down arrow and select the ***country.***
24. **Province*:** Click the drop-down arrow and select the ***province***.

NOTE:	*Province of Residence will default to "Saskatchewan". It can be modified if incorrect.*

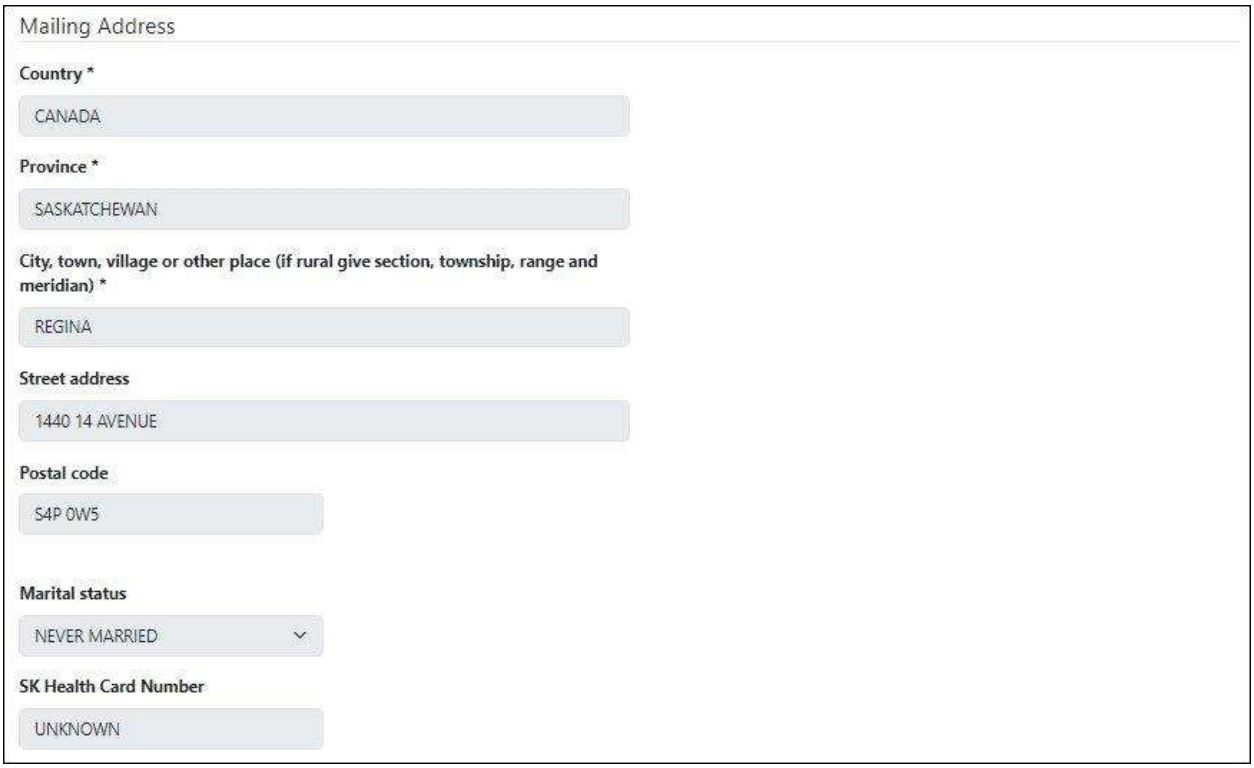
25. **City, town, village or other place:** Type the ***city***.

Usual Residence



26. **Country*:** Click the drop-down arrow and select the ***country***.
27. **Province*:** Click the drop-down arrow and select the ***province.***
28. **City, town, village or other place*:** Type the ***city***.
29. **Street Address:** Type the ***street address***, or ***Unknown***.
30. **Postal Code:** Type the ***postal code***.

Mailing Address



31. **Country*:** Click the drop-down arrow and select the ***country***.
32. **Province*:** Click the drop-down arrow and select the ***province.***
33. **City, town, village or other place*:** Type the ***city***.
34. **Street Address:** Type the ***street address***, or ***Unknown***.
35. **Postal Code:** Type the ***postal code.***
36. **Marital Status:** Click the drop-down arrow and select the ***Status.***
37. **SK Health Card Number:** Type the ***health card number*** or ***Unknown.***

Aboriginal Status

38. **Aboriginal Status:** Click the drop-down arrow and select the ***Status***.

NOTE:	*If an Aboriginal status is selected, additional questions will appear to document the "Name of Band" and "Registry Number".*

Certification of Mother

39. **Certification of Mother:*** Click the ***calendar button*** and select the ***date***, or type directly ***(MM/DD/YYYY).***

NOTE:	*For this Job Aid scenario, we will have the Mother certify.* *If Mother is not able to certify, proceed to the "Father" tab for the father to certify. If neither parent is able to certify, proceed to the "Non-Parental Informant" tab to certify.* *If "N/A" is chosen, another field will appear requiring a reason for confirming that certification is not required.*

40. Click ***Continue***
    OR
    Click ***Father tab.***

Father Tab

Father

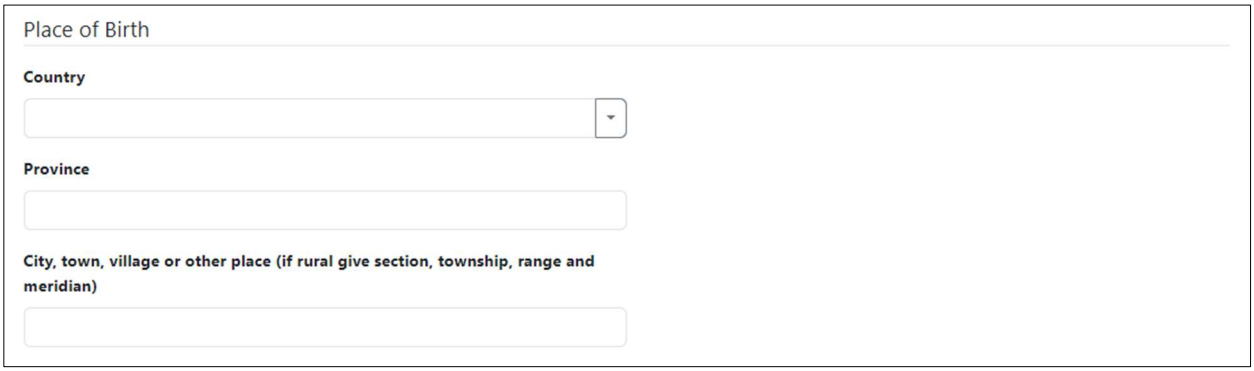
NOTE:	*This information is not required when the mother's information has been entered, though best practice to do so, if known.* *If the mother's information cannot be completed, the father's information is mandatory.* *If neither the mother or father can complete this information, then a non-parental informant must provide the information about the stillbirth.*

41. **Current surname:** Type the ***surname*** or ***Unknown***.

42. **Given Names:** Type the ***given names*** or ***Unknown***.

43. **Date of Birth:** Click ***calendar icon*** to select ***date*** or type directly ***(MM/DD/YYYY).***

Place of Birth



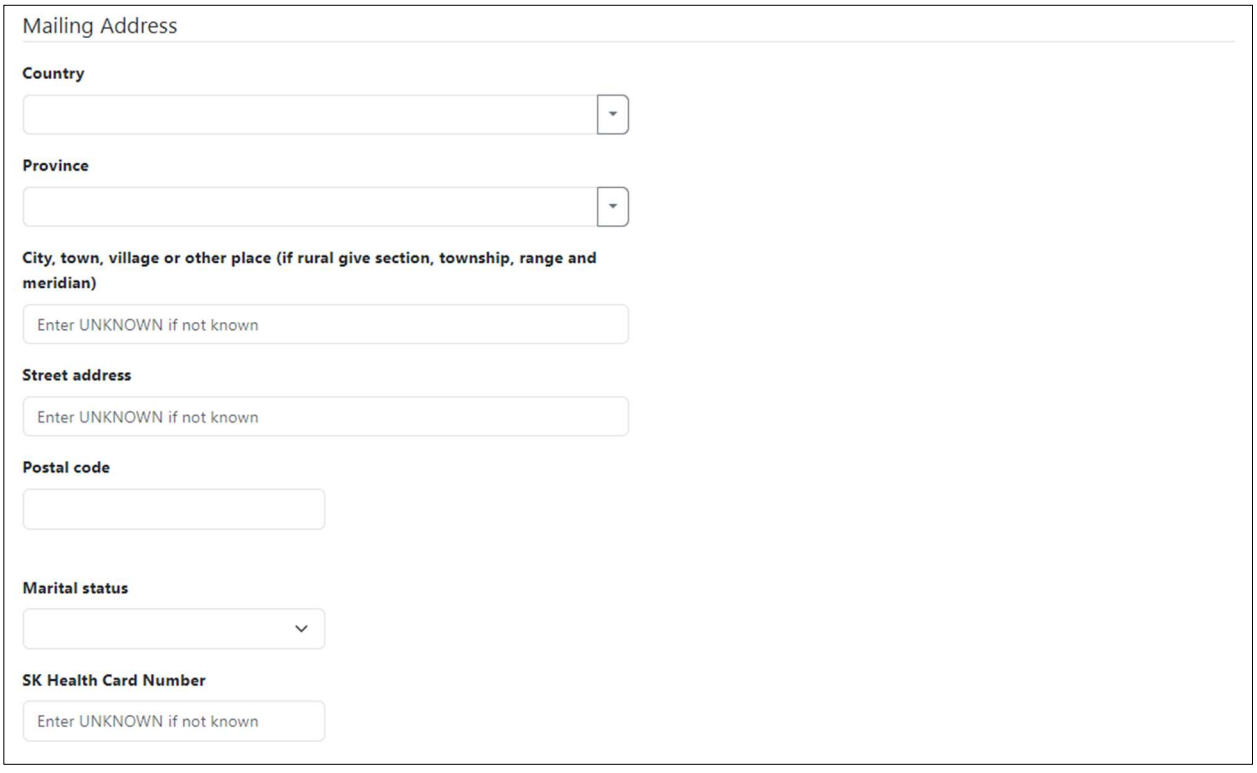
44. **Country *:** Click the drop-down arrow and select the ***country*.**

45. **Province*:** Click the drop-down arrow and select the ***province***.

NOTE:	*Province of Residence will default to "Saskatchewan". It can be modified if incorrect.*

46. **City, town, village or other place:** Type the ***city***.

Mailing Address



47. **Country:** Click the drop-down arrow and select the ***country***.

48. **Province:** Click the drop-down arrow and select the ***province.***
49. **City, town, village or other place:** Type the ***city***.
50. **Street Address:** Type the ***street address***, or ***Unknown***.
51. **Postal Code:** Type the ***postal code.***
52. **Marital Status:** Click the drop-down arrow and select the ***Status.***
53. **SK Health Card Number:** Type the ***health card number*** or ***Unknown.***

Aboriginal Status

54. **Aboriginal Status:** Click the drop-down arrow and select the ***Status***.

NOTE:	*If an Aboriginal status is selected, additional questions will appear to document the "Name of Band" and "Registry Number".*

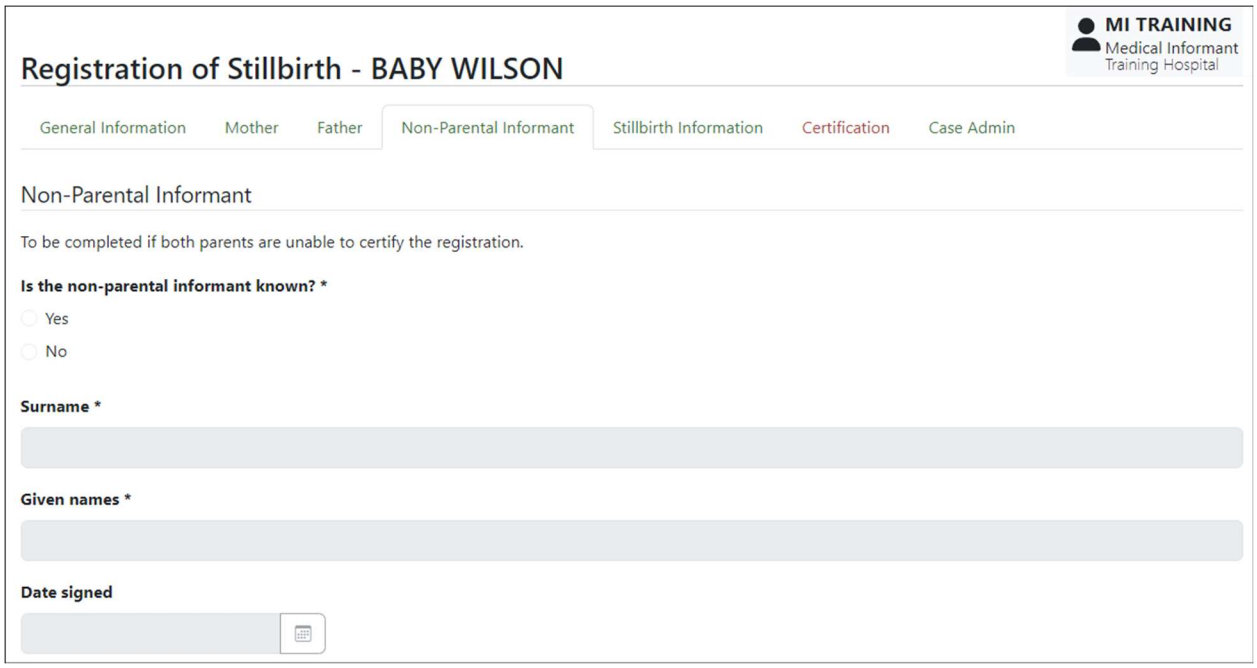
Certification of Father

NOTE:	*For this Job Aid scenario, the mother will certify. If neither parent is able to certify, proceed to the "Non-Parental Informant" tab to certify.*

55. **Certification of Father:** Click the ***calendar button*** and select the ***date***, or type directly ***(MM/DD/YYYY).***
56. Click ***Continue***
    OR
    Click on the ***Non-Parental Informant tab***.

Non-Parental Informant Tab

Non-Parental Informant

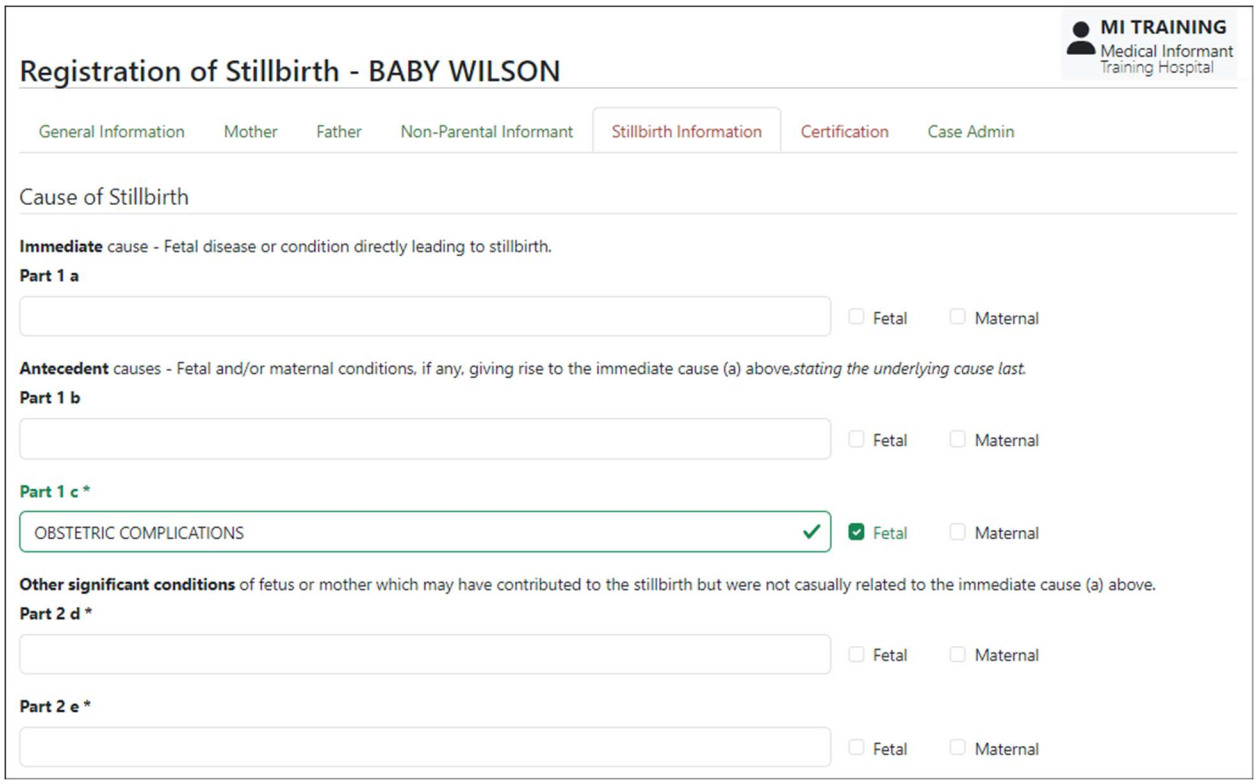


NOTE:	*The "Non-Parental Informant" tab will have editing disabled if the mother or father is able to certify the registration.*

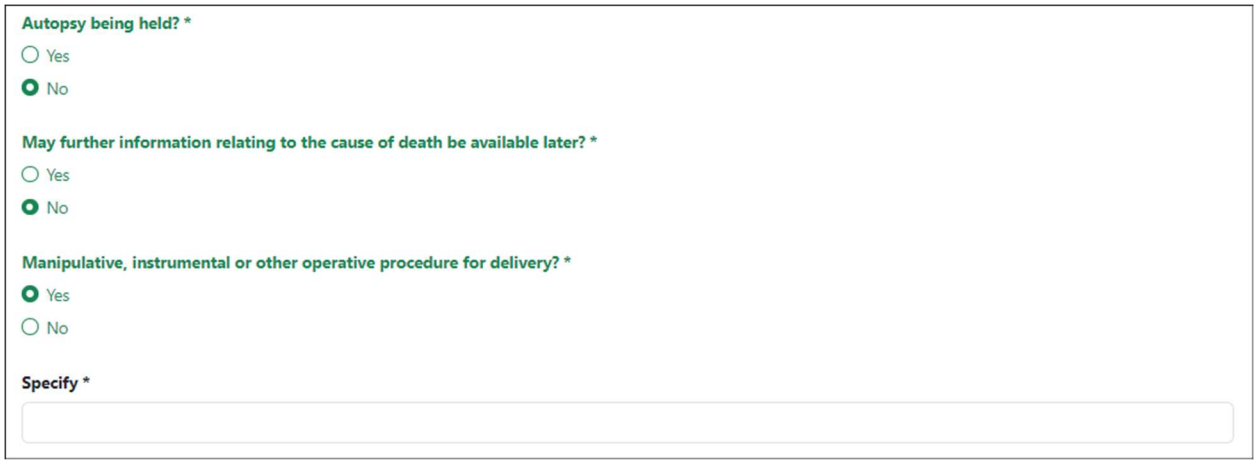
57. **Is the non-parental informant known?*:** Click the ***No*** radio button.
58. Click ***Continue***
    OR
    Click ***Stillbirth Information tab.***

Stillbirth Information Tab

Cause of Stillbirth



59. **Immediate cause of death**:
    a. **Part 1c*:** Type ***the immediate case of death***.
    b. **Fetal/Maternal**: Click the ***Fetal*** check box.
60. **Other significant conditions contributing to the death but not causally related to the immediate cause (a) above:**
    a. **Part 2 d*:** Type ***significant condition***.
    b. **Fetal/Maternal:** Click the ***Fetal*** check box for this scenario.
    c. **Part 2 e*:** Type ***significant condition***.
    d. **Fetal/Maternal:** Click the ***Fetal*** check box for this scenario.



61. **Autopsy being held*:** Click ***No*** radio button for this scenario.

NOTE:	*When "Yes" is chosen for "Autopsy being held?", two additional mandatory questions appear.*

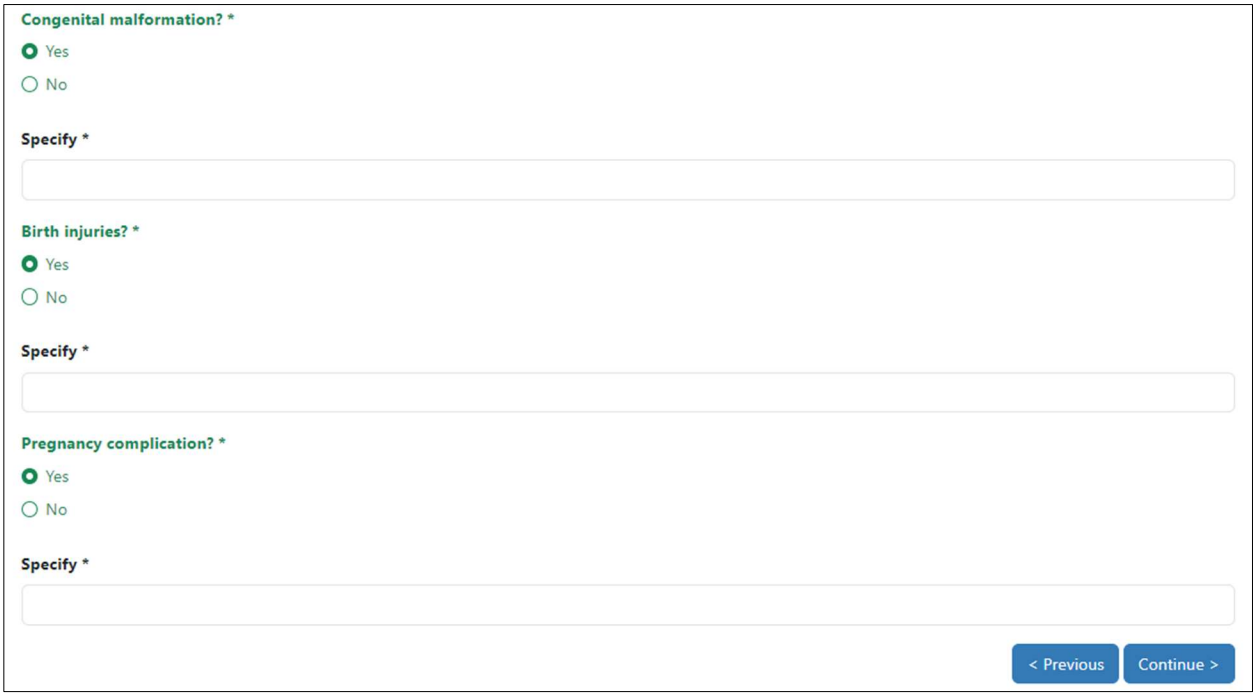
62. **Manipulative, instrumental or other operative procedure for delivery? *:** Click the ***Yes*** radio button for this scenario.

NOTE:	*When "Yes" is chosen, "Specify*" becomes a mandatory field.*

63. **Specify*:** Type in ***procedure***.
64. **Was the fetus dead before such procedure? *:** Click the ***Yes or No*** radio button.
65. **Did death occur before labour? *:** Click the ***Yes or No*** radio button.
66. **During labour? *:** Click the ***Yes or No*** radio button.
67. **Labour induced?** *: Click the ***Yes or No*** radio button.

NOTE:	*When "Yes" is chosen, "Specify method*" becomes a mandatory field.*

68. **Specify method***: Type in ***method.***

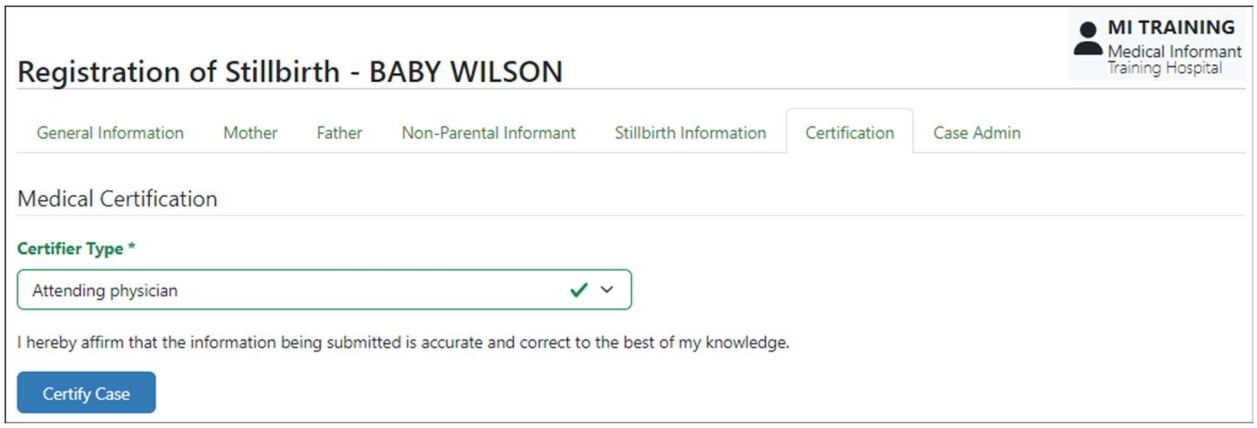


NOTE:	*When "Yes" is chosen for any of the next three questions, the associated "Specify" field becomes mandatory and must be completed.*

69. **Congenital Malformation? *:** Click the ***Yes or No*** radio button.
70. **Specify*:** Type in **details**.
71. **Birth injuries? *:** Click the ***Yes*** *or* ***No*** radio button.
72. **Specify***: Type in *details.*
73. **Pregnancy complications?** *: Click the ***Yes or No*** radio button.
74. **Specify***: Type in **details**.
75. Click ***Continue***
    OR
    Click ***Certification tab.***

Certification Tab

Medical Certification



76. **Certifier Type*:** Click the drop-down arrow and select the ***Attending physician.***

77. **I hereby affirm that the information being submitted is accurate and correct to the best of my knowledge:** Click ***Certify Case***.

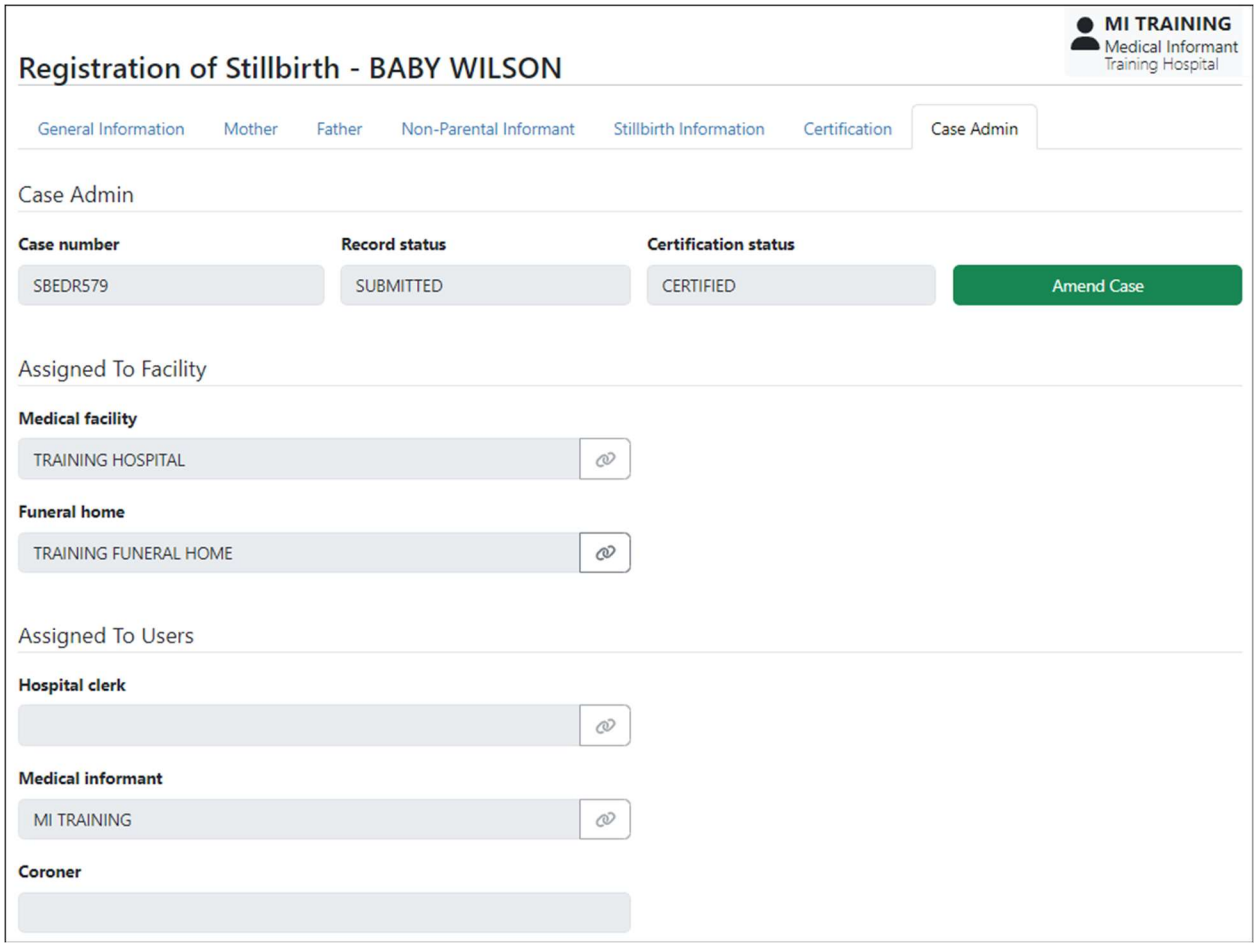
NOTE:	*If the "Certify Case" button is not available, mandatory information is missing. The "General Information", "Mother", "Father", or "Stillbirth Information" tab's text color and corresponding mandatory field name(s) within the tab will display in red text, pointing to the missing mandatory information. Complete the mandatory fields of information to certify.*

78. Click ***I Confirm*.**

NOTE:	*The certification process is a digital signature for this document.*

79. **Case Certified:** click the **OK** button. The Medical Certification screen will display.

NOTE:	*A paper copy of the MCD is not required to go with the Decedent to the funeral home.*



NOTE:	*The "Case Admin" tab has been updated to reflect the "Submitted" Record Status and "Certified" MCD Certification Status. This MCD will display on the "Submitted Cases" tab of the user's Dashboard.*

End of Procedure.