



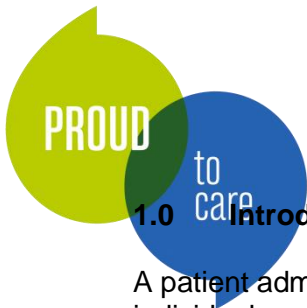
Procedure for Admitting a live Baby onto CareFlow following birth

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1.0 Introduction

A patient admission to hospital can be unpredictable but represents a significant event to that individual.

Ensuring timely admission of patients onto the Patient Administration System (PAS) ensures safe and efficient utilisation of inpatient bed capacity and ensures appropriate management of admission, discharge and transfer.

2.0 Objective

The purpose of this SOP is to:

- Outline the process for admitting a baby onto CareFlow following a live birth in a hospital setting
- Familiarise all staff in maternity services with the process of admitting a baby/babies onto CareFlow using the correct procedures and administration categories.

3.0 Scope

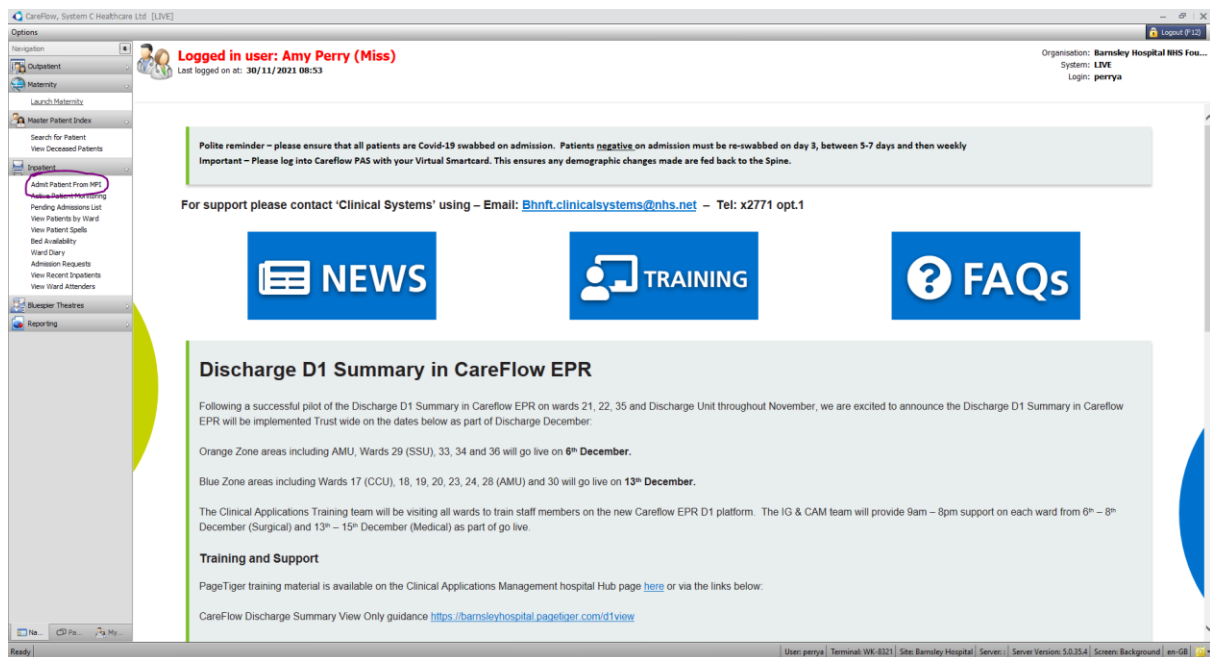
This guideline applies to all midwifery and administration staff working on the maternity unit.

4.0 Admitting a baby onto the CareFlow Patient Administration System (PAS)

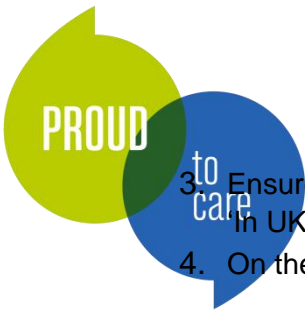
Once the delivery workflow on a woman’s record has been completed and has generated a baby record on CareFlow Maternity, the baby/babies must be admitted onto CareFlow PAS.

This is achieved by completing the following steps:

1. On the main CareFlow PAS, select ‘**Admit Patient from MPI**’ (Master Patient Index)



2. Enter the baby’s name, NHS number or Hospital Number in the patient search criteria box.



3. Ensure all mandatory fields have been completed including Ethnic group, Religion and in UK for 6 months' then **'Save'**
4. On the next screen, complete all mandatory fields in order to admit the baby.

5. The baby must be admitted from the **date and time of birth**, and not from the time of admission e.g. a baby born on 30th November at 23:55 must be admitted from this time and not when the midwife admits the baby which may be the next day once the delivery details have been entered.
6. The consultant will always be the consultant paediatrician on call, not an obstetrician.
7. The clinical speciality will be either **Well Baby** or **Neonatology**
 - Well babies** are defined as babies who require:
 - No clinical observations outside of the Respiratory, Activity, Perfusion, Position, and Tone (RAPPT) observation charts
 - No blood sugar monitoring
 - No observation or treatment by a neonatologist at birth
 - Babies admitted under **Neonatology** are defined as babies who require:
 - Observations that are documented on the Newborn Early Warning Trigger and Track (NEWTT) chart
 - Blood sugar monitoring
 - Any input from the neonatal team, such as intravenous antibiotics, Neonatal Abstinence Score (NAS) observations or require a *paediatric* Newborn Infant Physical Examination (NIPE) – this list is not exhaustive.
8. Then select the ward and bed area the baby has been admitted to
9. The administrative category is **NHS patient**
10. Admission method is **Born in this hospital** or **born at home** (only if appropriate)
11. Source of admission is always **babies born in or on the way to hospital**

Selecting the correct options ensures that babies are coded appropriately upon discharge.



5.0 Roles and responsibilities

5.1 Midwives

It is the responsibility of the midwife completing the delivery workflow on CareFlow Maternity to ensure the baby has been correctly and appropriately admitted onto CareFlow PAS in a timely manner and to the correct area.

5.2 Administration Staff

There may be occasions when a baby/babies require an emergency birth registration, which can be completed by administration staff. The task of admitting the baby/babies can be completed by administration staff as this is within the scope of practice for this job role.

6.0 Training and resources

Training will be delivered as outlined in the Maternity Training Needs Analysis. This is updated on an annual basis.

7.0 Monitoring and audit

Compliance with this SOP will be audited on a monthly basis in line with data quality measures as part of the digital maternity roles.

8.0 Equality and Diversity

The Trust is committed to an environment that promotes equality and embraces diversity in its performance as an employer and service provider. It will adhere to legal and performance requirements and will mainstream equality, diversity and inclusion principles through its policies, procedures and processes. This procedure should be implemented with due regard to this commitment.

8.1 Recording and Monitoring of Equality & Diversity

The Trust understands the business case for equality, diversity and inclusion and will make sure that this is translated into practice. Accordingly, all procedures will be monitored to ensure their effectiveness.

Monitoring information will be collated, analysed and published on an annual basis as part of Equality Delivery System. The monitoring will cover the nine protected characteristics and will meet statutory employment duties under the Equality Act 2010. Where adverse impact is identified through the monitoring process the Trust will investigate and take corrective action to mitigate and prevent any negative impact.



Appendix 1 – Glossary of terms

PAS – Patient Administration System

MPI – Master Patient Index

RAPPT – Respiratory, Activity, Perfusion, Position, and Tone

NEWTT – Newborn Early Warning Trigger and Track

NAS – Neonatal Abstinence Score

NIPE – Newborn Infant Physical Examination

Review Process Prior to Ratification:

Name of Group/Department/Committee	Date
Reviewed by Maternity Guideline Group	
Reviewed at Women’s Business and Governance meeting	
Approved by CBU 3 Overarching Governance Meeting	
Approved at Trust Clinical Guidelines Group	
Approved at Medicines Management Committee (if document relates to medicines)	N/A



Trust Approved Documents (policies, clinical guidelines and procedures)

Approval Form

Please complete the following information and attach to your document when submitting a policy, clinical guideline or procedure for approval.

Document type (policy, clinical guideline or procedure)	Procedure
Document title	Procedure for Admitting a Baby onto CareFlow following birth
Document author (Job title and team)	Deputy Digital Midwife – Amy Rowan
New or reviewed document	New
List staff groups/departments consulted with during document development	Lead Digital Midwife
Approval recommended by (meeting and dates):	CBU3 Business and Governance 28/09/2022
Date of next review (maximum 3 years)	28/09/2025
Key words for search criteria on intranet (max 10 words)	Admission, Careflow, Baby, Maternity, Administration
Key messages for staff (consider changes from previous versions and any impact on patient safety)	
I confirm that this is the <u>FINAL</u> version of this document	Name: Amy Rowan Designation: Deputy Digital Midwife

FOR COMPLETION BY THE CLINICAL GOVERNANCE TEAM

Approved by (group/committee): CBU3 Business and Governance Date approved: 28/09/2025 Date Clinical Governance Administrator informed of approval: 04/10/2022 Date uploaded to Trust Approved Documents page: 18/10/2025
