

Policy & Procedure



Policy Title:	Newborn Naming for IWK Health Admitting and Registration Processes	
Applies To:	IWK Health Admitting/Registration Department	
Location Applicability:	IWK Health	
Approved:	Effective:	Next Review:
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PURPOSE

This policy and procedure outlines the newborn naming process to allow for consistent registration and admission of the newborn to IWK Health. This policy is not related to and does not affect the Department of Vital Statistics registration of birth process.

POLICY STATEMENT

1. All newborns admitted to IWK Health must be admitted/registered using their Gestational Parent's legal surname at the time of the newborn's admission.

PROCEDURE

1. Upon receipt of birth notification, Admitting Department team members will complete the newborn naming process as follows:
 - 1.1 Singleton Births: If a birth parent's legal name is Jane Susan Smith and delivers a singleton male, the baby will be named "Smith,Baby Male" for the purposes of IWK Health's registration and admitting process of the newborn.
 - 1.2 Multiple Births: The twin/multiple who is born first is designated as "A" and the second is "B", and so on as applicable.
 - 1.2.1 If a birth parent's legal name is Jane Susan Smith and delivers male and female twin babies, the babies would be named "Smith,Baby A Male and Smith,Baby B Female".
 - 1.2.2 The naming format for triplets, quadruplets, etc. are consistent with the above naming format and named "Smith,Baby A Male, Smith,Baby B Male, Smith,Baby C Male, Smith, Baby D Male" and so on.
1. The newborn's registration/admitting name, as set out in this policy, is not to be changed during the newborn's initial inpatient stay.
 - 1.1. After the baby has been discharged, the name will be edited with proper notification from Client Registry.

GUIDING PRINCIPLES AND VALUES

This Policy and Procedure is aligned with IWK Health's values related to:

- Patient safety for consistent tracking purposes for newborns; and is,
- Rooted in and consistent with current evidence and practice standards.

RELATED DOCUMENTS

Policies

[IWK Health Policy 124.0 Consent to Treatment Policy](#)

[IWK Health Policy 1100 Patient Identification](#)

[IWK Health Policy 151 Working with Surrogate Mothers and Intended Parents](#)

Appendices

Appendix A – Definitions

Appendix A- Definitions

Client Registry: is a database that contains all demographic information for patients who have had a medical visit within Nova Scotia.

Gestational Parent: Gender-neutral, inclusive, term that refers to anyone who has/will give birth.

Version History

(To Be Completed by the Policy Office)

Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)