

LOS ANGELES GENERAL MEDICAL CENTER POLICY

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| Subject: BIRTH VERIFICATION | Original Issue Date: 7/01/85 | Policy # 420 |
| | Supersedes: 1/10/17 | Effective Date: 4/15/24 |
| Policy Owner(s): Health Information Management Executive Sponsor(s): Chief Operations Officer | | |
| Departments Consulted: Nursing Services and Education Health Information Committee (HIC) | Reviewed & approved by: Attending Staff Association Executive Committee Senior Executive Officer | Approved by: (Signature on File) Chief Operations Officer |
| | | (Signature on File) Chief Executive Officer |

PURPOSE

To ensure compliance with regulatory requirements for birth verification.

POLICY

All live born newborns delivered within the hospital shall be registered within 24-72 hours of delivery. A completed record of verification of birth shall be provided to the Office of Vital Statistics 10 days of delivery, in accordance with State law.

PROCEDURE

- Each infant shall receive health/medical record number (MRN) and shall be identified as a hospital patient.
- The hospital shall complete and file the necessary preliminary verification of birth record. Birth certificates shall be issued by the Department of Health Services Office of Vital Statistics in accordance with State law.
- The parent and/or family representative shall review and sign the hospital birth record form.
- In the event, that the parent and/or family representative is not available to sign the birth certificate record, the hospital designee may sign the form.
- The attending physician or midwife shall sign, date, and enter title and license in accordance with the law. **EXCEPTION:** In the absence of the physician, the Hospital Administrator or his/her designee shall be authorized in writing to sign the birth certificate verifying the fact of birth.

RESPONSIBILITY

Attending Staff
Residents
Allied Health Professionals
Administration
Health Information Management
Nursing Services and Education Administration

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| | Chief Executive Officer's Initials: | |

PROCEDURE DOCUMENTATION

Health Information Management Policy and Procedure Manual
Nursing Services and Education Policy Manual

REFERENCES

California Health and Safety Code, Sections 10125 (8) and 10101
Joint Commission Standards (Record of Care RC.) (Ethics, Rights, and Responsibilities RI)

REVISION DATES

December 16, 1994; February 11, 1999; April 9, 2002; April 19, 2005; October 03, 2008;
August 13, 2013; January 10, 2017; April 15, 2024