

## POLICY AND PROCEDURE

<b>SUBJECT/TITLE:</b>	Birth Certificate Registration
<b>SCOPE:</b>	Vital Statistics
<b>CONTACT PERSON &amp; DIVISION:</b>	Olivia Roston, Vital Statistics Registrar
<b>ORIGINAL DATE ADOPTED:</b>	9/12/17
<b>LATEST EFFECTIVE DATE:</b>	07/13/2021
<b>REVIEW/REVISION DATE(S):</b>	07/24/18, 8/2/19, 04/30/2020, 07/08/2021
<b>REVIEW FREQUENCY:</b>	Annually, or as needed
<b>TOTAL # OF PAGES:</b>	2
<b>BOH APPROVAL DATE:</b>	9/12/17

## PURPOSE

The intent of this document is to establish guidelines for proper registration of birth certificates (This will only occur for a birth prior to 2017 that was on hold). Adherence to this standard will:

1. Ensure birth certificates are registered ensuring completeness and accuracy of information;

## POLICY

The Galion City Health Department registers birth certificates for events occurring within the city limits of Galion.

## BACKGROUND

The registration of birth certificates must be done in accordance with the Ohio Revised Code 3705.

## GLOSSARY OF TERMS

The following definitions are relevant to this document.

ODH – Ohio Department of Health

## PROCEDURES & STANDARD OPERATING GUIDELINES

Any birth on hold prior to 2017 is in a folder in safe 2 in the Birth Hold folder. If the hold has been removed and the record is to be registered as is or a new record was received from the hospital to replace the original in the folder, follow the steps below.

Login to IPHIS and select the User Number that lists the GUI group ending in “Loc Registrar Data Entry”. Click on “Work Queue”, then “Birth Facility Completed”.

Find the name of the first birth certificate that was received and double click on it. Verify the information on the birth certificate is complete. If something is incorrect or missing, call the hospital medical records and inform them the record is being rejected and the reason. They will need to call the state to request an unlock to correct and reprint the certificate. If all information is complete (Father can be blank) including the physician’s signature and correct date, click on the “Summary” tab and place a “Y” in the “Completed by Local Registrar” box. It will automatically tab over to the “Attendant Date Signed” box, type in the date the attendant signed the birth certificate. Next click in the “Registrar Date Signed” box and type the current date, then click on the “Registrar Name” dropdown box and select the appropriate registrar name.

Click the “save” icon at the top (looks like a small floppy disk, next to the calendar icon). Once it saves, on the “Summary” tab there is a box labeled “Local Registrar Number”, write this number at the top left of the birth certificate on the line for “Registrar’s No.”. Then sign and date in the registrar’s box on the birth certificate.

Place the original certificates in the VS envelope in the top drawer of Safe #2 to be mailed to ODH on Thursdays.

#### CITATIONS

Ohio Revised Code 3705

#### CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Olivia Roston, primary author

#### SIGNATURES

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