



## **Resources for Hospitals**

### **Maine Statute**

Title 22, Chapter 703 regulates birth registration in the State of Maine. The statutes may be found on the Maine Legislature's website at: <http://www.mainelegislature.org/legis/statutes/22/title22ch703sec0.html>

### **Department Rules**

10-146 CMR Chapter 10 Department rules specify the requirements for birth occurring in and outside of an institution, the responsibilities of the institution, registration, time requirements and parentage. The rules may be found on the Department of Secretary's website at: <https://www.maine.gov/sos/cec/rules/10/chaps10.htm#146>

### **Responsibility of Institution**

Any establishment (public or private) which provides inpatient or outpatient birthing services has the overall responsibility for obtaining the personal data, preparing the certificate or report, securing the required signatures, and filing the certificate or report with the State Registrar using the Electronic Birth Registration System (EBRS) within two days (24 hours) after the birth has occurred. In the State of Maine, the hospital administrator is authorized under certain circumstances to certify to the facts of birth. The health care provider is generally responsible for completing the medical and health information and certifying to the date, time, and place of birth.

Hospital personnel must assemble and record the medical and personal data to be entered on the birth certificate. Necessary procedures usually cut across departmental lines. This, combined with the current emphasis on reducing the length of stay in hospitals, makes it extremely important for one or more hospital staff member to be given the overall responsibility and authority to request and obtain the cooperation needed. Specifically, the hospital should:

- ✓ Develop efficient procedures for prompt preparation, signing, and filing of certificates and reports.
- ✓ Collect and record the information about the parent(s) and the medical data required on the birth certificate.
- ✓ The medical information should be obtained from the obstetric and pediatric record.
- ✓ Prepare a correct and legible certificate or report, making certain that every item is completed.
- ✓ Secure all necessary signatures on the parent and medical worksheets. Mail copies of the worksheet to parents if not obtained at the time of birth.
- ✓ File the certificates and reports in the Electronic Birth Registrations System (EBRS) within the time specified in Department rule.
- ✓ Cooperate with State or local registrars concerning queries on certificate entries.
- ✓ Assist parent(s) of children born in the hospital by completing any forms or statements needed to correct errors in the original certificates.
- ✓ Provide a system for preparing and filing a birth certificate for an infant born en route to the hospital.
- ✓ Contact DRVS for advice and assistance when necessary. Joseph Terry may be reached at (207) 287-5452 or [Joseph.Terry@maine.gov](mailto:Joseph.Terry@maine.gov)

### **Parent and Medical Worksheets**

The person responsible for filing the birth certificate must obtain the personal and medical data to prepare the birth certificate. This must be done by the completion of the personal and medical worksheets prescribed and furnished by the Department.

The VS1-C Parent Worksheet for Birth Certificate and the VS1-D Medical Worksheet for Birth Certificate may be found under the “Forms/Print Forms” tab in the EBRS. The forms were designed with due consideration for national uniformity in vital statistics, record service and other reports required by the laws governing the registration of vital statistics.

### **Social Security Card**

The parent(s) must be offered the opportunity to request a social security number to be issued for the child via the EBRS, known as the Enumeration at Birth Program. The VS1-C Parent Worksheet was designed for this purpose and must be retained by the institution as a permanent record on paper, microfilm, or attached to the birth case in the EBRS. It is the parent’s responsibility to contact the Social Security Administration if they have not received a social security card within 6 weeks after the birth occurred.

### **Acknowledgment of Parentage**

As specified by Title 22 §2761, a hospital must provide an opportunity for all unmarried parents to complete a voluntary acknowledgement of parentage. The hospitals must provide to each unmarried mother and alleged genetic parent, if present, written information about the establishment of parentage provided by the Department, forms needed to acknowledge parentage, as well as the opportunity to speak with a person who is trained to clarify information and answer questions about the establishment of parentage. Hospitals should have a notary available to witness the parent’s signatures. The acknowledgement of parentage form was updated on October 1, 2021 to follow the amended statute as a result of LD 222 in the 130<sup>th</sup> Legislation session.

## **Corrections**

### **Within 90 days**

Hospitals may submit an electronic correction if a data entry error was made when entering the information from the parent and medical worksheets within 90 days from the date the birth record was filed and registered (assigned a State File Number) for items that appear on the printed birth certificate. If the correction was made within the 90 days, there is no fee to process the correction.

### **After 90 days**

The parent(s) must complete the paper-based VS-7 correction form and provide two pieces of supporting documentation and pay the \$60.00 fee. The VS-7 correction form and instructions may be found on the Department’s website at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml>.

### **Unnamed Child**

If the parents have not named the child before leaving the hospital and the birth record has been registered without a first and middle name, the parents must complete the paper-based VS-7 correction form and provide two pieces of supporting documentation and pay the \$60.00 fee. The VS-7 correction form and instructions may be found on the Department’s website at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml>.