Charlotte Keel
MEDICAL PRACTICE

New Baby & Post Natal Administration & 8 Week Check Procedure

Persons responsible
Reception Team / Reception Team Leaders
Administrative Lead: Hayley Fisher and George Farley
Access Administrator / Document Administrator
Child Safeguarding Lead: Dr. Tahira Waraich (PLA), Jodie Godfrey (JAG)
Childhood Immunisation Lead: Liz Turner (LDT)

MOTHER'S & BABY DISCHARGE SUMMARIES

Document Administrator will match incoming electronic mother and baby discharge summaries to **Admin Assistant to Lead Nurse**, who will code these in the mother's record. Paper mother and baby discharge summaries will also be passed to Admin Assistant to Lead Nurse, who will check that the electronic summary has been received. If not, they will be scanned and coded.
Admin Assistant to Lead Nurse will run an EMIS weekly report of pregnant women with EDD in last 2 weeks to check for anyone who we have not received either an electronic or paper mother or baby discharge summary. Either by contacting the midwives, the hospital or the patient depending on situation.

- The **Admin Assistant to Lead Nurse** will check the discharge information and:
  o Check if the below has already been recorded in 'Problems' and 'Diary'. If not:
  o In 'Problems' > edit 'Patient Currently Pregnant' > change to 'Past' with an end date as the delivery date.
  o 'Add another 'Problem' ' and type 'Baby Male' or 'Baby Female' and enter baby's NHS number, the hospital they were born at, and health visitor (if known) as a comment. Tick 'Record as Problem' Change to 'Significant' and 'Past' with the date as the child' D.O.B.

  Discharge Summary Additional Info to Code
  o In 'Problems' > add delivery type code (eg. Forceps delivery, Normal, etc) & date of delivery as a 'Significant Past Problem'.
  o 'Add another' - 'Postpartum care' >Tick 'Record as Problem' > change from 'Remains active indefinitely' to '3 Months'.
  o Scan/File Mother's discharge summary to mother's record.
  o Add diary entry to mother's record for 'Postnatal Examination' with a due date of 6w from Birth of child.

If baby already registered:

- Scan/File Baby's Discharge Summary to baby's record
- Check there is a diary entry for 'Child 8 Week exam' with a due date at 8 weeks after D.O.B.
- If no diary entry, then add with due date at 8 weeks after D.O.B.

If baby not yet registered:

- Admin Assistant to register the baby and send newborn info pack. (see Page 2)
- Scan/File Baby's Discharge Summary to baby's record
- Add a diary entry for 'Child 8 Week exam' with a due date at 8 weeks after D.O.B.

- If no discharge summary, then **Admin Assistant to Lead Nurse** to chase up with hospital & add an administration note advising it has been requested from the Hospital.

NEW BABY REGISTRATIONS & RECALLS

- **Admin Assistant to Lead Nurse** will register new babies onto EMIS following the 'New Patient Registration Procedure'.[..\Patient Registration Procedure.doc]

- Each week, the **Admin Assistant to Lead Nurse** will check the 8 week Imm's recall list weekly which is setup to run on a Monday, looking at the previous week.

- EMIS > Population Reporting > Monthly Recall Lists > ERS– 8 week check > Click 'Patients Included > Right Click on patient name > Select 'Consultations'.

  - If the child has attended both the immunisations appointment and GP 8 week check, go to 'Diary', right click on 'Child 8 week exam' recall and delete.

  - If the child DNA'd phone parent and rebook.

  - If the child attended only 1 of the appointments, the **Admin Assistant to Lead Nurse** will contact mother by telephone to book in.

    - Immunisations – Book in 'Childhood immunisations – TRN' or NHSTravel Vaccinations/Child Missed Imms - TRN'.

    - GP appointments – Book a double 'GP-Planned' appointment with a GP who does baby clinic.
      - DO NOT BOOK under 'GP-Baby Clinic' as these are reserved for Child Health.

  - If cannot make contact by phone, send text and/or send letter.   **Recall – 8 Week GP Check**

- Re-run report **(after actions below if applicabl**e). This should be zero.

- If the child has DNA'd 3 times for 1st Imms and 8 week check, the **Admin Assistant to Lead Nurse** must:

  - Notify child health by e-mail using Practice secure NHS.net e-mail account and ask them to notify the appropriate Health Visitors. hil.bnsssg.swchis@nhs.net
    (Include Child's D.O.B, NHS Number and address)

  - add admin note to care history:
    - 'Notified child health – DNA'd/Cancelled x 3 (as appropriate).

  - Add warning to pt record > Registration Page –> Patient Warnings –> Add Warning ->'Please ask pt to book 8 week check ASAP – DATE- INITIALS' -> Tick 'Swap Patient, Load Medical Record, Add Consult, Book Appt, Arrive Patient'.

  - Also notify Tahira Waraich & Jodie Godfrey (Safeguarding Leads), Liz Turner (Immunisations Lead) and Hayley Fisher by task

  - If the child has had their imms but have DNA'd or cancelled 3 x 8 Week GP Checks and you have been unable to make contact with parent by phone:

    - Delete the diary entry for 'Child 8 Week Exam' and add an admin note to Care History: "Child DNA'd or cancelled 3 times for GP 8 Week Check. Unable to make contact by letter or phone. Diary entry removed."

- Each week, the **Admin Assistant to Lead Nurse** will also check the 6 week Post Natal Check recall list weekly which is setup to run on a Monday, looking at the following week.

- EMIS > Population Reporting > Monthly Recall Lists > GAF – 6 Week Post Natal > Click 'Patients Included > Right Click on patient name > Select 'Consultations'.

  o Check and see if a post natal check has been offered or done.
  o If not, please send an AccuRX text to advise they are eligible for post natal check which will be a planned call from GP and to contact the Practice if they wish to book.
  o Move the diary entry forward by 2 week
  o On the next invite, please call the patient and send an AccuRX text

  o If they have had post natal check or had 2 invites then delete the diary entry and and add an admin note to Care History:
  "Has been contacted twice for Post Natal Review. Unable to make contact by letter or phone. Diary entry removed."

Change register
14/08/25 RH agreed to extend 3 months due to being consumed by recall practices SOP.