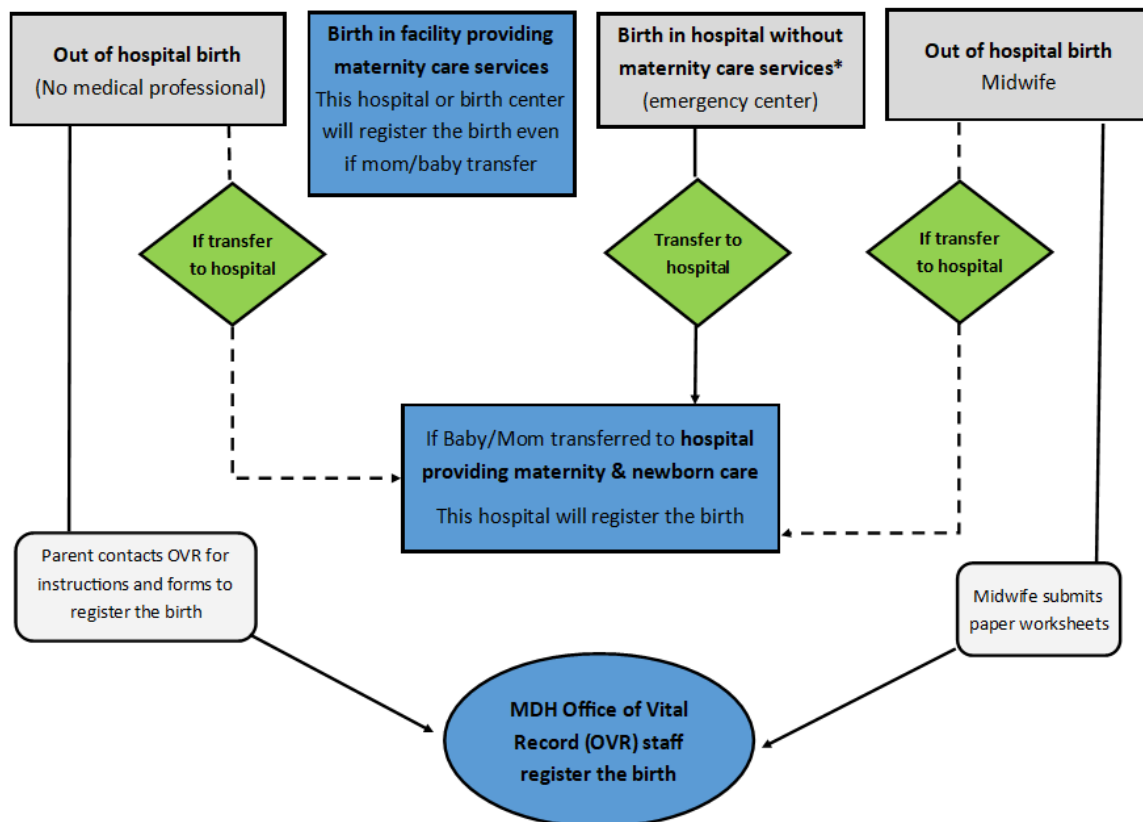


Who registers the birth?

REGISTRATION RESPONSIBILITY WHEN A BIRTH OCCURS OUTSIDE A HOSPITAL

Births that occur in a hospital

Facilities that provide maternity services are required to register births that occur in their facility. Even when a mother and baby are transferred to another hospital for more acute care, if the birth occurred at a facility that provides maternity care, that facility must register the birth.



* If emergency center discharges to home, follow Out of hospital workflow (Parent contacts OVR)

Planned, unattended out-of-hospital births

Responsible for registering birth record: Parents

Families choosing to deliver at home or in another private setting must contact the Office of Vital Records (OVR) to register their infant's birth. OVR will collect information from the parents including required documentation. Contact OVR at 651-201-5970 or health.vitalrecords@state.mn.us for information.

Out of hospital births attended by midwives

Responsible for registering birth record: Midwife and parents

Many Minnesota midwives are authorized to register births, and some midwives document the birth and help families complete the required forms and submit them to OVR. Contact OVR at 651-201-5970 or health.vitalrecords@state.mn.us for information.

Births in hospitals without maternity care services

Responsible for registering birth record: Hospital or parents

When a birth occurs in an emergency center or a hospital that doesn't provide maternity care and the mother and baby are transferred to a birthing hospital, the birthing hospital will register the birth. If the parent and baby are discharged from the emergency center directly to home (which is unusual), the parent must contact OVR to register the birth. Contact OVR at 651-201-5970 or health.vitalrecords@state.mn.us for information.

Unplanned out-of-hospital births

Responsible for registering birth record: Hospital or parents

When a birth occurs outside of a hospital such as at home, in a car, or any other place, and the mother and baby are transferred to a birthing hospital, that hospital will register the birth. If they don't seek medical assistance, the parent must contact OVR to register the birth. Contact OVR at 651-201-5970 or health.vitalrecords@state.mn.us for information.

Hospitals: How to register out-of-hospital births in MR&C

After logging into MR&C:

1. Enter the parent(s) and baby's names, etc., as usual
2. Enter time of birth if it was reported to hospital staff. If not, check the box for "Unknown"
3. Select the appropriate *Place of birth type* from the drop-down list.

Place where birth occurred

Place of birth type*	HOSPITAL
Facility name*	---Select---
Country	
State	
County*	
City*	
Address 1*	
Address 2	
Zip code*	
Birth recorded by*	MEDICAL FACILITY
Facility name*	---Select---

Note: The dropdown menu for 'Place of birth type' is open, showing the following options: ---Select---, HOSPITAL (highlighted), FREE STANDING BIRTHING CENTER, HOME BIRTH: PLANNED, HOME BIRTH: UNPLANNED, HOME BIRTH: UNKNOWN IF PLANNED OR UNPLANNED, CLINIC/DOCTOR'S OFFICE, OTHER, UNKNOWN.

REGISTERING OUT-OF-HOSPITAL BIRTHS

- a. If the birth occurred in a hospital, select the name from the new drop-down list. Hospital addresses prepopulate in MR&C. Skip to #4.
- b. If the OTHER place of birth is appropriate, briefly specify the type of place such as “store”, “vehicle”, or “roadside”, etc.
- c. If the birth occurred in a vehicle, the *place of birth is wherever the baby exits the vehicle*. This may mean the place of birth is the nearest intersection or mile marker.

Place where birth occurred

Place of birth type* OTHER vehicle

Country UNITED STATES

State MINNESOTA

County* HENNEPIN

City* MINNEAPOLIS

Address 1* County Rd 77 and Highway 62

Address 2

Zip code* 55555 - ☐ Unknown zip code

Birth recorded by* MEDICAL FACILITY

Facility name* --Select--

- d. If the baby remains in an ambulance or other vehicle until arriving at the hospital, the appropriate place of birth is the hospital.
 - e. Enter the address of the place of birth. If the exact address is unknown, enter UNKNOWN in the Address 1 field but complete the city and state.
4. Ensure the *Birth recorded by* field shows “Medical Facility” and the name of your facility.
 5. Birth attendant information prepopulates only for known healthcare providers at your facility, so you will not be able to search for birth attendants when the birth occurred elsewhere. Skip to the *Attendant's license number* field and select OTHER.

Birth attendant's information

Attendant's last name

Attendant's first name

License number

Attendant's license number* → OTHER EMT

Attendant's last name ANDERSON

Attendant's first name UNKNOWN

Attendant's middle name

Attendant's NPI number

Attendant's title OTHER ambulance driver

Country* UNITED STATES

State* MINNESOTA

City* MINNEAPOLIS

Address 1* unknown

Address 2

Zip code* - ☒ Unknown zip code

- a. Briefly enter the appropriate title, such as “EMT”, “Father” “Neighbor”, etc.
- b. Enter the name of the birth attendant. If you don’t have the complete name, just enter as much as known, using UNKNOWN in the name fields as appropriate.
- c. Skip (do not enter anything in) the *Attendant's NPI number* field.

REGISTERING OUT-OF-HOSPITAL BIRTHS

- d. Select the appropriate *Attendant's title* from the drop-down list.
- e. If known, enter the address of the birth attendant. If not known, enter the city and state, using UNKNOWN in the Address 1 field.
6. Select Continue.
7. On the Child's Medical Information page of the birth record, Select YES to indicate that the child was transferred to your facility
8. Enter medical record number, birth weight, and gestational age from patient records.
9. If the Apgar scores were recorded, enter them on the birth record. If no Apgar scores were taken or recorded, select UNKNOWN from the drop-down list.
10. Enter and complete the rest of the birth record information as usual.

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To obtain this information in a different format, call 651-201-5970