Birth Clerk Data Sheet - Quiz

1. It is okay to enter unknown for a person or child's name in ROVER.

   ☐ True
   ☐ False

2. Entering all 9's to signify unknown too much will have negative consequences to the state.

   ☐ True
   ☐ False

3. If the mother is married and is refusing to give the husbands information you should...

   ☐ Refuse to let the mother or child leave the hospital until she gives you the information
   ☐ Just check the refusal box in ROVER and move on
   ☐ Inform the mother that she will be unable to obtain a birth certificate or social security number for the child until this is given, and waiting will require paying additional fees when she does give the information.

4. In order to enter a person as the father other than the husband you need to...

   ☐ Have both the husband and father there, and have them sign the denial and acknowledgement of paternity forms as appropriate
   ☐ Enter the fathers information in under the husband fields
   ☐ Get the father to sign the acknowledgement of paternity and have the mother get the denial signature at a later time.

5. If a record is returned by the state for missing or incorrect information, you can find the case…

   ☐ By looking at your faxes for the day since the state will fax you the details
   ☐ By looking on the main page for the record, and clicking details to see the notes as to why it was rejected
   ☐ The state will not reject records, ROVER will not allow bad information to be entered into the system

6. When entering the RACE of a parent, it's important to verify their claim with documentation and to select only one pertinent RACE

   ☐ True
   ☐ False, there is no documentation for RACE, and you should select whatever the parent identifies themselves as
   ☐ False, multiple RACES are permitted with the appropriate documentation

7. Every TAB, 1 – 13, should be visible and entered for every birth record

   ☐ True
   ☐ False

8. If the Attendant / Certifier information is not available to pre-populate from the dropdown you should…

   ☐ Email AskRover the information that should be there for you and manually enter the information for the time being
   ☐ Email AskRover the information that should be there for you and wait for it to be available before finishing the record
   ☐ Manually enter the information and finish the record

9. If there is missing information on the form you are entering into ROVER you should…

   ☐ Ask the patient, nurse, or Doctor for the information so you can accurately complete the record
   ☐ Enter all 9's for every field you don't know
   ☐ Inform your superior if you notice a trend of unknown or blank information on many birth records
   ☐ All of the above

10. You should enter the APGAR score that is taken at 1 minute?

    ☐ True
    ☐ False

Birth Clerk Data Sheet – Personal Information

Enter your <u>full</u> name

First _____   Middle _____   Last _____

Title _____

Email Address _____

Medical Facility Name _____

Address _____

County _____   City _____   Zip Code _____

Phone Number   (_____) _____

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