



Northeast Georgia Medical Center, Inc.

BIRTH CERTIFICATE WORKSHEET

The purpose of the Birth Certificate Worksheet is to collect information requested by the Georgia Department of Public Health, Division of Vital Records. Your Vital Records Clerk at this hospital will enter the information from the Worksheet directly into the Georgia Vital Events Registration System (GAVERS), which is the state's electronic birth registration system.

We ask that you thoroughly and accurately complete the Worksheet before you are discharged from the hospital, even if your baby is in the NICU.

1. Please read carefully and complete the Birth Certificate Worksheet; make sure to print legibly.
2. The instructions will inform you:
 - How to fill out the important sections of the Birth Certificate Worksheet.
 - How to request a certified copy of your baby's birth certificate.
 - How to add your baby to your insurance plan.
 - How to apply for a Social Security card for your baby.
 - How to contact hospital and governmental personnel for information.
3. Upon completion, please return the Birth Certificate Worksheet to the Vital Records Clerk or to your nurse.

Q: Will I receive a birth certificate from the hospital?

A: No, the hospital does not provide certified copies of birth certificates. You will need to purchase a birth certificate. The Office of Vital Records in any county in the state will provide copies upon request; some county probate courts also provide copies. There is a \$25 fee for the first copy and \$5 for each additional copy. (This is only if you are requesting additional copies the same day for the same baby.) The hospital does provide a Confirmation of Birth, which is a non-legal document of your baby's birth. The Vital Records Clerk will give it to you. The Confirmation of Birth is only valid for 30 days, beginning on the baby's date of birth. If this is lost or misplaced, the hospital cannot provide you with another Confirmation of Birth.

Q: What should I consider when naming my baby?

A: Please print your baby's first, middle and last name. In America, the last name is also called the "surname." A surname is the part of a person's name that identifies the family. For most Americans, the surname is the last name and, typically, the father's family name. For example, "Doe" is the surname or last name in "John Allen Doe." However, this may not be true for many Americans who practice other cultural traditions. Northeast Georgia Health System respects the cultural traditions of parents and will follow the wishes of the parents to name their child in accordance with relevant laws of the State of Georgia.

Q: How does my marital status apply to naming my baby?

A: For married couples, the parents designate the baby's name. For an unmarried couple, the parents may complete a Paternity Acknowledgment form (if the parents meet the criteria to complete it) to establish paternity and designate the baby's surname/last name. Please see later pages of this document for more information. If the mother is single and does not want to add the father of the baby, the baby will receive the mother's full legal surname.

Q: What is Paternity Acknowledgement?

A: The Paternity Acknowledgement is a document that has two main purposes. It is a document that, when signed by both parents and notarized, allows the father's name to be included on the child's birth certificate. It can also be used to document the mother's and father's permission for the child to be registered with the father's surname. See later pages of this document for more information.

As a courtesy to our patients, the Vital Records clerk provides free notary services to parents Monday through Friday from 8:00 a.m. – 3:30 p.m.

Q: What if I am unable to complete the Paternity Acknowledgement before I am discharged?

A: The notary services at this hospital are only a courtesy. The main overseer of the Paternity Acknowledgement Program for the State of Georgia is the Department of Public Health, Division of Vital Records. Parents may contact the Hall County Vital Records Office at 770-531-5674. Please note that this is not a walk-in service; it is by appointment only.

Q: How can I apply for Medicaid?

A: A financial navigator will either call you on the hospital phone or visit you in your room if you are still admitted (Monday – Friday). If you are discharged during the weekend, the navigator will call you on the number listed on your contact list.

Q: What if I do not complete and submit the Birth Certificate Worksheet before I am discharged?

A: We strongly encourage parents to complete the worksheets before discharge. However, if the worksheet is not completed before discharge, the hospital Vital Records Clerk will make two (2) attempts to contact you using the contact information you supplied when you registered. All two (2) contacts will be documented and kept on record. If the Vital Records clerk is unsuccessful in reaching you, your baby's birth will be registered with the state, but the registration will be incomplete. As parents, you must complete the registration of your baby with the state. The Department of Public Health Division of Vital Records mandates that all infants born in the State of Georgia are registered with the state within five (5) days of the baby's birth.

Q: How do I add my baby to my insurance plan?

A: Most health insurance plans have a 30-day maximum deadline to add your newborn baby. Your baby may need a Confirmation of Birth to be enrolled as a new member on your current insurance plan. Therefore, as new parents, it is especially important to complete the Birth Worksheet as soon as possible after the delivery of your baby and preferably before you are discharged from the hospital. When you have submitted a completed worksheet to the Vital Records Clerk, a Confirmation of Birth document will be given to you prior to discharge or mailed to your home address. Your insurance plan may require a Social Security number for your newborn baby at some point in the future, so you should consider this topic when completing page 3 of the Birth Worksheet.

Q: How can I request a Social Security number for my child?

A: By checking "YES" on Birth Worksheet page 3, you are giving the hospital permission to share information with the Social Security Administration, which results in a Social Security number/card for your baby. The card will be mailed to your home address within two (2) to six (6) weeks at no cost to you.

Q: How can I apply for WIC (Women, Infants and Children)?

A: To apply for the Special Supplemental Nutrition Program for Women, Infants and Children, contact your local clinic to schedule an appointment or apply through the Georgia Gateway portal at <https://dph.georgia.gov/WIC>. For assistance in determining which WIC clinic to call, applicants may contact 1-800-228-9173.

Recommendations:

- It is highly recommended to bring a copy of your marriage certificate, if you have not changed your name on your photo ID.
- It is highly recommended to bring a copy of your divorce decree if you are not re-married.

To contact the Vital Records Clerk at the hospital where you are or were currently admitted, please call:

Northeast Georgia Medical Center Braselton: 770-848-0434
Northeast Georgia Medical Center Gainesville: 770-219-1306
Northeast Georgia Medical Center Habersham: 706-754-3113
Financial Navigator for Braselton and Gainesville: 770-219-6955

Other contact information:

Hall County Vital Records Office (inside the Hall County Health Department): 770-531-5674
Hall County Probate Court: 770-531-6921
Habersham County Probate Court: 706-839-0320
Georgia Vital Records Department: 404-679-4702