

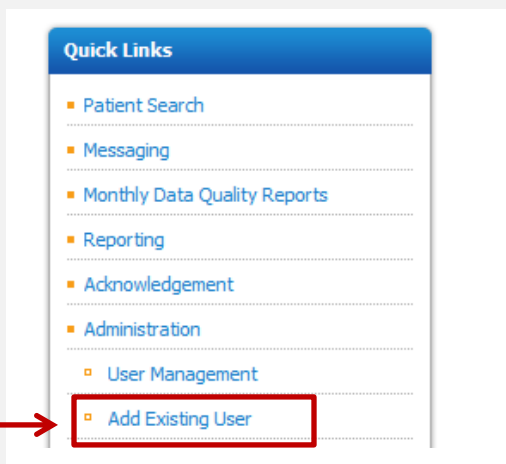


# BORN *Information* BITS - Midwifery

## How to Add a New Registrant to BORN Information System

### Adding a New Registrant to the Clinical (Data Entry) Side

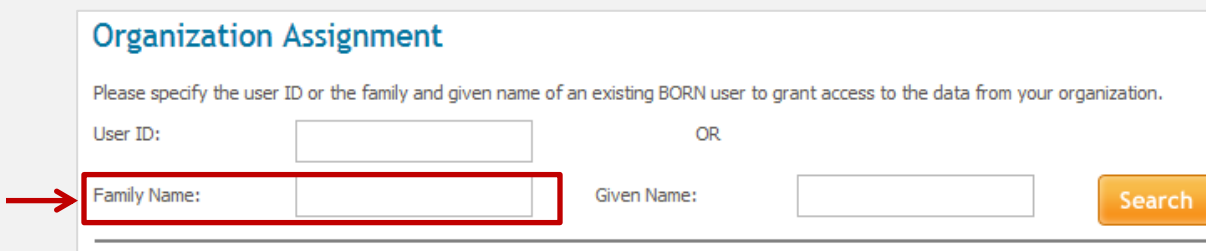
1. Go to Quick Links > Administration > Add Existing User.



### Search for the New Registrant

It's extremely important to perform a search before adding a new user profile. If more than one profile is created, the 'Active Practice' reports will not be accurate.

2. Perform a search for your new registrant. Enter the family name.



**Organization Assignment**

Please specify the user ID or the family and given name of an existing BORN user to grant access to the data from your organization.

User ID:  OR

Family Name:  Given Name:

- If the new registrant's name comes up in the list of users generated, select the appropriate use by clicking the radio button beside their name, and then clicking the "Add to My Organization User List" at the bottom.

Is Active	Select
Yes	<input type="radio"/>

Add to My Organization User List Cancel

If the new registrant's name **DOES NOT** come up in the list of users generated, go to Step 5 to create a new user.

- Next, you'll see the user's profile. Select the access you would like the New Registrant to have for your organization. At minimum, the New Registrant should be given "MW Data Entry". Depending on your practice, you may also want to grant access to different kinds of reports.

Please specify the user's role within this organization.

Roles \*:

- Midwife Invoicing System for MPG users
- MW Data Analysis - Administrative Reports
- MW Data Analysis - Clinical Reports
- MW Data Analysis - Standard Reports
- MW Data Entry
- MW Inactive User - For Billing Only
- Organization Data Acknowledgement
- Organization Local Administration

5. To create a new user, go to Quick Links > Administration > User Management. Enter the individual's last name and then select "Create New User."

**User Management**

Please specify any of the following criteria to refine the list of users who have access to your organization's data.

User ID:  Is Active:

Family Name:  Given Name:

As in Step 4 above, you will be brought to the user's profile. Enter all relevant information, assign a password, and enter the dates they will be at your practice. Then grant access, and click 'Save' at the bottom of the page.

## Adding a New Registrant to the Invoicing Side (MIS)

1. Send an email to your Transfer Payment Agency (TPA) requesting that they ask the OMP to add this new midwife to the invoicing side.

### Questions should be directed to the BORN Midwifery Coordinators:

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