

Certifying a Birth Record

This section describes the process of **Certifying** a new Birth record in **LEERS**.

A Birth record entered at a Facility, by a Midwife or at a Health Unit has to be Certified before it can be submitted to the Back Office for Registration.

The process of Certification can happen in either of the following ways:

- Electronically by entering the **Certifiers PIN** number
- Manually by **Drop to Paper** process.

A Birth Record has to have the status **Ready to Certify** before the Certifier can certify the record.

To move a Birth Record from **Incomplete** to **Ready to Certify** status:

1. Click on the [Attendant](#) tab.
2. Click on the **Send to Certify** button. The system will perform final validations on the entire Birth record to verify all the values and any errors will be displayed on top of the record in the error box.
3. Correct all the listed errors in the corresponding sections.
4. Click on the [Attendant](#) tab again and then click on the **Send to Certify** button.
5. If the Validations are successful, the system will change the status on the record to **Ready to Certify**.

Note:

A Birth record entered at the Back Office will not be Certified. These records will be **Pending Registration** if all the validations are successful.

A Birth Record with **Ready to Certify** status is assigned to the **Certifier** chosen on the [Attendant](#) tab.

The Certifier on record has to log into LEERS and navigate to the record to certify it.

Enter PIN To Certify

Certify

Return To Facility

Drop to Paper

1 of 1

100%

Find | Next

Select a format

Export

Certificate of Live Birth

State File Number:

Child

Child Name CATHERINE MITCHEL	Time of Birth 5:28 AM	Gender F	Date of Birth 10/3/2009
Facility Name ABC HOSPITAL	City METAIRIE	Parish JEFFERSON	

Mother

Mother's Current Legal Name	Date of Birth
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Enter Comments Below:

Save

To Certify a Birth Record electronically:

1. Click on the Child's Name of the record in the Record Display grid on the [Birth Home page](#) to open the details of the record.
2. Enter the **PIN** number in the box.
3. Click on the **Certify** button. After verifying the Pin number, the system will Certify the Birth record and submit the record to the Back Office for Registration.

To Certify a Birth Record manually:

1. Click on the Child's Name of the record in the Record Display grid on the [Birth Home page](#) to open the details of the record.
2. Click on the **Drop to Paper** button.
3. The system will display a message "This action will print the record for Certification and Submit the record to the State. Do you wish to continue?". Click the **Yes** button to continue.
4. Sign the paper that gets printed , to manually Certify the record and send the papers to the Back Office to be scanned and attached to the record. The system will submit the record to the Back office for registration.
5. The version of the Certified copy and the version of the record Submitted to the State have to match for registration.

If the Certifier does not agree with some of the items on the record or needs further clarification, the Birth record can be **Returned back to Facility** for corrections or clarifications.

To Return a Birth record to Facility:

1. Click on the Child's Name of the record in the Record Display grid on the [Birth Home page](#) to open the details of the record.
2. Enter any [Comments](#) that are required for the Facility user to understand the reason why the Birth record is being returned back to the Facility.
3. Click on the **Return to Facility** button.
4. The system will mark the record as **Incomplete** and return it back to the Incomplete queue on the Birth Home page of the Facility.

Note:

A Facility User can also return a record from the Ready to Certify queue to the Incomplete queue if some modifications need to be made to the record prior to Certification. Follow the steps mentioned above to Return a Birth record back to Facility.