

Complete this form to become an authorized user of MR&C, the statewide electronic system for registering vital events in Minnesota.

Facility information			
Hospital or Birthing Center Name ("facility")			
Facility Street Address	City	State <b>MN</b>	Zip Code™

Facility and User Understanding
<p>The <b>Facility</b> must:</p> <ul style="list-style-type: none"> <li>Register all live births occurring at the "facility" in the statewide vital records system (MR&amp;C) within five days. <i>Minnesota Statutes, section 144.215, subdivision 1.</i></li> <li>Register all fetal deaths of 20 or more weeks of gestation occurring at the "facility" in the statewide vital records system (MR&amp;C) within five days. <i>Minnesota Statutes, section 144.2151, subdivision 1.</i></li> <li>Understand that accurate and complete birth and fetal death data is important to public health.</li> <li>Make sure that this birth registrar has the knowledge and training to accurately collect and enter birth and fetal death data into MR&amp;C.</li> <li>Ensure that this birth registrar completes the required courses listed below within six months.</li> <li>Provide unmarried parents with parentage information, a notary for signing forms, and help filing parentage documents. Parentage documents include the Minnesota Voluntary Recognition of Parentage and the Spouse's Non-parentage Statement.</li> <li>Email <a href="mailto:health.MRCAdmin@state.mn.us">health.MRCAdmin@state.mn.us</a> promptly when a MR&amp;C birth registrar user ends employment or changes roles.</li> </ul> <p>The MR&amp;C <b>User</b>, the birth registrar, must:</p> <ul style="list-style-type: none"> <li>Keep birth data private and confidential.</li> <li>Keep MR&amp;C secure. I will not share my MR&amp;C user ID or password with anyone. And I will not log into MR&amp;C with any other user's ID.</li> <li>Log in to MR&amp;C only from a "facility" computer in my role as a birth registrar. And, when I am done using MR&amp;C, I will log out.</li> <li>Print or distribute MR&amp;C reports <i>only</i> to "facility" personnel with a demonstrated need to know.</li> <li>Complete the one-hour CDC eLearning course "Applying Best Practices for Reporting Medical and Health Information on Birth Certificates". I will complete the course within six months of signing this document.</li> <li>Attend Birth Registration 101 within six months of signing this document. The Minnesota Department of Health (MDH) offers this in-person course.</li> <li>Use the MDH Birth and Fetal Death Registration Information for Hospital Staff webpages found at <a href="http://www.health.state.mn.us/people/vitalrecords/birthreg/index.html">www.health.state.mn.us/people/vitalrecords/birthreg/index.html</a> for reference.</li> </ul> <p><i>Failure to follow any terms or conditions listed above may result in penalties for the individual, sanctions for the "facility" and/or suspension of MR&amp;C privileges.</i></p>

New birth registrar information (User)			
Clearly print your first name	Clearly print your last name	Have you used MR&C before? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Birth registrar signature	Signature date	Job title (HUC, RHIT, medical / nursing assistant)	
Business email	Business phone (10-digit)		

Watch for one email from MR&C with your username. Click the "Access MR&C" link in the email. Click *Forgot password*. Enter your username. Click *Forgot password* again. You will get an email with a link to the page where you will create and confirm your password. Return to the MR&C login tab to log in. Contact the MR&C Support Desk at 651-201-5970 for help.

REQUIRED Birth registrar supervisor/authorizer information			
Supervisor name (print clearly)		Job title (Supervisor of HUCs, L&D, HIM, or specify)	
Supervisor signature	Signature date	Business phone (10-digit)	
		Business email	

Form management and submission
<ol style="list-style-type: none"> <li>Scan and email completed form to <a href="mailto:health.MRCAdmin@state.mn.us">health.MRCAdmin@state.mn.us</a>, OR FAX to 866-416-1357.</li> <li><b>Retain a copy of the completed form for your records.</b></li> </ol>

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