



**Job Code:** 9579  
**Grade:** 14  
**HCWR:** N

**Job Title**  
Birth Registrar

**Department**  
Maternal Child Health

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Birth Registrar will process official paperwork related to newborn birth and death certificates, paternity acknowledgement or denial forms associated with State vital records requirements. The position will be responsible for submitting data to the Illinois Department of Public Health (IDPH) electronic portal, as required. Communicates and manages information in a sensitive and efficient manner.

**Typical Duties**

- Processes documents pertaining to the birth process: Obtains daily birth census. Conducts a face-to-face interview to obtain necessary information for processing of birth and death certificates and ensures and obtains necessary signatures as required for all documents pertaining to births. Coordinate completion of the death certificate as required by the State of Illinois; initiate and update documentation of all expiration activities; remain current on state and county expiration requirements; assist staff unfamiliar with expiration process; ensure paperwork completed timely and death certificate is signed with 24 hours of patient death. Follows up with physicians/medical staff to assure timely completion and submission of all state required forms.
- Distributes and prepares birth record certificate, and paternity information.
- Gathers and maintains public health statistics. Inputs data into computer for State's electronic birth certificate process. Prepares entered certificates for electronic download to the State of Illinois as required.
- Communicates with individuals, departments, and agencies: Conducts personal interviews with parent(s). Effectively interacts with spouses, significant others, and families during sensitive and crisis situations. Arranges for an interpreter, if necessary. Informs unmarried parents of rights and on how to establish paternity. Promptly answers incoming calls. Interacts with State and County officials regarding new laws and requirements. Effectively communicates with necessary parties to resolve issues as they arise. Represents department at meetings on matters relating to vital statistics.
- Assists with the orientation of new employees. Provides data and assists in data collection for ongoing Continuous Quality Improvement projects as directed, as well as enters data into the state required database for quality improvement of birth certificate data accuracy.
- Provides support across the department when and as needed.
- Performs other duties as assigned.



**Minimum Qualifications**

- High School Diploma or GED equivalent
- Two (2) years of registration, scheduling, and/or clerical experience
- One (1) year of data entry experience
- Experience and knowledge of Medical Terminology

**Preferred Qualifications**

- Prior experience entering data into a state sponsored website, i.e., IDPH
- Experience with external release of information (ROI)
- Completion of Medical Terminology course
- Familiar with licensing, accrediting, and regulatory requirements as they to health information management record completion and death certificates

**Knowledge, Skills, Abilities and Other Characteristics**

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups.
- Strong keyboarding or typing skills
- Must have strong skills in independently prioritizing and accurately performing a variety of duties of increasing responsibility within a system that has frequently, changing assignments, priorities, and deadlines
- Must be able to work independently and self-directed in a team environment
- Demonstrate attention to detail, accuracy, and precision.

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**