

出生通報作業流程

出生通報作業自民國 84 年起正式全面實施；初期由衛生福利部前身行政院衛生署（簡稱前衛生署）會同內政部共同訂定及修訂出生通報程序與出生通報相關資料，分權負責：內政部督導民政局輔導戶政事務所，對逾期未辦理出生登記者催告或逕為出生登記，前衛生署則督導各級衛生主管機關輔導接生醫療院所，依法通報出生資料。民國 90 年因中央主管機關內部整併，將出生通報業務移交整併後成立之前國民健康局主辦。鑒於過去醫療院所出生資料漏報、逾期及填報內容不全等情形嚴重，致使全國性之出生通報統計資料無法完整呈現真相，乃積極輔導縣市衛生局，並重申衛生主管機關之權責，加強督導轄區醫療院所確實依法辦理出生通報。

一、第一階段（民國 84 年至 92 年）：紙本出生通報流程

凡在醫院、診所或助產所出生之胎兒不論活產或死產(體重滿 500 公克以上或懷孕滿 20 週以上)，胎兒於出生後 10 日內(民國 92 年 5 月修改為 7 日內)，接生人應將出生之相關資料通報當地戶政及衛生主管機關備查;未於法定期間辦理出生通報者處以新臺幣六千元至三萬元之罰鍰。

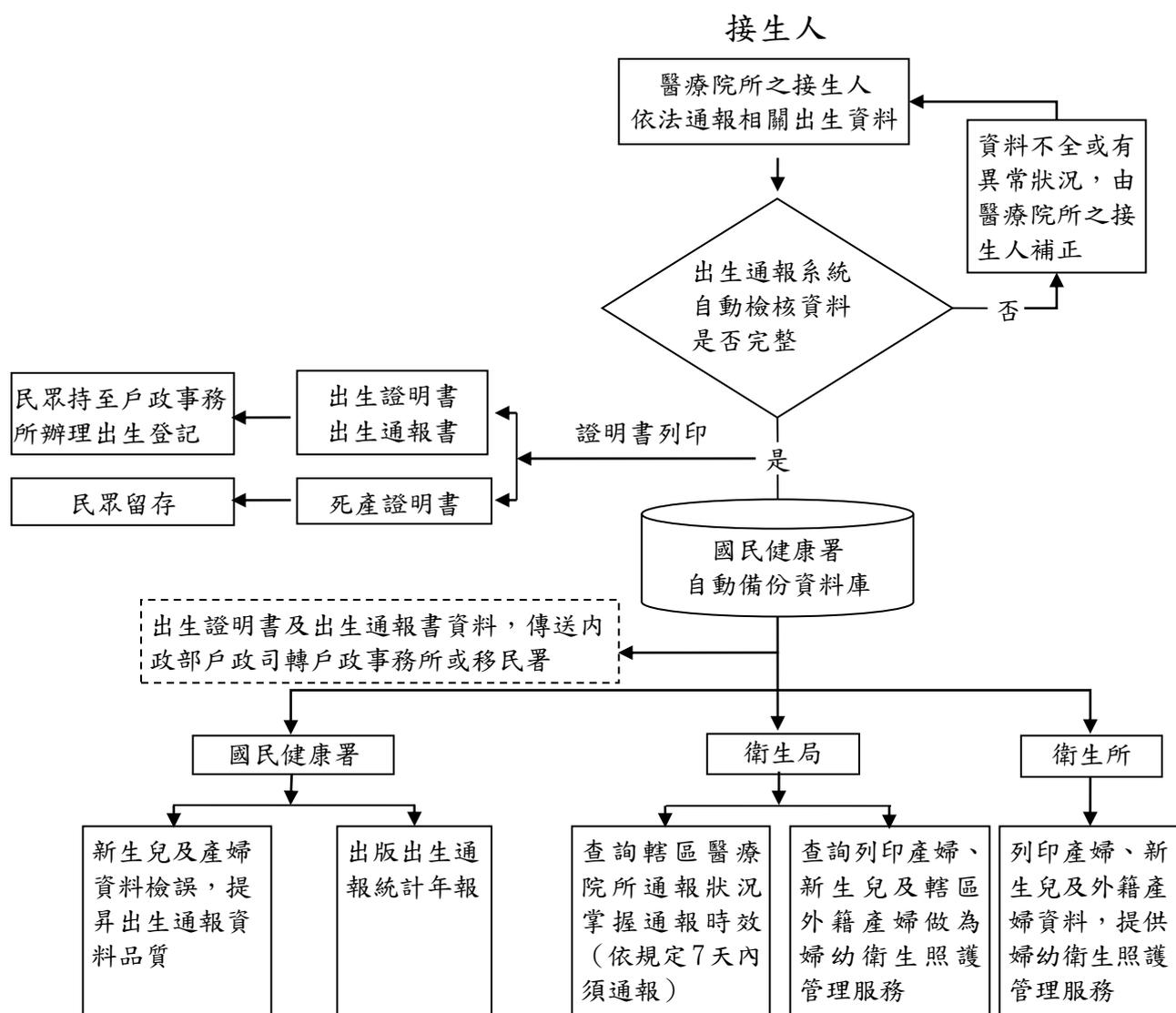
活產胎兒出生後，由接生醫療院所或接生人員開具出生證明書一式四聯，第一聯交由產婦或其配偶憑以辦理出生登記；第二聯由接生醫療院所郵寄直轄市、縣市政府民政局轉送產婦戶籍所在地之戶政事務所，對於新生兒出生後 30 天內(民國 97 年 5 月修改為 60 天內)未辦理出生登記者，用以催告及逕為登記之依據；第三聯由接生醫療院所郵寄當地衛生主管機關(衛生局)，衛生局點收出生證明書，並影印(或建檔)分送至產婦戶籍所在地之衛生所，俾便產婦及新生兒之健康照護管理，並檢查是否為 7 日內通報，對未於法定期限內通報者開具罰單；第四聯由接生醫療院所留存。

另前衛生署於民國 93 年訂定之「出生通報表」(民國 98 年 1 月 1 日修訂為「出生通報書」)係供非在醫療院所出生，無法取得出生證明書之新生兒，則由協助處理之醫護人員開具，以辦理出生登記。

二、第二階段（民國 93 年起）：網路出生通報流程

為達到提高行政效率之目的，衛生福利部國民健康署前身行政院衛生署國民健康局（以下稱前國民健康局）逐步將出生通報電腦化，於民國 92 年網路出生通報推廣初期，採用紙本與網路兩種方式並行，民國 93 年起醫療單位通報聯（第三聯）改行網路通報不再使用紙本，而戶政聯（第二聯）仍採用兩種通報方式並行。經前國民健康局持續與內政部戶政司協調整合，內政部於民國 93 年 4 月訂定「出生資料網路通報作業要點」，透過機關與戶役政資訊系統連結介面，以檔案傳輸方式開始接收前國民健康局出生通報資料，初期紙本與網路雙軌並行，自民國 94 年起全面實施網路出生通報（如圖一），完全免除紙本之寄送。

圖一 網路出生通報流程圖



Appendix III

Birth Reporting Procedures and Forms Used for Birth Reporting

The practice of birth reporting was officially implemented on a nationwide basis in 1995. In the beginning, the procedures and information required for reporting were determined by the Department of Health (DOH, the predecessor agency of the Ministry of Health and Welfare) and Ministry of Interior (MOI), with each agency carrying out different responsibilities. The MOI was responsible for overseeing the local departments of civil affairs which in turn provided guidance and assistance to the household registration offices. For overdue birth registrations, notices were sent out to encourage registration or registration procedures were completed by the household registration office. The former DOH was responsible for providing guidance and assistance to subordinate health agencies to ensure that medical facilities in which infants are born report all births according to related regulations. In 2001, due to restructuring and consolidation of central government agencies, birth reporting duties were transferred to the Bureau of Health Promotion (BHP, the predecessor agency of the Health Promotion Administration). The former BHP found that there were a large number of omitted birth reports and overdue or incomplete birth registrations, making it impossible to understand the real nationwide birth statistics. Therefore, the former BHP proactively guided the local health departments, and reiterated birth reporting responsibilities to all health authorities. It also enhanced oversight of medical facilities under its jurisdiction to ensure that they carried out birth reporting in accordance with the law.

1. Paper-form Birth Reporting Procedures (1995 - 2003)

For newborns delivered in hospitals, clinics or by midwives, including live births and stillbirths (weighing 500 grams or more and carried for 20 weeks or more), the medical facility in which the child was delivered or the midwife who delivered the newborn is to inform the household registration office and health authorities of the newborn's information within 7 days of its birth. Failure to meet the deadline is subject to a penalty of not less than NT\$6,000 and not more than NT\$30,000.

Following a live birth, the medical facility or the person who delivered the infant shall issue a birth certificate in quadruplicate. The first of the four copies is given to the mother or her spouse as proof of a birth to be used in completing the birth registration. The second is for the medical facility to send to the Department of Civil Affairs of the city/county government, and this is then forwarded to the local household registration office in the district in which the infant's mother has a

registered residence. If birth registration procedures are not completed within 30 days (amended to 60 days in May 2008), this copy will be used to send a reminder or for the household registration office staff to complete the registration procedures on its own. The third is for the medical facility to send to the local health authority (department of health). The local department of health confirms receipt and makes a copy (or creates a file) to send to the health station in the jurisdiction in which the newborn's mother's residence is registered for follow-up health care. The health station also checks if the birth report was made within 7 days of the birth. Failure to meet the deadline is subject to a penalty. The fourth is for the medical facility to keep for its records.

The birth reporting form was drafted by the BHP in 2004 (the term birth reporting form was amended to birth report on January 1, 2009). It provides a means for medical staff to conduct birth registration for newborns not delivered in a medical facility and thus unable to obtain a birth certificate.

2. Online Birth Reporting Procedure (Starting from 2004)

To fulfill the objective of higher administrative efficiency, the Health Promotion Administration (HPA), Ministry of Health and Welfare and its predecessor agency, the Bureau of Health Promotion (BHP), Department of Health, computerized the birth reporting procedures in a step-by-step manner. In 2003, in the early stage of promotion of birth reporting, paper forms and online reporting were available simultaneously. Starting from 2004, the third copy of the birth certificate that was sent by the medical facility to the health authority was replaced by online reporting; and the paper medium was no longer used (see Chart 1). However, the second copy of the birth certificate to be sent to the household registration office could either be sent online or in paper form. The BHP continued to coordinate with the MOI, and in April 2004 the MOI launched an experimental birth reporting procedure according to "Birth Data Network Reporting Operational Terms". The interface links were established between related agencies and the household registration information system for information transmission. In the initial stage, hard copies of documents were printed along with the use of the online network. In 2005, the online birth reporting system was implemented nationwide, and paper forms became obsolete.

Chart 1. Flowchart of Online Birth Reporting

