

California College of Midwives
State chapter ~ American College of Community Midwives

Section One

RECORD KEEPING ~ to define and clarify minimum standards for the safe care of women and infants in regard to record keeping

∞ **The Licensed Midwife shall keep appropriate records on all patients.**

All records shall, at a minimum:

1. be accurate, current and comprehensive, giving information concerning the condition and care of the client and associated observations
2. provide a record of any problems that arise and actions taken in response to them
3. provide evidence of care required, interventions provided by professional practitioners and patient responses
4. include a record of any factors (physical, psychological or social) that appear to affect the patient
5. record the chronology of events and the reasons behind decisions made
6. provide baseline data against which improvement or deterioration may be judged
7. date each page, with a time and signature (or initials) for each entry
8. records shall be made available to the receiving health care provider in the event of transfer of care or the transport of mother or newborn

The Midwife:

1. facilitates clients' access to their own records
2. complies with HIPPA regulations regarding confidentiality and notification of client prior to release of records to third parties
3. retains records for a minimum of seven years
4. completes/files all state required reports/certificates in a timely manner

Client records shall include, at a minimum:

1. all pertinent forms for disclosure of information and informed consent, including any Decline of Care waivers, etc.
2. history, physical exam, lab and other test results, risk assessment and emergency plan
3. routine prenatal assessments, physical findings, interventions and recommendations
4. records of referrals and consultations with physicians or other health care providers and reports such as ultrasound, biophysical profiles, AFP, etc
5. progress of labor and maternal assessments during labor
6. fetal assessments during labor
7. Apgar scores and newborn examination
8. administration of eye prophylaxis, vitamin K
9. postpartum care/visits, and follow-up neonatal evaluations
10. newborn genetic screening and filing the birth certificate