

## Home Birth Records Submission Frequently Asked Questions (FAQ)

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## WHICH RECORDS NEED TO BE SUBMITTED

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### ***1. Which records need to be submitted?***

A copy of the following perinatal forms is to be submitted:

- Antenatal Record Parts 1 and 2
- Labour and Birth Summary
- Newborn Records Parts 1 and 2
- Labour Partogram

### ***2. Is there anything else that needs to be submitted?***

A home birth fax cover sheet (see example) must be included for each client. This cover sheet must include the following information:

- Name of primary midwife who attended the delivery/ birth
- Contact phone number for midwife
- Name of midwife's primary hospital site
- Name of woman/person and newborn (if known)

### ***3. Can the submitted home birth records be copies of the original forms?***

Yes, please submit copies. Originals should be maintained by the midwifery practice. Hospitals will only use the forms for data collection purposes before destroying them afterwards.

## WHERE ARE RECORDS SUBMITTED

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### ***4. Where do I submit home birth records? Can I fax them?***

Each health authority has developed a submission process for home birth records. Please refer to the Primary Hospital Site Contact List for each Health Authority for contacts to get further details. As many of the faxes are shared, prior to faxing the records, please phone the primary hospital site.

### ***5. Can home birth records be dropped off in the Medical Device Reprocessing Department or the Labour Delivery Room?***

No.

***6. I attend home births for women/people who are registered at different hospitals which may or may not be in different health authorities. Where do I submit my home birth records?***

Regardless of where a woman/person is registered or where they live, submit the home birth records for the delivery to your primary hospital site.

***7. I am a locum and move between multiple hospitals in multiple health authorities. Where should I submit my home birth records?***

While on locum, please submit the home birth records to the primary hospital site of the midwife you are covering for.

***8. If a home birth results in a hospital transfer, do I need to submit my home birth forms?***

- In the case of a planned home birth that takes place at home – **Yes**. The records need to be faxed to your primary hospital site.
- In the case of a planned hospital birth that takes place at home – **Yes**. The records need to be faxed to your primary hospital site.
- In the case of a planned home birth that transfers into hospital in the immediate postpartum – **Yes**. The records need to be faxed to your primary hospital site.
- In the case of a planned home birth that transfers into hospital in labour – **No**. The birth will be entered in the perinatal data registry (PDR) via the hospital records system as it would be for any hospital birth (however, it will still be recorded as a planned home birth).

To assist in your decision making, ask the following question: did the birth occur at home? If yes, fax in the records to your primary hospital site. If no, do not fax in the records.

## **WHY IS THE DATA COLLECTION PROCESS CHANGING FOR HOME BIRTHS**

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***9. Why do we need to transition to submitting home birth records to health authorities?***

This is an important part of Home Birth Supplies Program where health authorities will now include home birth data in their routine data collection. This new system will ensure that data for hospitals and home births are integrated in each health authority. It will enable direct and timely information on the number of home births occurring, so that each health authority can efficiently administer HSBP, continue to improve its operations, and further integrate midwifery services.

***10. Why should the Labour Partogram form be submitted with the Antenatal 1 and 2, Labour & Birth Summary, and Newborn 1 and 2 forms for home births?***

The Labour Partogram is a provincially standardized clinical form and its completion is applicable during all home and hospital deliveries. It provides necessary perinatal information for the BC Perinatal Data Registry and is part of the suite of provincial perinatal forms.

## **PRIVACY AND USAGE**

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***11. How are the privacy and the confidentiality of the Labour Partogram form maintained?***

The Labour Partogram, along with all other perinatal forms for home births, will be stored securely and separately from all inpatient and outpatient hospital records. Provincial privacy legislation protects these documents from unauthorized access and usage.

***12. How long are home birth records retained and stored in the hospital?***

All home birth records will be archived for two years before being destroyed as per hospital guidelines and standards.

***13. How will home birth records be used?***

Home birth records will be used only for data collection into the BC Perinatal Data Registry. Once the records have been processed for data collection purposes, they will be securely retained and stored separately from the hospital's inpatient and outpatient hospital charts. Home birth records submitted for data collection will not be accessed for quality assurance purposes.

***14. How will the data be used and by whom?***

The data will be used by PSBC to report on births in BC in its regular and special reports. These reports provide information important to healthcare partners such the BC College of Nurses and Midwives, the Midwives Association of BC, health authorities and the Ministry of Health to monitor trends and outcomes of women/people in midwifery care. The data is used by health authorities for reporting, planning and budgeting; standardization of care; and evaluation of services. In addition, investigators, students and clinicians regularly access data from the BC Perinatal Data Registry for research and statistical purposes under the Freedom of Information and Protection of Privacy Act (FIPPA). The BC Perinatal Data Registry does not collect information that permits the identification of individual health care providers.

## PRIMARY HOSPITAL SITE CONTACT LIST FOR EACH HEALTH AUTHORITY

Primary Hospital Site	Contact	Phone
<b>PHSA</b>		
BC Women's	Brenda Chamish Wendy Wang	604-875-2424 Ext 2965
<b>Vancouver Coastal and Providence Health</b>		
All VCH hospitals and St. Paul's	Cindy Louie	604-682-2344 Ext. 62028
<b>Fraser Health</b>		
All FHA hospitals	Caylie Gibb	604-585-5666 Ext. 778637
<b>Island Health</b>		
Central and Northern and Southern Island hospitals	Angie Kinrade	250-737-2030 Etx 44230
Victoria General	Elizabeth Waddell	250-727-4000 Ext 16524
<b>Northern Health</b>		
All NHA hospitals	Melanie Moffatt	250-617-9482
<b>Interior Health</b>		
Creston Valley Elk Valley	Gail Thompson	250-428-3834
East Kootenay Regional Golden District Invermere District	Amanda Cumming Cheryl Towers	250-426-5281 Ext 6340
Vernon Jubilee	Fawn Myndzak	250-558-1200 Ext. 1586
Kelowna General	Grace Yan	250-862-4300
Penticton Regional	Donna Porter Tara Lund	250-492-4000
Kootenay Boundary Arrow Lakes	Leanne Palmer	250-364-5169
Kootenay Lake	Carolyn Stefani Janice Hall	250-354-2315
Royal Inland Nicola Valley 100 Mile House Queen Victoria Lillooet District Dr. Helmcken	Jane Kitazaki Shalla Guertin	250-314-2520
Shuswap Lake	Janell Austin	250-833-3600 Ext. 34220

## CLIENT COVER SHEET FOR RECORD SUBMISSION

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Please create a cover sheet (example below) for each client and submit together with a copy of the client's perinatal forms to your primary hospital site. All cover sheets created must contain all the information below.

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# HOME BIRTH RECORDS SUBMISSION

## Fax Cover Sheet

### (for EACH client)

*(Check records included in package)*

\_\_\_\_\_ Antenatal Record (Parts 1 & 2)

\_\_\_\_\_ Newborn Record (Parts 1 & 2)

\_\_\_\_\_ Labour and Birth Summary

\_\_\_\_\_ Labour Partogram

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**Today's Date:**

**Midwife's Name:**

**Midwife's Phone Number:**

**Midwife's Primary Hospital Site:**

**Client Name:**