

## RECORD KEEPING AND REPORTING FOR SOUTH CAROLINA LICENSED MIDWIVES

1. The record of maternal/fetal care: On the midwife's own forms, there is a record of care as required by Regulation 61-24, Sections D, G, H, I, J, K, L, M, N and P.
2. The record of neonatal care: On the midwife's own forms, there is a record of neonatal care as required in Regulation 61-24, Sections D, I, J, K, M, N and P.
3. Quarterly Reports: Every quarter, reports including a Summary Sheet and an Individual Data Sheet for each case, are submitted to DHEC pursuant to Regulation 61-24, Section P.4. See Quarterly Report General Instructions for the quarterly schedule that these are due.
4. Emergency measures: Upon utilization of emergency measures in the care of the mother or neonate, a special report is filed with the Quarterly Reports. See Regulation 61-14, Sections N and P.4.b. This special report may be in a narrative or letter format.
5. Birth Certificates, Mortality Reporting, Paternity Acknowledgement: Upon licensure, the midwife shall contact the DHEC Office of Vital Records and Public Health Statistics for forms and instructions in compliance with DHEC Regulation 61-24, Sections P.3., P.4.d. and all South Carolina laws.
6. Consumer Reports: Mothers served by Licensed Midwives are given a Consumer Feedback Form by the midwife as required by Regulation 61-24, Section P.4.c. These forms are also available on the DHEC web site [www.scdhec.gov/health/licen/mwcff.pdf](http://www.scdhec.gov/health/licen/mwcff.pdf)
7. Peer Review: Documentation of participation in annual peer review is required by DHEC Regulation 61-24, Section C.6.d. and is required for each license renewal.
8. Informed Consent: In each woman's record, there must be informed consent complying with Regulation 61-24, Section G.5.
9. License Renewal: Requirements are in DHEC Regulation 61-24, Section C. The required forms may be obtained from the above web site.
10. Health Insurance Portability and Accountability Act of 1996 (HIPAA): As required by the United States government, a form signed by the mother confirms that she has been given notice of the midwife's privacy policy regarding health care information and records. Further information on the requirements of HIPAA may be obtained from the USDHHS, Office of Civil Rights: [www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/).