Birth Report Instructions


The board shall review birth registration and reportable information for each out-of-hospital birth for evaluation and quality management purposes. The certified professional midwife shall provide additional documentation to the board upon request for review.

The certified professional midwife shall report within forty-eight hours to the board any neonatal or maternal mortality in a patient for whom the certified professional midwife has cared in the perinatal period.


Birth Reports are how the Board of CPM fulfills SDCL 36-9C-37. Legislators, the Dept of Health and the public expect the board to know when there was need for transfer for medical care or intervention. The Birth Report is also the first document reviewed when a complaint is received so timeliness and accuracy are important.

When should you send a birth report?

1. **Prenatal** - If you transfer care after 22 weeks (viability), please provide a Birth Report (completed with the information you have) with a copy of any medical record that you supplied and a typed narrative of why you transferred care. This must be sent within 30 days of the transfer. There is no fee.
2. **Intra partum** – If you transfer care during labor or birth, please provide a Birth Report (completed with the information you have) with a copy of any medical record that you supplied and a typed narrative of why you transferred care. This must be sent within 30 days of the transfer. There is no fee.
3. **Post partum** – If there is no transfer of care, please provide a completed Birth Report with the $100 birth delivery fee within 30 days of the birth.
4. **Post partum** - If you transfer care, or require medical intervention and then resume care within 42 days of the birth, please provide a completed Birth Report with a copy of any medical record that you supplied and a typed narrative of why you transferred care (and resumed care if necessary). Include the $100 birth delivery fee. This must be sent within 30 days of the birth. If the transfer occurs after the Birth Report has been sent, send a copy of the medical record and narrative separately.
5. **Neonatal Transfer** - If you transfer care, or require medical intervention and then resume care of the neonate, within 42 days of the birth, please provide a completed Birth Report with a copy of any medical record that you supplied and a typed narrative of why you transferred care (and resumed care if necessary). Include the $100 birth delivery fee. This must be sent within 30 days of the birth.
6. **Late Reports** - Reports received after 30 days will be subject to disciplinary action.
Birth Reporting Form

South Dakota Certified Professional Midwives Administrative Rules, 20:85:04:07: “The certified professional midwife shall pay a birth delivery fee of $100 accompanied by the birth reporting form, within 30 days of delivery.”

**Note: The $100 fee should ONLY be sent to the Board if the certified professional midwife completes the delivery.

Licensee Name: __________________________  License #: __________________________
Address: ____________________________________________
Client Code (ID): __________________________  County of Birth: __________________________
Gravida/Para: __________________________  Age of Mother: __________________________
Date of Delivery: __________________________  Weight of Baby: __________________________

Pounds  Ounces

Sex of Baby: □ Male  □ Female  Estimated Gestational Age: __________________________ Weeks
APGARS:  1/ __________  5/___________  10/___________

Method of Delivery: □ Vaginal  □ VBAC  □ C-Section

Transport Necessary: □ YES*  □ NO  If yes, was transport for: □ Mother  □ Infant
**If transport occurred, describe in detail on a separate page, management and outcome. Attach hospital Transport Form.

□ Completed Birth Reporting Form

Checklist  □ Typed narrative and Transport Form (if transport occurred)

□ $100 Birth Delivery Fee

_________________________________________  __________________________________________
Signature  Date

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