



Government
of South Australia

Department of Health

Guidelines for the use of the South Australian Pregnancy Record (SAPR)

Revised January 2008

The South Australian Pregnancy Record is available free of charge to all public and private antenatal providers in South Australia. *SAPR, Version 3, January 2008* will be available in January 2008 and all providers are encouraged to place orders in January for the new version. **When sites receive the new SAPR's the 'expired' SAPR's are not to be disposed of, please return them to:**

Medical Record Advisory Unit
PO Box 287
Rundle Mall
ADELAIDE SA 5000

Purpose of the SA Pregnancy Record

The SA Pregnancy Record aims to improve clinical outcomes by improving continuity of care and women's participation in their care and the promotion of early and appropriate use of antenatal services, particularly among disadvantaged groups.

When to issue the SA Pregnancy Record

The SA Pregnancy Record should be given to the woman at her first antenatal visit after confirmation of her pregnancy. It is provided by the woman's General Practitioner, Obstetrician or Midwife.

The woman should be made aware that the SA Pregnancy Record is the only complete medical record maintained for her antenatal care and is part of the birthing hospital's medical record.

It should be emphasised to the woman that it is her responsibility to retain the SA Pregnancy Record and bring it to all health appointments, especially to each antenatal visit and to the hospital for the birth of her child.

Maintenance of information within the SA Pregnancy Record

The SA Pregnancy Record has been developed to be **the substantive and only medical record maintained during a woman's pregnancy.**

Information recorded in the SA Pregnancy Record is to be sufficient to meet the care provider's duty of care in diagnostic and management decisions. **Information is to be recorded by the care provider.**

Information need not be duplicated, but clinicians may do so by choice.

All original pathology and ultrasound results are to be attached to the SA Pregnancy Record. Clinicians may choose to photocopy the results for their records.

The SA Pregnancy Record also enables care providers to insert information on non pregnancy related health matters to ensure a more inclusive and comprehensive medical record to be maintained during the woman's pregnancy.

Care providers should use an asterisk (*) in the SA Pregnancy Record to indicate there is sensitive information that the woman does not want documented. In such cases, the care provider will know to ask the woman what the asterisk indicates. Sensitive information should also be documented in other appropriate notes.

It is recommended that the SA Pregnancy Record be photocopied if duplication is required. Superseded photocopied pages are to be destroyed in accordance with *the South Australian Public Hospital Retention and Disposal Schedule No 2000/0012 (July 2000-2010)*.

The SA Pregnancy Record is not to be destroyed under any circumstance. Alterations to information should be made in accordance with the South Australian Medical Record Documentation and Data Capture Standards (August 2000).



Antenatal attendance without the SA Pregnancy Record

If the woman forgets to bring the SA Pregnancy Record to an appointment, it is recommended that she or her partner/relative/friend return home to retrieve it.

If this is not possible, information should be recorded in other appropriate notes and updated in the SA Pregnancy Record as soon as possible.

Should a pattern emerge of the woman attending appointments without the SA Pregnancy Record, the clinician may choose to retain the SA Pregnancy Record in his/her case notes.

Woman's preference not to hold the SA Pregnancy Record

A woman may choose not to be responsible for keeping the SA Pregnancy Record. The main care provider should then retain the SA Pregnancy Record in his/her case notes.

Loss of the SA Pregnancy Record

If the SA Pregnancy Record is lost, the woman should be provided with another and information completed as required.

The re-issued SA Pregnancy Record should then be marked "Second Copy" and the date of issue recorded. It is recognised that some information may be lost as a result of re-creating the SA Pregnancy Record.

Filing of the South Australian Pregnancy Record

The SA Pregnancy Record should be filed in the woman's case notes on admission to hospital.

If the woman has not brought the SA Pregnancy Record with her when she is admitted to hospital, arrangements should be made for its retrieval for filing in her case notes.

After the birth of the baby, the SA Pregnancy Record is to be filed in the woman's medical record created by the hospital where she births.

A photocopy of the SA Pregnancy Record should be offered to the woman at discharge. Should a copy not be requested within a period of one year, a copy is then only available through a Freedom of Information request.

On request, a photocopy of the SA Pregnancy Record is to be provided to the woman's General Practitioner or Obstetrician, by the participating hospital.

Transfer to another care provider/hospital

Should the woman not have the SA Pregnancy Record with her, arrangements for retrieving it should be made.

If the woman transfers to another care provider/hospital, the woman should take the SA Pregnancy Record with her. The original care provider/hospital should keep a photocopy.

If the woman moves interstate to give birth, the original hospital/care provider should keep the SA Pregnancy Record, and provide a photocopy of the SA Pregnancy Record to the woman to show her new care providers.

Further information

General inquiries: Department of Health, Medical Record Advisory Unit on 8226 8837

To order: Supply SA, Phone 1800 150 216, Fax 1800 150 081