



Government of **Western Australia**
Department of **Health**

Supply to Privately Practicing Midwives of Documents Required for Birth

Maternal and Child Health

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Introduction

This document outlines the arrangements between Maternal and Child Health (MCH) and Privately Practising Midwives (PPMs) for providing documents required for homebirths. This arrangement has been made to streamline administration required of PPMs by government.

PPMs are midwives with current registration with the Australian Health Practitioner's Regulation Agency (AHPRA) who have also advised the Chief Health Officer of their intention to privately practice as midwives in Western Australia.

As for all midwives providing care during birth, PPMs are required to complete and distribute the following documents:

1. MR15 – Notification of Case Attended (NOCA) – completed and provided to Maternal and Child Health
2. Homebirth Transfer Form – completed and provided to Maternal and Child Health
3. National Woman Held Pregnancy Record – provided to the pregnant woman at booking
4. All About Me – My Purple Book – partially completed and provided to the parent/s to share with Child Health Services
5. Birth Registration – commenced and provided to the parent/s to complete and submit to Registry of Births, Deaths and Marriages
6. Centrelink Parent Packs – partially completed and provided to the parent/s to complete and submit to Centrelink
7. Newborn Bloodspot Screening card – used for blood test conducted on infant at least 48 hours of age and provided to the Neonatal Screening Unit of WA.

Each PPM usually requires a small supply (less than 10) of these documents each year. Gaining knowledge on how and where to request each of these documents and administration time required on both sides has created many difficulties for PPMs and providers of documents.

The items in green text are available from MCH.

Plan for distribution

To assist PPMs, MCH provide a distribution service between the document providers and the PPMs. MCH distributes the following resources.

Document	Supplier	Supply Process
MR15 - NOCA	Maternal and Child Health	MCH via internet See section on Page 4 below.
Homebirth Transfer Form	Maternal and Child Health	MCH mails supply on request to each PPM. See section on Page 4 below.
National Pregnancy Health Record	Government Printer	MCH mails supply on request to each PPM. See section on Page 4 below.
All About Me – My Purple Book	Child Health Services	MCH receives supply each quarter and issues on request to PPM See section on Page 4 below.

MCH is not able to distribute the resources in the table below due to the controls required of these supplies.

Document	Supplier	Supply Process
Birth Registration Papers	Registry of Births, Deaths and Marriages	Each PPM to request directly from The Registrar. See section on Page 5 below. See Page 7 below for suggested template for request letter.
Centrelink Parent Pack	Services Australia	Each PPM to request directly from Services Australia. See section on Page 5 below.
Newborn Bloodspot Screening card	Neonatal Screening Unit, WA	Each PPM to request directly from the WA Neonatal Screening Unit. See section on Page 5 below.

PPM resources supplied by Maternal & Child Health

MR15 (NOCA) forms

The current version of this form is available for download as a PDF from the WA Department of Health website – see section “Reference Material” on page at http://ww2.health.wa.gov.au/Articles/J_M/Midwives-Notification-System .

The use of this form is required by the *WA Health (Miscellaneous Provisions) Act 1911* and is regulated as Form 2 by the *Health (Notifications by Midwives) Regulations 1994*.

The completed forms are to be returned to MCH as instructed on third page of the form.

Homebirth Transfer forms

MCH creates, prints and distributes these forms. These forms are to assist PPMs and the DoH WA to determine the incidence and contributing factors for transfer of women to hospital when they were booked for a homebirth.

For PPMs to request the forms, contact MCH by phoning **(08) 6373 1882** or emailing birthdata@health.wa.gov.au.

National Woman Held Pregnancy Records

MCH has undertaken to maintain a supply of these records from the Government Printers. The records are usually provided to women at time of booking for birth and should be offered to all pregnant women in Western Australia. The records assist in sharing health information with the woman and all carers and conform to the nationally agreed content. WA has four different versions for North Metro, South Metro, East Metro and WA Country Health.

MCH will receive a supply of these records for onward distribution to PPMs.

For PPMs to request a supply of these records, contact MCH by phoning **(08) 6373 1882** or emailing birthdata@health.wa.gov.au.

All About Me – My Purple Book

Child and Adolescent Community Health (CACH) provide the records “All About Me – My Purple Book” to be used for all infants born in WA.

MCH will receive from CACH a supply of these records each quarter for onward distribution to PPMs.

For PPMs to request records, contact MCH by phoning **(08) 6373 1882** or emailing birthdata@health.wa.gov.au.

PPM resources not available from MCH

Birth Registration Papers

The Registry of Births, Deaths and Marriages will provide Birth Registration Papers to midwives with current registration with AHPRA. They will provide small stocks of Registration papers to meet the annual requirements of each registered midwife.

To request annual supply, the PPM **must submit a letter** to The Registrar requesting the appropriate number of forms for their annual practice. This **letter** must contain the following:

- Practice letterhead preferred
- Addressed to The Registrar
- Number of forms required for the coming year
- Mailing address to which the forms are to be mailed
- Description of the midwife who will be completing the Registration Papers:
 - Midwife's name
 - AHPRA registration number
 - AHPRA registration commencement date, and
 - AHPRA registration expiry date.
- Midwife's own signature
- Be faxed to the Registry of Births, Deaths and Marriages on **(08) 9264 1599**.

A suggested template for this letter has been attached on Page 7 below.

Centrelink Parent Packs

Services Australia will provide Parent Packs to midwives with current registration with AHPRA. Registration details will be verified with AHPRA before orders are processed. Small stocks of Parent Packs will be supplied to meet the quarterly requirements of each registered midwife.

Orders for Parent Packs are normally processed and dispatched from the warehouse within 24 hours of receipt and delivered within 10 working days.

To state annual requirements and to request a quarterly supply, the PPM can request the appropriate number of Parent Packs via one of the following methods:

- Calling 1800 067 307
- Emailing servauorders@nationalmailing.com.au
- Faxing 02 6260 2770

The following details must be provided:

- Your full name, position, AHPRA registration number and expiry date
- Your organisation or business name (if applicable)
- Mailing address to which the Parent Packs are to be mailed
- Your email address, telephone number/s including area code and fax number (if applicable)
- Plus the following details:
 - Name of the required product: **Parent Pack**
 - ID number of the required product: **FPR061(P)**
 - **Quantity** of packs required
- Expected number of livebirths for your practice for the coming year

For more information, refer to:

<https://www.servicesaustralia.gov.au/organisations/community/order-products>

Newborn Bloodspot Screening cards

The Neonatal Screening Unit of Western Australia (NSU) provides these uniquely numbered cards. The unique number range of a set of cards provided to a health service (or practitioner) is logged against that practice. Received cards are tested and details of the infant and the results are reported back to the health service (or practitioner). Cards provided to each health service (or practice) are expected to be used for infants born at that health service (or practice).

PPMs must request their own supply of Newborn Bloodspot Screening (previously Neonatal screening or Guthrie) cards by contacting the NSU directly on phone number **(08) 6383 4171**.

Further resources like written information for parents can be found at http://healthywa.wa.gov.au/Articles/U_Z/Your-newborn-babys-screening-test.

Sample Letter for Birth Registration Papers

<Letterhead paper if available>

<Date>

The Registrar
Registry of Births, Deaths and Marriages
Level 10
141 St Georges Terrace
PERTH WA 6000

Dear Madam,

RE: REQUEST FOR BIRTH REGISTRATION PAPERS

I am a privately practising midwife in Western Australia registered as a midwife since <date of registration> , my current AHPRA registration number is NMW<0000000000> expiring on <date of registration expiry>.

In my practice, I expect to provide homebirth services to **<expected number of women giving birth in next calendar year>** women in 2019.

To assist in completing the documentation required for each birth I am requesting Birth Registration papers from your office.

These papers can be mailed to me at:

<Business name (if applicable)>

<PO Box or Street Address>

<Suburb/Town Postcode>

Thank you for your assistance in this matter.

Regards,

<Midwife's Name>

<AHPRA Registration Number>

**This document can be made available in alternative formats
on request for a person with disability.**

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