

Setting up your files for Prenatal Care:

At the training, there was comment that prenatal care involves quite an amount of paperwork. A suggestion was to provide a “sample” of what a patient’s file could look like. This is how Dr. Jennifer Ashby has set up her patient file. Her administrative assistant has ordered or printed copies of the forms and has them ready in pre-prepared patient folders for each new prenatal patient.

From the website, you will find the request form for the documents managed by the Reproductive Care Program. Other forms and requisitions can be ordered from the lab to ensure they are current versions. Dr. Ashby has her Administrative Assistant print “label” stickers to use on the forms; and, uses a stamp with her name, address and phone number pre-stamped on each requisition. She also has a stamp with the word “Pregnancy” on it. The following is only a sample to use as a guide.

Patient folder:

1. 4-part Prenatal Record (pink, green, yellow, white)
2. The prenatal record collects patient information. There is a consent brochure that can be given to patients, or you can talk about it with them.
3. Requisition for Diagnostic Consultation: (cream colour)
 - Label: “Obstetrical Pregnancy” ultrasound on the exam requested box
 - Label: “Routine 2nd Trimester Ultrasound” on the clinical history box
 - Stamp with physician contact information in the bottom right-hand corner
4. First Trimester Maternal Serum Testing Requisition: (blue)
 - Stamp with physician contact information in the bottom left-hand corner
5. Blood Transfusion Service Requisition: (white with dark yellow boxes)
 - Label: “Initial” on the top right corner, where non-PEI resident information goes
 - Stamp: “Pregnancy”, just to the left of where non-PEI resident information goes
 - Check the “Prenatal” box half way down the form
6. Microbiology Request Form: (blue)
 - Label: “Initial” on the top center, just to the left of where non-PEI resident information goes
 - Label or Stamp: “Pregnancy” in the top box indicating reason for Rush/Stat or consult
 - Stamp: ordering physician contact information
 - Check: Prenatal Serology = HbsAg, HIV, Rubella IgG and Syphilis in the right side column on the front
7. Microbiology Request Form: (blue)
 - Label: “Initial” on the top center, just to the left of where non-PEI resident information goes
 - Label or Stamp: “Pregnancy” in the top box indicating reason for Rush/Stat or consult
 - Stamp: ordering physician contact information
 - 2 Checks: Urinary Tract C&S for midstream and pregnancy in the right side column on the back

8. Laboratory Blood Test Request Form: (green)

- Label: "Initial" on the top center, just to the left of where non-PEI resident information goes
- Label or Stamp: "Pregnancy" in the top box indicating Relevant Diagnosis and Therapy
- Stamp: ordering physician contact information
- Check: TSH diagnostic in left column
- Check: CBC and Auto-Diff in the right column

9. Microbiology Request Form: (blue)

- Label: "Initial" on the top center, just to the left of where non-PEI resident information goes
- Label or Stamp: "Pregnancy" in the top box indicating reason for Rush/Stat or consult
- Stamp: ordering physician contact information
- Check: Endocervix in left column
- Check: Chlamydia spp – Gonococcal DNA in left column

10. Cytology Request Form: (grey)

- Dr. Ashby notes that this form is not always needed, but it's easier to have then to go looking for it
- Label or Stamp: "Pregnancy" in the top box to the right of date specimen obtained and clinical findings
- Stamp: ordering physician contact information

11. Second Trimester Maternal Serum Testing Requisition: (yellow)

- Stamp: ordering physician contact information

12. Psychosocial Health Assessment Form: (yellow/legal)

- Self-complete form for patients to fill out
- Green sheet provides you suggestions on how to initiate a conversation – just need one copy kept in a common area to access when you need it
- Provincial Prenatal and Postpartum Referral Form for services as required – may not be needed for every chart

13. Blood Transfusion Service Requisition: (white with dark yellow boxes)

- Label: "24 – 28 Wk B/W" on the top right corner, where non-PEI resident information goes
- Stamp: "Pregnancy" just to the left of where non-PEI resident information goes

14. Laboratory Blood Test Request Form: (green)

- Label: "24 – 28 Wk B/W" on the top center, just to the left of where non-PEI resident information goes
- Label or Stamp: "Pregnancy" in the top box indicating Relevant Diagnosis and Therapy
- Stamp: ordering physician contact information
- Check: 50 g Gestational Screen in left column
- Check: CBC and Auto-Diff in the right column

15. Provincial Obstetrical Referral: (white)

- Print from the website. This is a two-sided document with Criteria for Early Referral provided on the back page.