

# Philadelphia Alliance for Labor Support

## Records Cheat Sheet

An overview of how to file records for births you attend through PALS

- 1) Download the following PALS forms from our website at <http://www.palsdoulas.com/members/>
  - Birth Record
  - Client consent form
  - Client evaluation
  - Staff evaluation

If you are working towards your DONA certification, you may use your DONA client and staff evaluations in place of the PALS forms.

- 2) Bring blank copies of these records with you to every birth you attend as a PALS volunteer. Note that as our records-box and gear have gone missing from HUP again, don't count on finding any spare paperwork there for you. Bring your own.
- 3) At your first visit, have your client sign the consent form.
- 4) Following the birth, have your client and her attendants fill out the evaluations. You pick how many and which attendants fill out your evaluations. You fill out the birth record yourself.
- 5) Take a copy of all records for each birth you attend, and keep the originals file for yourself.
- 6) Get a copy of each record to your friendly PALS record-keeper by one of the modes described below.

Once you have filled out your records, there are a number of ways that you can get them to me, your friendly PALS record-keeper:

- Bring them to one of our monthly PALS meetings and if I am there hand them to me personally.
- Send me your forms via snail mail, or drop them off through the letter slot at my home address:  
PALS Records  
c/o Naima Black  
448 W. Clapier Street  
Philadelphia, PA 19144
- Fax to my attention at 215-713-3717
- Fill out your birth record electronically as a Word file, or scan a hand-written copy into a computer as a pdf. Send your birth record as an attachment to [naimablack@hotmail.com](mailto:naimablack@hotmail.com). IMPORTANT: Because of the sensitive information in these records, and the reduced security over e-mail, please identify your client with her initials only when you e-mail me the birth record. Avoid using first or last names. Also because of this, please submit signed consent and evaluation forms as hard copies only.
- If all else fails, and you absolutely cannot get your forms to me by any means, or else the birth has already passed and you didn't keep any records for it, send me an e-mail at [naimablack@hotmail.com](mailto:naimablack@hotmail.com) with as much information that you can recall about the birth. I'm especially interested in the following:
  - o Date of birth
  - o Doula's name
  - o Client's initials
  - o Birth location
  - o Referral source (doctor, midwife, social worker, friend, etc.) and client type (on-call or prenatal)
  - o Medical attendant (usually physician or midwife)
  - o Any details about the birth itself that you can remember (vaginal, C-section, supports used, complications, breast or bottle-feeding, etc.)