**Section 1345.60 Recordkeeping**

Licensees shall maintain the following records, subject to inspection by the Division:

a) Records documenting the care and treatment for each patient and each patient's neonate including, but not limited to:

1) Establishing compliance with Section 65 of the Act (Informed Consent);

2) Establishing compliance with Section 70 of the Act (Scope of Practice);

3) Establishing compliance with Section 75 of the Act (Consultation and Referral);

4) The reasons for any consultation and/or referral pursuant to Section 75 of the Act and the outcome or results;

5) Establishing compliance with Section 80 of the Act (Transfer);

6) The reasons for any transfer pursuant to Section 80 of the Act and the outcome or results, if known;

7) A copy of any report of an adverse occurrence filed with the Division pursuant to Section 1345.65; and

8) The name and license number of each licensed certified professional midwife and the name of each midwife assistant providing services.

b) A copy of each annual report filed with the Department of Public Health pursuant to Section 90 of the Act.

c) A file on each midwife assistant employed by and/or assisting the licensed certified professional midwife that contains at a minimum the following information:

1) Name, residence address, telephone number, email address, Social Security number, and date of birth;

2) Current certifications for pulmonary resuscitation and neonatal resuscitation training; and

3) Documentation of any other training received by the midwife assistant.

d) Patient and neonate records required under subsection (a) shall be maintained for a period of not less than six years after delivery or attempted delivery. The file for each midwife assistant required under subsection (c) shall be maintained for a period of not less than six years after termination of employment or relationship.

e) A licensed certified professional midwife shall be deemed to be in compliance with the recordkeeping requirements of this Section if the certified licensed professional midwife is employed by or is practicing at a birth center, the birth center maintains the records required by this Section, and the Division has access to these records.