

Please read through completely and carefully!

Dear family,

welcome to the acute care program of the Coordination Office for Midwifery Care of the city and the district Regensburg (Stadt und Landkreis Regensburg).

Our acute care program gives you the opportunity to receive a postpartum care from freelance midwives at your home. Please check for yourself if we have received the most important information about your care:

- Name
- Address
- Expected date of childbirth
- Number of children
- Special features about you or your child
- You are not planning an outpatient delivery

With this email you already receive the schedule for this week. This schedule was created based on the potential vacancies of freelance midwives and is intended to ensure a day-to-day midwifery care for you and your child. Since our midwives take on the services in addition to their actual midwifery work, it is sometimes not possible for us to fill every day in our schedule. Unfortunately, this is also the reason why the same midwife cannot always come to you and why we can only offer care **up to three weeks after your delivery**. When you look at the schedule for your living area, you can see which midwife is on duty and how you can contact her. Please use the telephone number or email address only for this day of care and do not contact the midwife when she is off duty.

Important: You are not automatically registered with the midwife on duty!

You have to **make an appointment** with the midwife so she can come to you. Please do not contact the midwife after 6 p.m. the day before her service and let her know that you are part of the care programme of the District Office (Landratsamt). This allows the midwife to plan her working day as well as her route, saving time and unnecessary detours.

Please also note that the midwife can only come to you on days when she is on duty. Further care of the midwife is not possible.

If you need further deployment plans, simply write us an email by Friday (www.hebammen@lra-regensburg.de), and we will be happy to send you the plan for the coming week.

If you need further midwifery help **three weeks after your delivery**, you can make an appointment with our telephone service (see duty schedule). Here you can talk to experienced midwives on the phone and ask your questions. **Please only call the midwife after prior arrangement of a time.** If you need a personal consultation or a further examination of you or your child, you are welcome to make an appointment at the midwife practice "Kättilöt". Office hours are Wednesday afternoons and Friday mornings. Registration may be made via the internet at <https://rebebkameier.hebamio.de/termine>. **Please bring the documentation from the midwives who made your home visits with you to these appointments.**

Another attachment to this letter is the treatment contract. The statutory health insurances require us midwives to conclude contracts about our treatments with the women we care for. Every single midwife who comes to you as part of this acute care program, will therefore conclude a contract with you. **Please print everything out**, fill in the treatment contract after you have read it and show it to every midwife who comes to you on call. The contract is not concluded between the coordination office and you, but between the midwife and you. During her visit, the midwife will also prepare a documentation of your care in duplicate.

The midwife takes the original documents for her own records. The copy of the documentation will remain with you so the following colleague knows the course of your puerperium and can thus better assess your personal need for action. Please provide the midwives with the documentation at each visit. If you need help on days when there is no midwife service, please contact your gynecologist or pediatrician. In case of emergency, please visit your maternity hospital or the children's clinic. If you have any further questions, please do not hesitate to contact us by phone at 0941 / 4009-174 (Ms. Malle) or 0941 / 4009-155 (Ms. Ascher) or at hebammen@lra-regensburg.de.

Due to the current corona crisis, we would like to ask you to wear mouth and nose protection when visiting the midwives. We would also like to point out that as few people as possible should be present during the midwife's visit.

We wish you all the best,

the midwives of the coordination office:

Clara Ascher and Stefanie Malle