**Death Process Protocol**

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| **Version:** | **Review date:** | **Edited by:** | **Approved by:** | **Comments:** |
| v1 | 05/11/2024 | Louise Gray | Niné Taylor |  |
|  | November 2025 |  |  | Next review |
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**Death Process Protocol**

Patient death in community including care home, community hospital or at home

**Admin Action**

Admin receive notification of death (from family, coroner etc)

Admin must record all details to include date and time of death, where they died, who certified the death to include their full name, job title and contact details.

Person who informed of death please record full name, relationship and contact details in EMIS.

Location of the deceased

Confirm if burial or cremation if known

Copy and paste the patient’s contact details and save in to consultations.

Edit patient details (using the drop-down bar in EMIS) and remove all contact information in edit patient detail section i.e. remove tel no, address, family/carer contacts from patients details in EMIS.

Admin to inform duty GP of death

**GP Action**

MCCD forms kept in locked filing cabinet in Practice Managers Office

Complete the MCCD Medical Certificate of cause of death (death certificate)

Any GP that has seen the patient in their lifetime can complete the MCCD

Create an ERS referral (this is known as the V1.4 form in EMIS) to the Medical Examiner. If MCCD (death certificate) is completed attach to the referral

Ask admin to send ERS referral to ME office

If MCCD is not available send referral anyway and MCCD can be sent once complete.

If you are unable to create on ERS please email the ME attaching the V1.4 form, 6 months medical notes, a brief summary and the completed MCCD certificate (if available)

If unexpected death or if requested by the corner or the ME (medical examiner) then refer to coroner using the coroner portal <https://surrey-portal.coroner>

GP to contact family and offer condolences

Crem 4 Forms are no longer needed the ME now completes these forms

**Admin Action**

Send ERS referral raised by GP

Once confirmation is received from then ME office code patient as deceased and deduct

Scan MCCD on to patient’s notes **NOT TO BE GIVEN TO THE FAMILY** – must be filed in and kept in locked cabinet in PM Office (Kept for 3 months)

Send bereavement card to family

**Contact Information**

For Immediate Faith burials during a weekend or bank holiday

GP/Admin to contact Dr N Khan [nazura.khan@nhs.net](mailto:nazura.khan@nhs.net)

Mobile: 07961143452

Maybury Surgery 01483 728757

Practice Manager: Mrs Antella Elezaj

Email: [antela.elezaj1@nhs.net](mailto:antela.elezaj1@nhs.net)

For any further questions or advice please contact the Medical Examiner Office

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