

GP Referrals to the Medical Examiner (ME) Service – Systmone users

GP receives notification of a patient's death

Have you seen the patient alive 28 days prior to death - in person, by video (not telephone) **or** seen in life (outside of 28 days) *and* in death?

& Can a cause of death be offered?

& Is the death from natural causes? (If no refer directly to the coroner)

YES

NO

GP practice to advise NOK/representative that the local Medical Examiner Service will review the death and will aim to contact them within the next 24 hours, excluding weekends and bank holidays.

FOR CASES REQUIRING CORONER REFERRAL

For unnatural/unexpected deaths, GP to complete Coroner referral via coroner online portal.

ME Office does not need to have sight of these deaths. Please refer to the RCPATH list of reportable deaths. GP can seek advice from Medical Examiner Office at any time.

For Coroners referrals found during ME scrutiny, the GP will be informed by the ME Office.

GP to complete Coroner referral via coroner online portal and to advise the ME office of coroner's outcome i.e 100A, PM or Inquest.

Clinician to complete the Ardens 'Medical Examiner Referral' in the Death certification template within Systmone

A member of practice staff to send the death referral via e-RS Advice and Guidance (A&G) to their local ME **service within 24 hours of notification of death**. **Please see supplementary note regarding e-RS.**

NOTE: If you are referring a faith death, please ensure you refer as urgent and anything else is referred over as routine.

The records sent to the ME service should include:

- **THREE MONTH** Summary (consultations, including discharge summary, current & past significant medical conditions (including operations) and medication history). The ME Service may request further information if required.
- Hospital correspondence for the last 3 months – this is only if it is from another Trust or Hospital as we will have access to all Mid and South Essex Hospital NHS Trust related hospital correspondence.
- Next of kin's name, relationship to the deceased and contact number
- Any concerns or other information as deemed necessary by the GP practice.
- Proposed cause of death. GP may choose to also complete and send the MCCD but after discussion with the ME, the cause of death may change and the MCCD will need to be amended or re-written.

Note: marking a patient record as deceased will prevent the initiation of an e-RS request, therefore this should be done after the referral is sent. If it is not possible to create an e-RS request in the usual manner it will be necessary to access e-RS directly. <http://nww.ers.ncrs.nhs.uk>

Scrutiny will be performed by the Medical Examiner service and will call NOK to establish if they have any questions/concerns around the proposed Cause of Death. If no concerns and in acceptance of cause of death, the ME service will provide confirmation via e-RS A&G.

If the ME is not in agreement with proposed cause of death a discussion with assigned GP would take place by phone, to see if a cause of death can be established. If yes, MCCD issued, if no, referral to the coroner to be completed by GP.

Family concerns will be signposted to the relevant third party by the Medical Examiner Office.

GP to complete MCCD and email this to the Registrar copying in the ME office email. GP practice to advise the NOK on how to book a registration appointment, following current process with respect to cremation forms and funeral directors. **MCCD must not be given to the NOK.**

Contact Details:

**Medical Examiner Office Basildon: 01268 394736, 01268 593158,
01268 396356**

Secure email: mse.basildon.meoffice@nhs.net

**Opening Hours: Monday - Friday 8.00am – 5.00pm (excluding Bank
holidays)**

SUPPLEMENTARY NOTES**1. e-RS & REFERRALS**

We are aware that e-RS will not work if a patient has been deducted from Systmone.

If your practice is unable to send the referral via e-RS, please send it to the secure email address for your local ME service which will be monitored every working day.

2. FAITH DEATHS

If you have a faith death we would be grateful if you could send the local ME service a pre-alert of this by email.

3. CORONIAL DEATHS

Once the Coroner is involved the ME service is not required to intervene unless the Coroners service contacts the ME service directly.

Should a GP wish to discuss any cases before referring to the Coroner we would encourage the GP to do so by calling their local ME service.

4. IMPORTANT INFORMATION

It is extremely important that the following information is not omitted from the referral through e-RS:

- Date and Time of death.
- Correct spelling of the patient's name.
- Name of medical practitioner who verified (this can be an ANP) and their contact number in case the Medical Examiner needs to contact them.
- Name and contact details of the Next of Kin.
- Whether the Next of Kin has been notified of the death.
- Proposed Cause of Death if the MCCD is not being submitted with the referral