

Medical Examiner Southampton (MES) Community Death Reporting: Southampton City, Solent NHS Trust & Hampshire GP Practices

Contact details:
 MEO Office - 023 8120 3564 | Secure email: uhs.medicalexaminersouthampton@nhs.net
MES opening hours: Monday to Friday 8.30am-4.30pm (not Bank Holidays)

Did you attend the deceased 28 days prior to death – in person or by video (not telephone)?
 +
Do you know the cause of death?
 +
Was the death entirely a natural cause?

YES

NO

GP/practice/hospital doctor advises patient's next of kin (NOK)/ representative that Medical Examiner Southampton (MES) will review the death and will contact them following this. Establish whether patient is to be buried or cremated.

If you have a question or concern about the process or specific case, please feel free to contact the office on the number above.

FOR CASES REQUIRING CORONER REFERRAL

GP to complete referral to coroner using the online portal.

Please refer to the RCPATH list of reportable deaths.

GP/Dr to send **fully completed referral form** and **proposed cause of death** to MES office via email.

Medical Examiner referral forms and Cremation forms are located on **ARDENS death notification template v16.0**

Please include at least 3 months of the most recent consultations

Electronic patient record (EMIS, S1) should be kept open to allow read only access for scrutiny.

ME & MEO conduct initial scrutiny and call NOK to establish if they have any questions or concerns.

EMIS WEB

Please fill out the death documentation template

In 'Documents': create a letter using the Medical Examiner Referral Form. Please ensure that you tick at least 3 months of the most recent consultations.

CORONER DECISION

Proposed cause of death, MCCD wording and/or requirement for coroner referral **agreed** by ME/MEO following initial proportionate scrutiny.

No NOK concerns raised

Concerns raised and/or proposed cause of death/MCCD wording/requirement for coroner referral **not agreed** by ME/MEO following initial scrutiny.

Discussion with assigned GP takes place by teams or by phone (15mins) and all aspects agreed/concerns discussed.

100A - no further action communicated to GP

MCCD to be issued by GP

MES referral form with 3 months clinical information, 100A and completed MCCD (to match 100A exactly) to be sent to MES office via email to enable ME scrutiny

Inquest or Coroner's post-mortem:

MCCD cannot be issued.

Coroner's office will take forward – MES service stops

MES provide confirmation to the practice via email that cause of death (COD) has been accepted.

Write MCCD & email to MES. Follow your current process with respect to cremation forms and liaison with funeral directors. Do not give MCCD to the family. Keep original for 4 weeks then dispose.

Completed MCCD to be sent to MES office via email. **Do not give MCCD to the family.** Keep original for 4 weeks then dispose.

MEO to check MCCD prior to sending to registry office

MES to call NOK/representative to confirm COD and explain registration process.
Concerns about COD to be flagged to MES for follow up.
Concerns about care to be directed to the relevant practice or Solent PALS team