GP practice notified of patients’ death

Verifying clinician to give family information sheet regards the SMES or verbally inform them that they will be contacted by someone from the Medical Examiner Office

**If Cause of death (COD) known** and **not notifiable to HM Coroner** - certifying GP completes EMIS referral form with proposed COD & sends to [MedicalExaminer@SomersetFT.nhs.uk](mailto:MedicalExaminer@SomersetFT.nhs.uk) from generic practice email address

**If the COD is known** but **is notifiable to HMC** complete the Electronic Death Reporting Form (EDRF) and send as above instead of completing the EMIS referral form

**If the COD is unknown, SMES can be bypassed therefore complete EDRF and send direct to HM Coroner’s office – no SMES referral required**

**NB - A verbal discussion with a GP is not normally required unless there are questions from the ME regards the case.**

**Nominated ME accesses EMIS records to review:**

* Previous Medical History
* Medicines history
* Clinical records
* Hospital correspondence
* Any other information deemed necessary

If further information is required from the GP or the ME wishes to make changes to the cause of death wording – MEO will contact GP via generic practice email asking for them to make contact on direct line 01823 344995

Medical examiner office contacts Next of Kin to give an opportunity to ask questions or raise any concerns

Concerns raised following case review &/or discussion with family

**No** concerns raised following case review and discussion with family

Concerns raised necessitate coronial referral

**Cause of death confirmed by sending ME2 form by email from the ME Office to generic practice email address or Part A received from HM Coroner’s Office**

* GP completes MCCD
* GP scans/emails MCCD to SMES
* SMES checks MCCD to ensure accuracy, allocates reference number and forwards to Somerset Registrations along with Next of Kin details and confirmation cause of death has been approved by an ME

Cause of death agreed is now notifiable to HM Coroner or already notifiable

ME to complete or forward EDRF to HM Coroner’s office & copy in GP practice

Concerns raised **do not** necessitate coronial referral

GP to await further instruction from HM Coroner’s Office

Cause of death agreed with GP by ME

**NB. Concerns raised through case review or by family will be escalated via necessary Governance route by SMES using SMES Clinical Governance referral form**