

# Workflow for referral to Somerset Medical Examiner Service (SMES)

For advice on this process or assistance with referrals please contact the SMES directly on  
01823 344995

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 Somerset 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**

## 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

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

Medical examiner office contacts Next of Kin to give an opportunity to ask questions & discuss care

Concerns raised following case review &/or discussion with family

Concerns raised necessitate coronial referral

ME to review & forward EDRF to HM Coroner's office & copy in GP practice

GP to await further instruction from HM Coroner's Office

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

Concerns raised **do not** necessitate coronial referral

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

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

Cause of death agreed with GP by ME

**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
- Practice scans/emails MCCD to SMES
- SMES checks MCCD to ensure accuracy and forwards MCCD to Somerset Registrations along with Next of Kin details and confirmation cause of death has been approved by an ME
- Practice to advise family to contact Somerset Registrations

For all notifiable deaths, HM Coroner for Somerset has requested that before referrals are made to them, they are reviewed by a Medical Examiner first to ensure accuracy of causes of death