## Somerset Medical Examiner Service (SMES) Workflow for GP Secretarial Staff

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

GP practice notified of patients' death

Please do not deduct the patient from EMIS until the certification process has been completed

If liaising with family, inform them that the Medical Examiner (ME) will need to review their loved one's death as part of the national ME System, reassure them it is normal practice and that they will receive a routine call from the ME office. The 'ME letter for relatives' may help with this conversation.

If Cause of death (COD) **known** and **not** notifiable to HM Coroner (HMC) - certifying GP completes EMIS referral form with proposed COD & NOK details

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

NB If the COD is unknown, SMES can be bypassed therefore the GP can complete the EDRF & it can be sent directly to HM Coroner's office – no SMES referral required Practice secretarial staff to email referral form/EDRF from generic practice email to:

MedicalExaminer@somersetft.nhs.uk

**NB** if patient has requested non-sharing of their record, a full summary will need to be sent along with referral

Medical Examiner Officer will confirm receipt of referral form/EDRF

Medical Examiner will review the patient record & family will be contacted to discuss the cause of death and the care provided. If further discussion is required with the GP, SMES will contact the practice directly.

## Non-coronial Cause of death agreed

## Coronial

Cause of death agreed – SMES will forward EDRF to HMC Office – practice awaits outcome from HMC If following review, the COD is considered to be reportable to HMC & wasn't identified previously, SMES will advise the practice an EDRF needs to be completed and sent to HMC Office – practice awaits outcome from HMC

ME2 form sent by email from SMES to generic practice email address or Part A received from HM Coroner's Office

- GP completes MCCD +/- cremation papers
- Practice scans both sides of MCCD & emails MCCD to SMES
- SMES checks MCCD to ensure accuracy and forwards MCCD to Somerset Registrations along with Next of Kin details and confirmation the cause of death has been approved by an ME
- Practice to advise family to contact Somerset Registrations