GUIDE TO COMPLETING THE ELECTRONIC MEDICAL CERTIFICATE OF CAUSE OF DEATH IN THE EMERGENCY DEPARTMENT

eMCCD

General Guidance

- The death certificate MUST be completed before the end of your shift (even if this is in the out of hours period)
- Any queries on completing the form should be directed to the consultant responsible for the area in which the patient died, or if there is no consultant present in the department (for example on night shift) please discuss with the responsible registrar. If clarification is still required please discuss with the POD E consultant the following morning.
- It MUST be printed out AND SIGNED by the certifying doctor named on the form
- Please leave the completed form inside the folder and during hours hand this to Catherine Scott or Brooke Innes, and out of hours with the nurse in charge within the Bereavement Pack.

For further guidance and videos (from which this information has been taken) please see the link below.

MCCD for Clinicians

eMCCD Guide

It is imperative that you select the correct episode.

For deaths occurring within the ED this will always be the current episode.

On TRAK navigate to .....

Pt Enq Menu > Patient Enquiry >Enter CHI and click Find > In patient Enquiry Display screen identify the episode where death has occurred.

Select this episode and then click on >Death Certification.

Then click on death certificate

This should open a fresh window (shown below)

Next click on "**New**"

- This should launch the screen below

- Click the link above to launch a new blank MCCD form.

Completing Part A

- Complete this section using the Spy Glass and tick box functions
- For Health Board Ares in which death occurred select University Hospitals Division.
- The time of death is automatically taken from TRAK.

Notes

BST/GMT changeover – (aka the clock change) This occurs only twice per year, so this answer would usually be no

Completing Part B

PART B - DETAILS OF THE CERTIFYING DOCTOR

This MUST be the Certifying Doctor signing the eMCCD.

Name

GMC Number

Enter care provider code

Business Contact Telephone Number

For a death in Hospital, Name of the Consultant responsible for the deceased

I hereby certify that to the best of my knowledge and belief, the information contained in this Medical Certificate of Cause of Death is correct.

Date   25/11/2024

It is very important that the details entered here match the signature on the printed certificate. PLEASE ensure once the certificate is finished it is PRINTED OUT AND SIGNED by the same person filling it in. Failure to do so requires the certificate to be edited, which leads to delays for the mortuary, registering the death and ultimately can cause significant delays to the family being able to organise the funeral.

Notes

- Enter your TRAK code and this should automatically populate your name and GMC number
- Please use 01312421340 (Catherine Scott's Extension) when completing Business Contact Telephone Number
- The named consultant should be the consultant responsible for the area where the patient died, at the time they died.

Completing Part C

This should be completed as you would normally complete the paper death certificate.

Notes

- Please do NOT use abbreviations

Completing Part D

Use the tick boxes to complete this section to the best of your knowledge and belief

Completing Part E

Notes

Additional information is usually only possible if waiting results of histology/pathology etc. It is not usually relevant for deaths occurring within the ED.

This is the last part of the actual certificate.

To preview the death certificate keep the status in the control section as entered and click on update.

This will give you the option to preview the death certificate on the following page.

Click "Preview" and this should bring up a draft copy of the MCCD. Once finished previewing the form, close the page and this should return you to the main MCCD screen.

If you are happy with the preview then click on the hyperlink to access the MCCD and update the controls section from Entered to Authorised and click apply.

The status of the MCCD should only be changed to Authorised once you have checked all details are correct. Once this MCCD is Authorised, you will be unable to make further changes.

To print the final copy click update. A final Authorised copy should print.

<div align="center" style="color:red">YOU MUST PHYSICALLY SIGN THIS COPY</div>

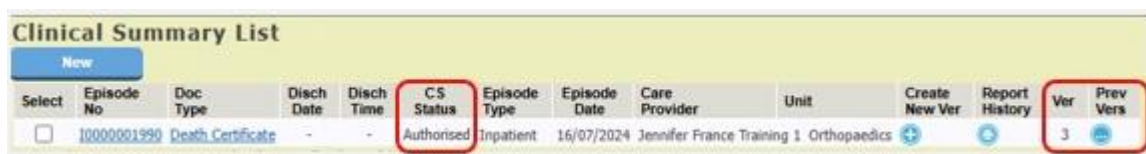If the certificate does not print out please see section below.

If you need to change something on the Certificate

If you need to change something on the final Authorised MCCD then you will need to create a new version.

As described above navigate to the correct episode of care when the death occurred and click on Death Certification (Exact steps outlined above)

Then click on Edit Summary

This screen should appear

You can see the current statis, version number and previous versions here.

Click on the Create New Version Icon

Previous versions will be evident and can be accessed using the hyperlinks as shown below

Click new to open a new version

When the new version opens, the fields will be pre-populated with the previous version's answers. Amend the necessary fields as require, before following the previous process to Authorise and print the new copy.

The new certificate will have a different serial number, so it can be told apart from the original.

The certificate should automatically print when authorised. The new certificate MUST be signed by the doctor documented in the MCCD as the certifying doctors.

Duplicate Death Certificates/Printing Issues

If there is an issue with the Death Certificate printing, a duplicate certificate can be printed.

Under the "Edit Summary" tab, click on the correct version of the Death Certificate. This will bring up a preview (it will say duplicate) and this page can then be printed.

The certificate with "Duplicate" is acceptable to use.