

## **SJH EMERGENCY DEPARTMENT BEREAVEMENT CHECKLIST**

**\*Please ensure all steps are completed\***

### **SEND THE FOLLOWING TO MORTUARY WITH PATIENT**

1. Death registration form for in-patient death
2. Deceased adult in-patient notification form
3. Mortuary card DC1
4. Mortuary card DC2
5. Death certificate (if completed)
6. 2 x name bands attached to patient

### **GIVE THE FOLLOWING TO NEXT OF KIN/FAMILY**

1. When Someone Has Died Leaflet (adults) OR Paediatric death leaflet (children)
2. ED contact information slip
3. Contact details for Bereavement Service to obtain copy of MCCD (if applicable)
4. Tissue donation patient information leaflet (if applicable)
5. White envelope (put above items inside)

### **ALWAYS CONSIDER TISSUE DONATION**

- ➔ Refer to tissue donation pathway card (A4)
- ➔ If applicable, use tissue donation sample sets and prompt card

### **TRAK ENTRY**

- ➔ Ensure both of the following are entered under Correspondence tab and authorised:
- 1. Death verification: \deathver
- 2. Death certification: \deathcert

### **NOTIFY GP**

- ➔ Email: type "Clinical GP" then name of practice in address bar of email
- ➔ Or phone