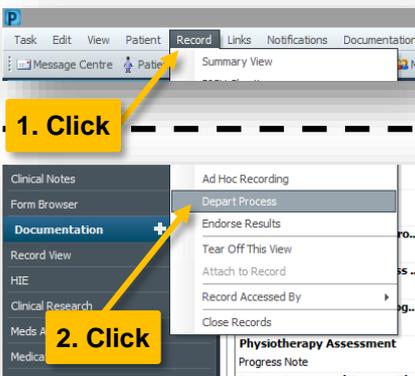


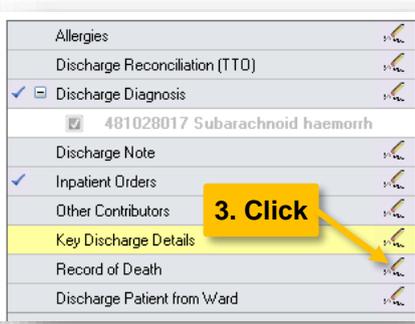
A guide to the completion of paperwork after deaths in neurointensive care

Confirmation of death form (on iCLIP)

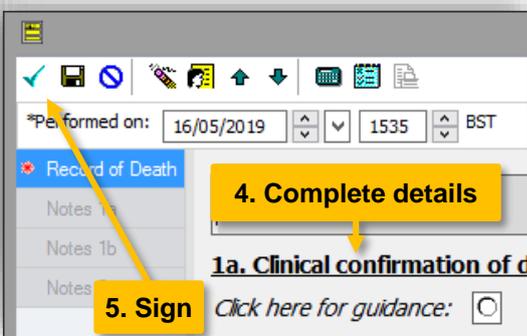
1. Open the **Record** drop-down menu, and from this select **Depart Process**



2. In the window that opens, click the **pencil icon** to the right of **Record of Death**

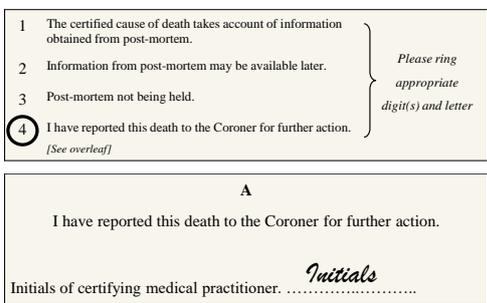


3. Complete the form as appropriate. To save a partly-completed form (e.g. in case you need to refer to clinical documentation) click the **floppy disk icon**. To sign the completed form, click the **green tick**.



Medical Certificate of Cause of Death and Cremation 4 form (on paper)

Complete these if the cause of death is **known** and **not violent or suspicious**.
 If you also need to refer to HM Coroner (see below), please complete the MCCD with the **proposed cause of death** and circle **4. I have reported the death to the Coroner for further action**; and on the reverse, put your initials in **Box A** (see right).
 This certificate and Cremation 4 form should be sent to Bereavement Services. If HM Coroner is happy that no further investigation is necessary, they will notify Bereavement and the death certificate will be issued to the family.



Referrals to HM Coroner (electronic document to be emailed)

Deaths must be referred to HM Coroner if any of the criteria listed on the referral form are met. In addition, we are currently required to refer deaths for all patients who had any neurosurgical or neuroradiological procedure in their final illness episode. **Liaise with the ICU consultant before submission.**

1. Access the electronic **referral template** at bit.ly/deathpaperwork
2. Complete the document and save it on your K-drive
3. Save a copy as a PDF and **email it to the Coroner's officers (copying in bereavement)** as described on page 1 of the form
4. Upload the completed referral to **iCLIP** (where it will also serve as the ICU episode summary)

Uploading the Coroner referral to iCLIP

1. Click **+Add** to the right of **Documentation**
2. Open a blank document (e.g. from the **Document Template** tab, click **OK** and select **Dynamic Content Creation** from the list)
3. Click the **Paperclip** icon in the toolbar
4. Browse to locate the file on your K-drive
5. Click **Attach** then **OK**
6. Click **Sign/Submit** and enter title of document as **Coroner referral and NICU episode summary**

GP letter (on iCLIP)

Enter the main **Diagnosis** and complete the **Discharge Note** (the narrative clinical summary)

1. Click to enter diagnosis(es)

2. Click

3. Search for diagnosis(es) then add relevant details

4. Edit discharge note

5. Complete the narrative account in the **Clinical Summary** field. This can be copied from the Coroner referral, if available. Ignore the other fields. Click the **green tick** to sign.

6. Green tick to sign

7. After finishing all the above, click **Complete**

Enter summary here

Print Complete Close