NOTIFICATION OF DEATHS IN PHT

All external notifications to be referred to a central point, Registration Office, Health Records Library, where a strict policy can be adhered to.

External Notification

Communication from Next of Kin (NOK) or Other Relatives

Registration to validate notification from this source by confirming details with GP to ensure call is genuine.

GP Surgeries

GP surgeries to fax or e-mail the Registration Office on a daily basis, to ensure details are recorded in a timely manner, a proforma is available to GPs (See Appendix 2).

Local Hospice

Local Hospice to follow the same procedure as GPs and fax or e-mail the Registration Office on a daily basis, to ensure details are recorded in a timely manner, a proforma is available to GPs (See Appendix 2). *Telephone calls should not be acceptable.*

Coroner List

Action for this list will remain with Gosport/St James but timescales need to be addressed,

Registering Deaths on PAS

When information has been validated, Death to be recorded on PAS using PMI – RPD, this will automatically close any outstanding appointments on PAS. It is Registrations responsibility to inform all Departments that store notes.

Internal Notification

When a patient dies on a ward, the ward staff will record the death on discharge of the patient on PAS. This procedure will automatically close any outstanding appointments on PAS.

Responsibility for notification of Deaths to the Registration Department is a shared function for both Nursing and Ward Clerk staff. Registration should be informed in a timely manner using a proforma (See Appendix 2).

Registration will notify GPs of all in-patient deaths by using a proforma. (See Appendix 2). It is Registrations responsibility to inform all Departments that store notes.

Transport

Registration will fax a daily list of all deaths to the Patient Transport Service who will take on responsibility for canceling all booked transport for deceased patients.

The Patient Transport Service will need to check on average 900 patients (registered dead on PAS) per month to avoid distress to relations and friends. The current system is of high risk of missing a deceased patient as is not centralised under a Departments ownership.

Audit of the Notification of Deaths in PHT

Registration to maintain a copy of all notifications of deaths and actions carried out to ensure a clear audit process.