**QUICK GUIDE – GP REFERRAL TO ME SERVICE**

* Upon notification of death referring GP should complete the “GP Referral to ME Service” template and save as consultation. Please do not use any other type of template such as Ardens. Please tell the nominated family representative/next of kin to expect contact from the ME Service. If there is no NoK then provide the ME Service with details of whomever is registering the death or arranging the funeral.
* Send cross organisational “Admin Note” task to the “BNSSG Medical Examiner Service referrals” EMIS Team with the **patient’s name, NHS number and date of birth**. If Urgent Release is required, please mark task as URGENT and follow up with telephone call.
* On receipt of referral ME Service will send “Patient Note” task of acknowledgement to the referring GP and the Practice’s After Death Documentation Emis Team.
* Once scrutiny has been completed, a “Form to Complete” task regarding the outcome will be sent to both the referring GP and the Practice’s After Death Documentation Team.
* The ME Service outcome will include:
  + Agree with Cause of Death – please issue MCCD.
  + ME has a query and would like to discuss the case.
  + ME has identified potential requirement for referral to HM Coroner.
* Once MCCD is completed by the referring GP, please import this into EMIS, and notify the ME Service via “Patient Note” to the “BNSSG Medical Examiner Service referrals” inbox.
* ME Service will speak with the nominated family representative/next of kin to explain the cause of death. Any feedback/concerns will be passed to the appropriate individual or organisation.
* ME Service will send completed MCCDs to Registrar Offices and notify next of kin when this has been actioned. The paper MCCD should be retained by The Practice for four weeks before being destroyed in confidential waste.
* Finally, the ME Service will send a “Patient Note” task to both the referring GP and the Practice’s After Death Documentation Team to advise that all actions are complete, and the patient can be deducted.

The ME service is available for advice – if you have any concerns or queries,

please contact us:

Email [nbn-tr.medicalexaminer@nhs.net](mailto:nbn-tr.medicalexaminer@nhs.net) or

Telephone 0117 414 0074 (ME) 0117 4140071, 40072, 40073 (MEOs)

**Medical Examiner Service Drop in Clinic –**

**every Wednesday from 1 to 2 pm**

Microsoft Teams meeting

Meeting ID: 361 186 755 357   
Passcode: 8Crm3k

Please note this will be an opportunity to ask questions, receive updates or trouble shoot issues but individual clinical cases will not be discussed.

For these please contact the ME Office

on 0117 4140074 or email [nbn-tr.medicalexaminer@nhs.net](mailto:nbn-tr.medicalexaminer@nhs.net)