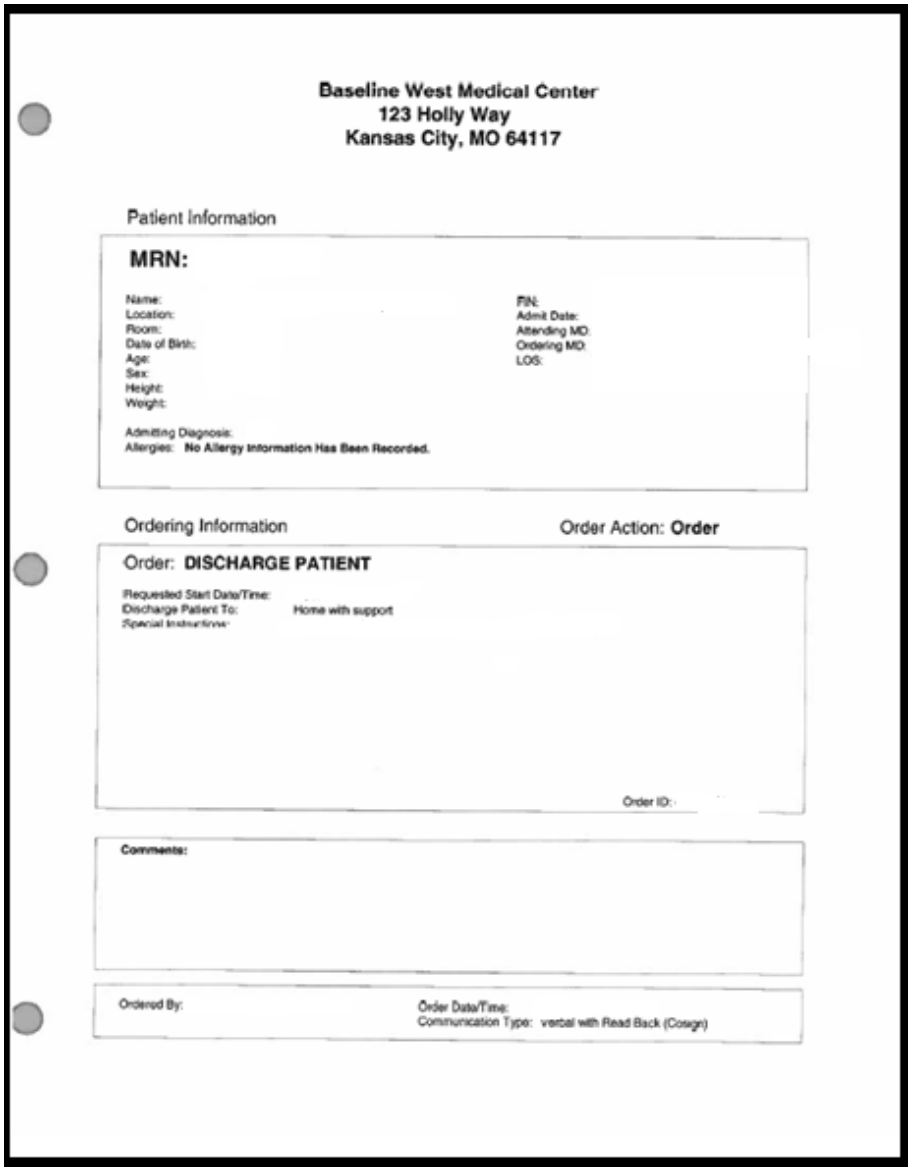
ED Registration Death Process

1. The **Discharge** will print out on ED Registration printer(similar to the old discharge/death communications). It should be kept with the paper work and filed in the death binder once the body has been released.



Baseline West Medical Center
123 Holly Way
Kansas City, MO 64117

Patient Information

MRN:

Name:
Location:
Room:
Date of Birth:
Age:
Sex:
Height:
Weight:

FIN:
Admit Date:
Attending MD:
Ordering MD:
LOS:

Admitting Diagnosis:
Allergies: **No Allergy Information Has Been Recorded.**

Ordering Information — Order Action: **Order**

Order: **DISCHARGE PATIENT**

Requested Start Date/Time:
Discharge Patient To: Home with support
Special Instructions:

Order ID:

Comments:

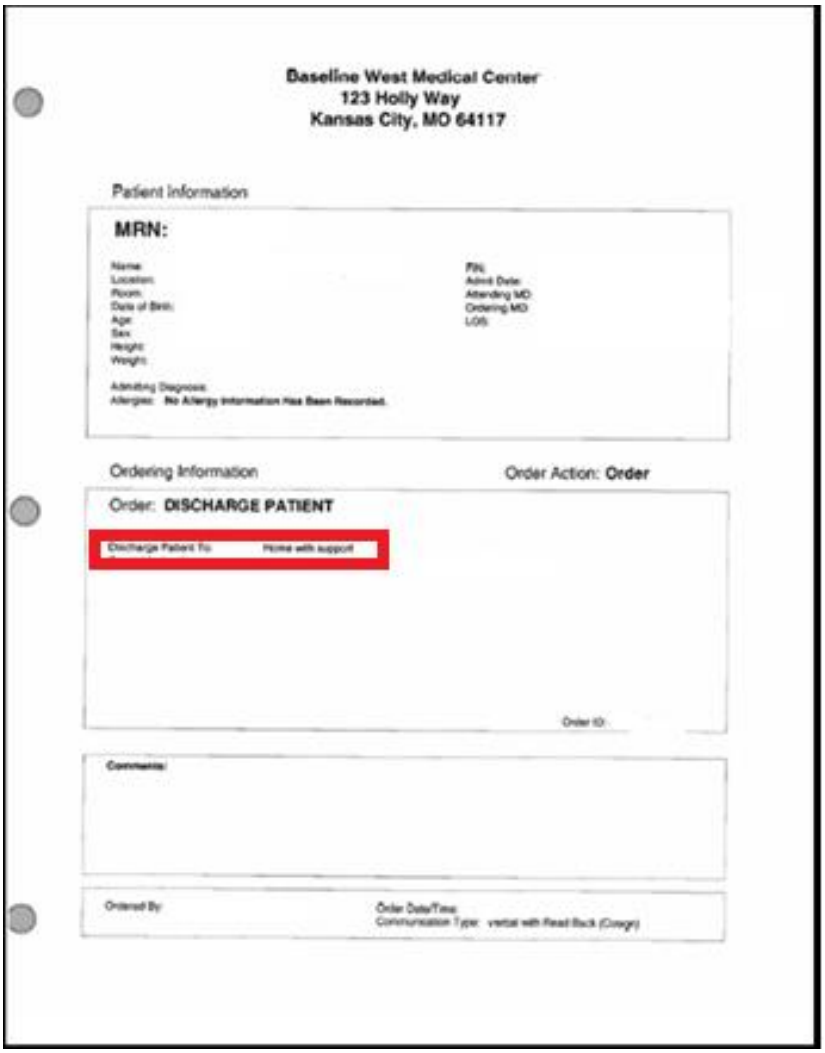
Ordered By:

Order Date/Time:
Communication Type: verbal with Read Back (Cosign)

2. If the "**Discharge patient to**" field is equal to one of the following it is your new "death notification".

a. "Died in facility"
b. "Died on arrival (DOA)"
c. "Died while on pass/leave"
d. **"Died with MAID"**

All discharge print outs that do **NOT** have a "**discharge patient to**" of "**died**" should be kept for five days and can then be shredded.



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Admit Date:
Attending MD:
Ordering MD:
LOS:

Admitting Diagnosis:
Allergies: No Allergy Information Has Been Recorded.

Ordering Information

Order Action: **Order**

Order: **DISCHARGE PATIENT**

Discharge Patient To: Home with support

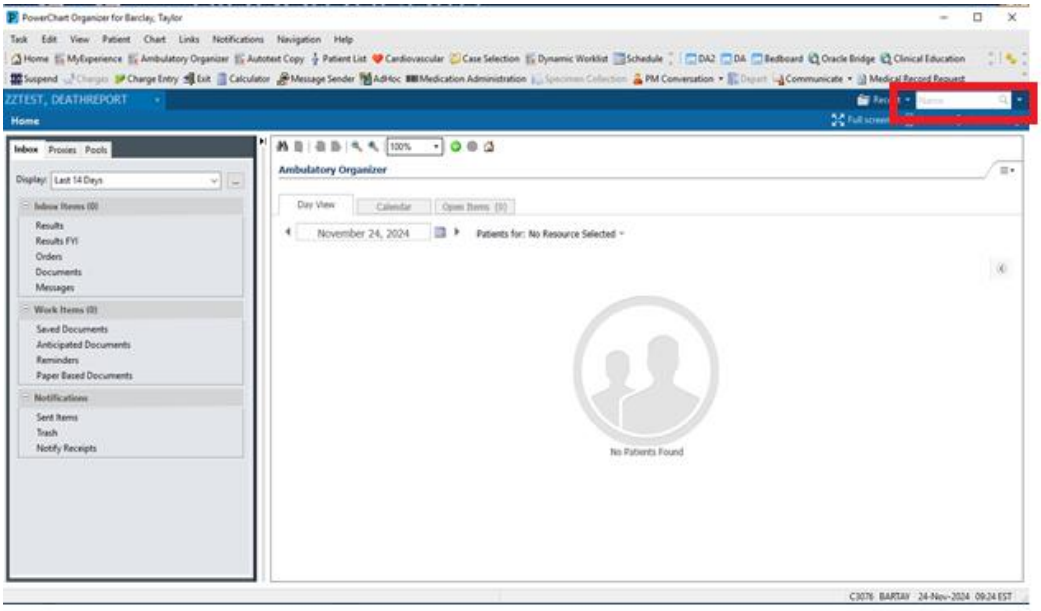
Order ID:

Comments:

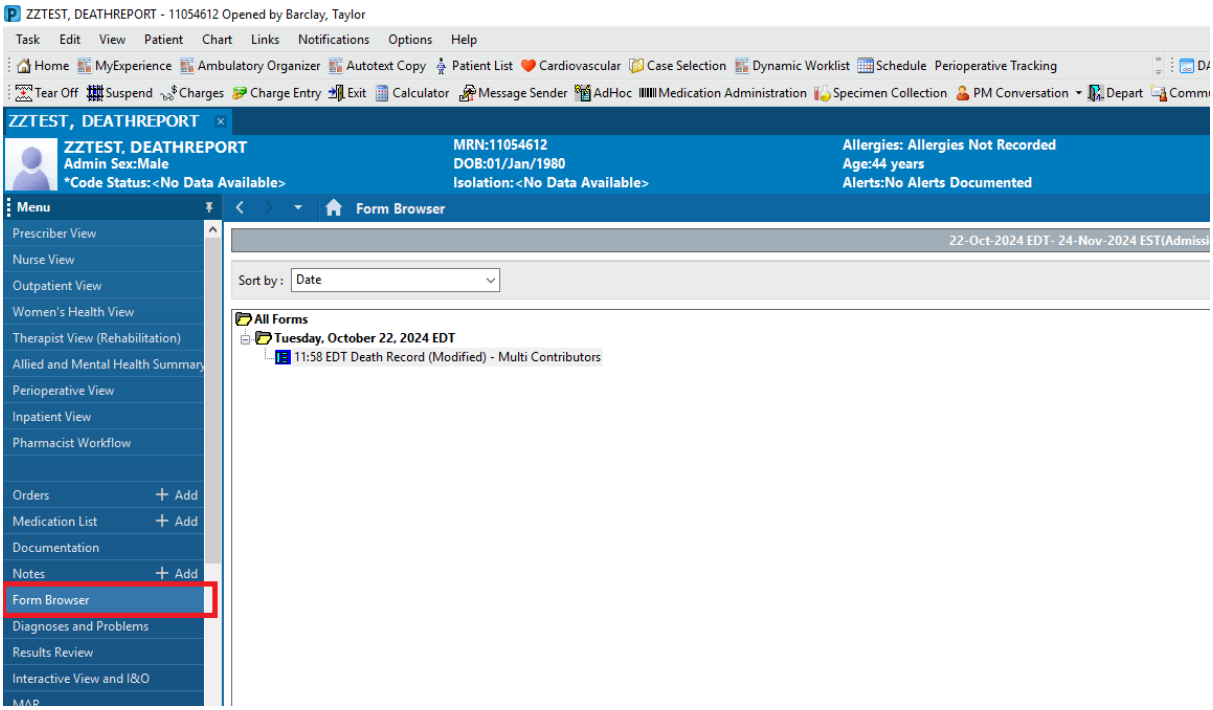
Ordered By:

Order Date/Time:
Communication Type: verbal with Read Back (Cosign)

3. At this time, sign into **powerchart**. Beside the search field click on the **arrow** and change from Name to FIN. Then enter the FIN in the search field to open the patient chart.

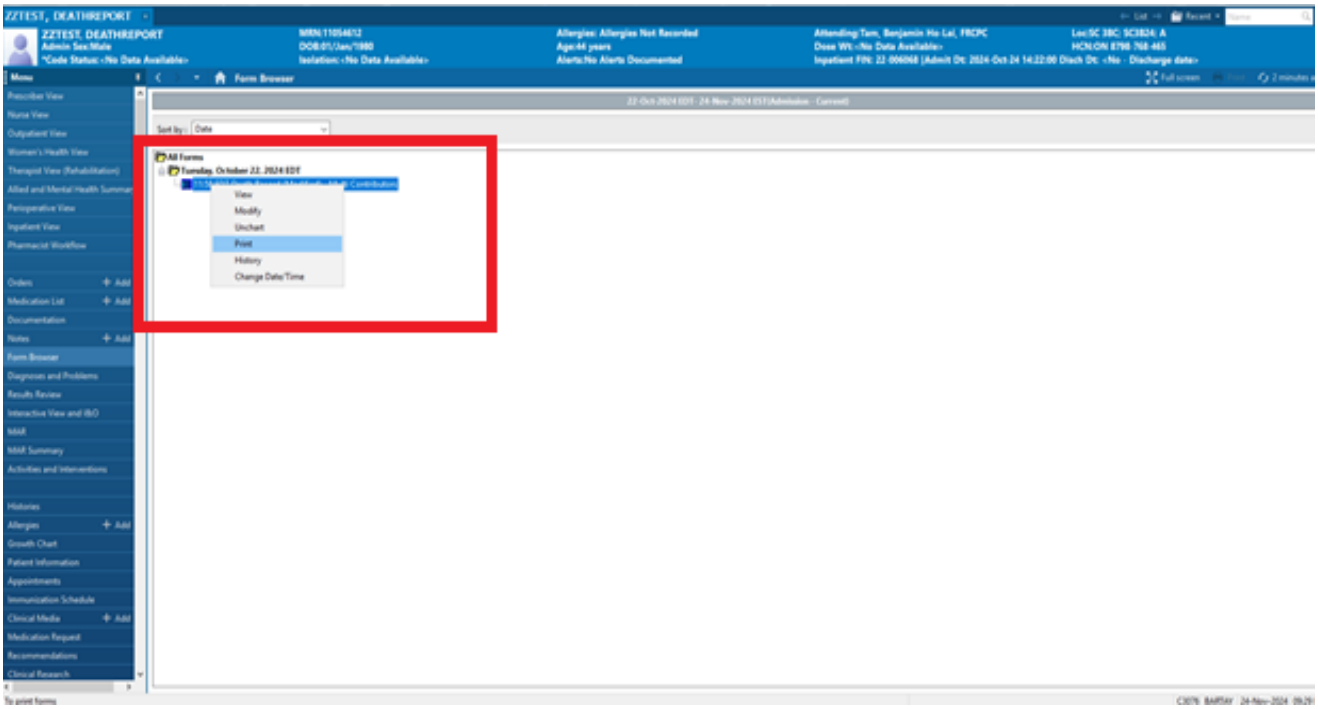


4. Along the left-hand side in the blue section select “Form Browser”.

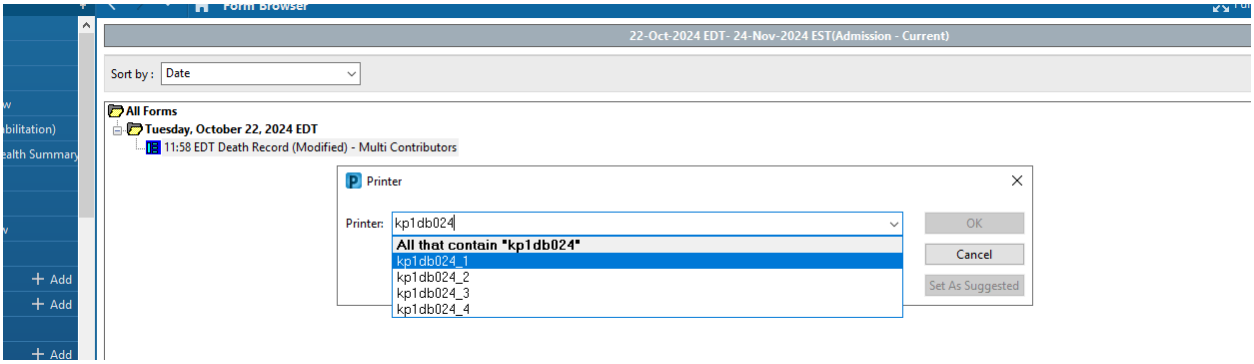


5. Within the All Forms list find “**Death Record**”.

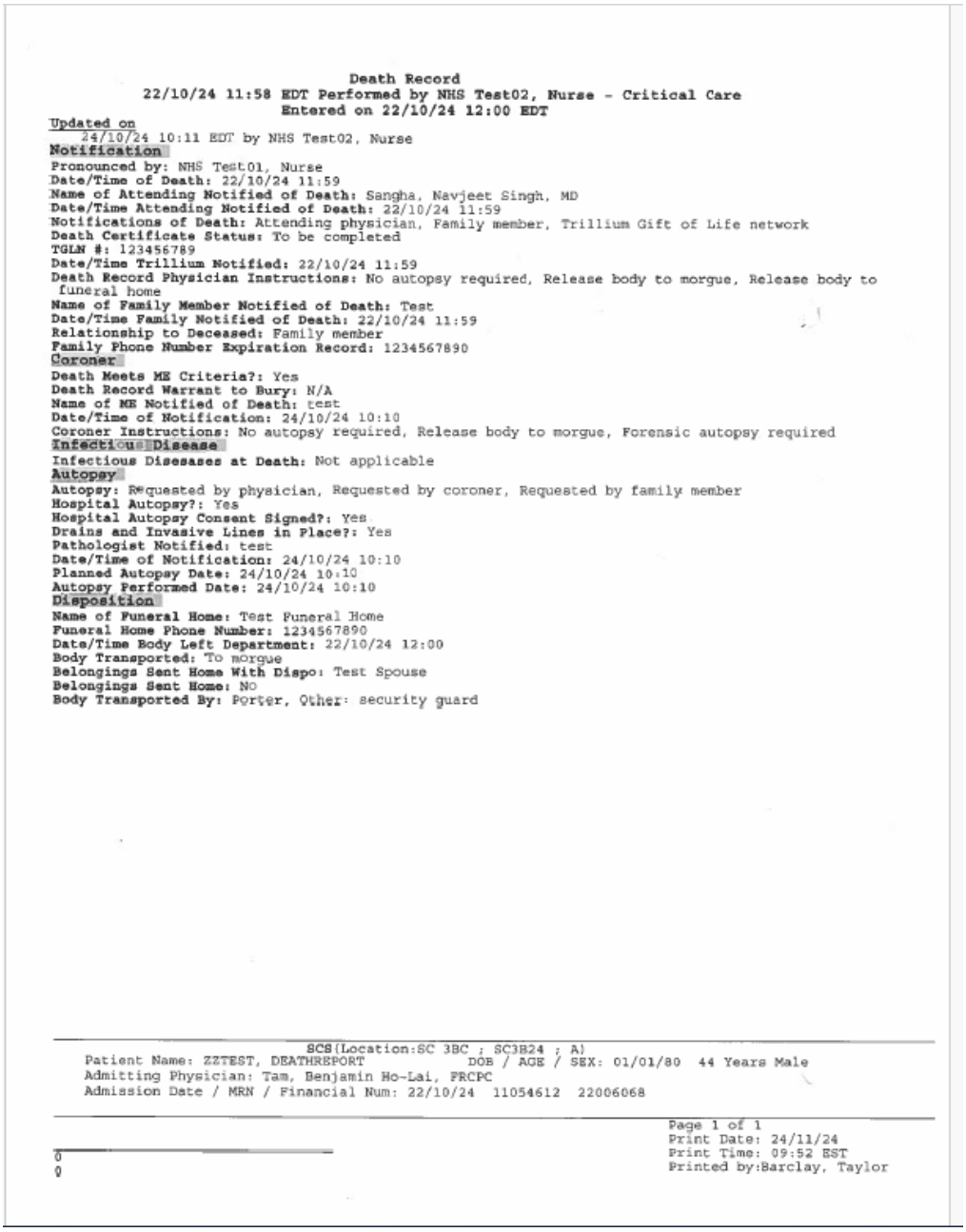
6. Right click on Death Record and select “**Print**”.



7. Type in the **printer name and tray** that the Death Record should print on.



8. This is what the printed Death Record looks like. It includes every field that nursing has filled out within the power form. Use this to fill out the Death Check List. If there are ant detail missing, it means the field was missed in the form, call the floor to get the details and update the power form. This form should be filed with the checklist in the death binder once the body has been released.



Death Record
22/10/24 11:58 EDT Performed by NHS Test02, Nurse - Critical Care
Entered on 22/10/24 12:00 EDT

Updated on
24/10/24 10:11 EDT by NHS Test02, Nurse

Notification

Pronounced by: NHS Test01, Nurse
Date/Time of Death: 22/10/24 11:59
Name of Attending Notified of Death: Sangha, Navjeet Singh, MD
Date/Time Attending Notified of Death: 22/10/24 11:59
Notifications of Death: Attending physician, Family member, Trillium Gift of Life network
Death Certificate Status: To be completed
TGLN #: 123456789
Date/Time Trillium Notified: 22/10/24 11:59
Death Record Physician Instructions: No autopsy required, Release body to morgue, Release body to funeral home
Name of Family Member Notified of Death: Test
Date/Time Family Notified of Death: 22/10/24 11:59
Relationship to Deceased: Family member
Family Phone Number Expiration Record: 1234567890

Coroner

Death Meets ME Criteria?: Yes
Death Record Warrant to Bury: N/A
Name of ME Notified of Death: test
Date/Time of Notification: 24/10/24 10:10
Coroner Instructions: No autopsy required, Release body to morgue, Forensic autopsy required

Infectious Disease

Infectious Diseases at Death: Not applicable

Autopsy

Autopsy: Requested by physician, Requested by coroner, Requested by family member
Hospital Autopsy?: Yes
Hospital Autopsy Consent Signed?: Yes
Drains and Invasive Lines in Place?: Yes
Pathologist Notified: test
Date/Time of Notification: 24/10/24 10:10
Planned Autopsy Date: 24/10/24 10:10
Autopsy Performed Date: 24/10/24 10:10

Disposition

Name of Funeral Home: Test Funeral Home
Funeral Home Phone Number: 1234567890
Date/Time Body Left Department: 22/10/24 12:00
Body Transported: To morgue
Belongings Sent Home With Dispo: Test Spouse
Belongings Sent Home: NO
Body Transported By: Porter, Other: security guard

SCS(Location:SC 3BC ; SC3B24 ; A)
Patient Name: ZZTEST, DEATHREPORT DOB / AGE / SEX: 01/01/80 44 Years Male
Admitting Physician: Tam, Benjamin Ho-Lai, FRCPC
Admission Date / MRN / Financial Num: 22/10/24 11054612 22006068

Page 1 of 1
Print Date: 24/11/24
Print Time: 09:52 EST
Printed by:Barclay, Taylor

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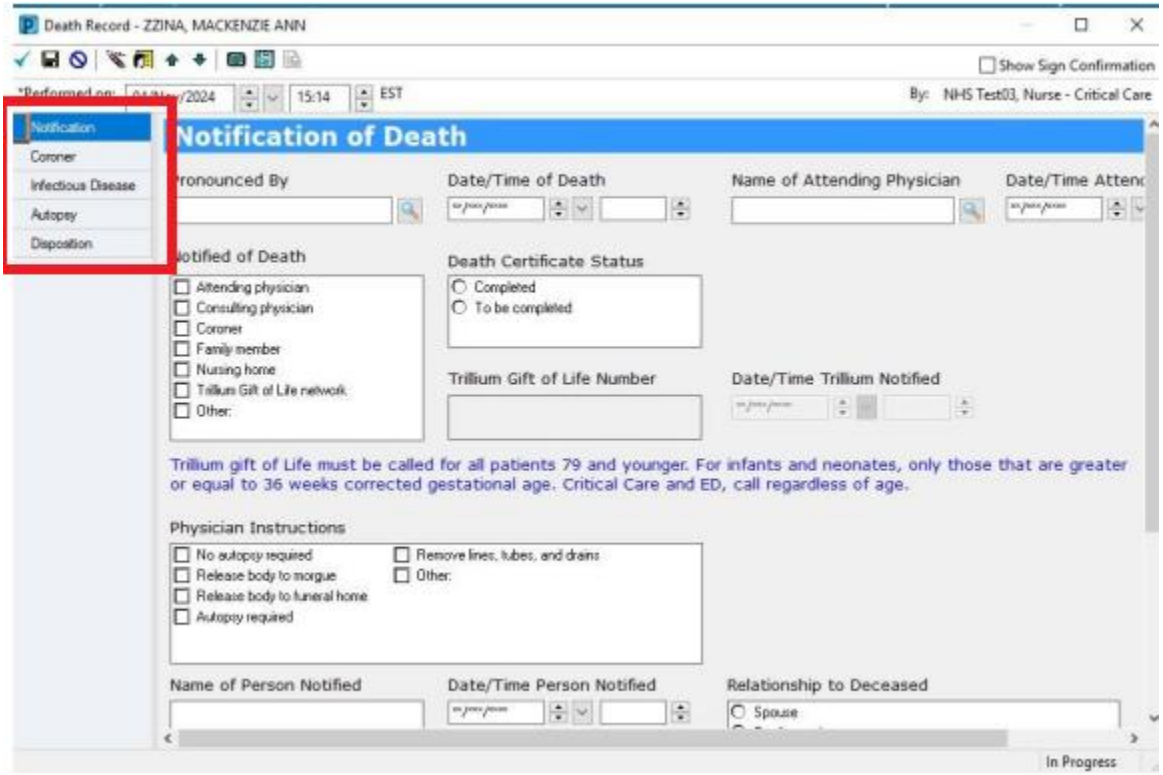
9. In the event there is a need to view the Death Record to check for missing information, double click on the "**Death Record**" and it will open the electronic version.

10. The Death Record is divided into sections. On the left-hand side click on the section to view it.

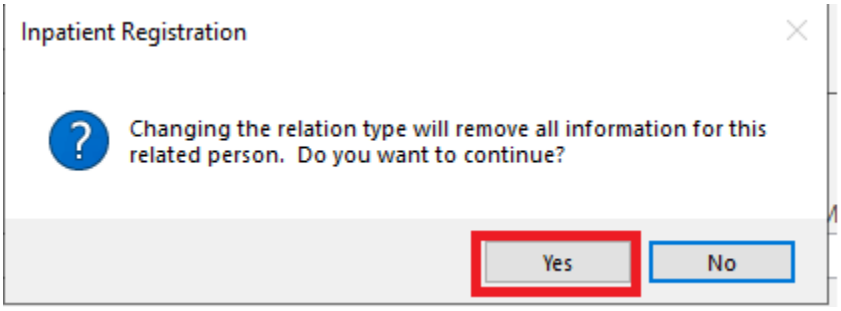


Once the death checklist is completed with the information in the Death Record, continue with current workflow to facilitate the release of the body.

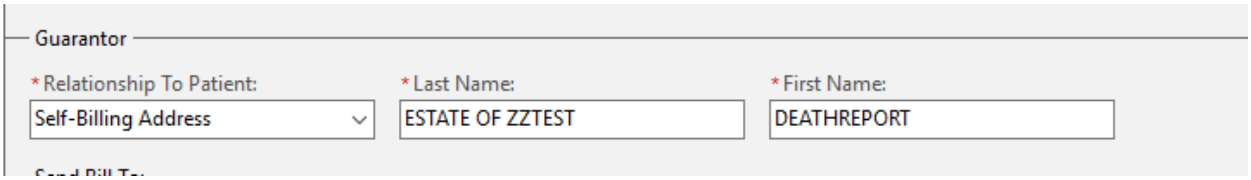
ADDING "ESTATE OF" TO THE GUARANTOR

1. Sign in to Access Management Office/Conversation Launcher.
2. The Patient must be discharged (maybe wait until you receive the Morgue sign in/out sheet from Security as a trigger to do this step), choose the "Modify Discharged Encounter" conversation.

3. Navigate to the Primary Insurance tab, scroll down to the Guarantor section.
4. Change “Relationship to patient” field to “**Self-Billing Address**”
5. Select “Yes” to the pop-up below. It will clear the fields.



6. In the “Last Name” field type “**Estate of** “ (do not include the quotes) and re-type Last Name, then re-type the First Name. It should look like this.



7. In the “Street Address” field type “same” this will copy the patient address from the patient information tab.
8. Click “OK” to file the conversation, there will be a pop-up warning you that the patient is over 18 and the relationship to patient is not SELF. It asks if you want to change the Guarantor, you will select “NO” because you have already changed the information to what it needs to be. If you select “YES” by accident it will force you back to the Guarantor section, just repeat the previous steps in step 8.