

## **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 Bints: Age: Sex: Height: Workt-	FIN: Admit Date: Attending MD: Ordering MD: LOG:	
Admitting Diagnosis: Allergies: No Allergy Information Has	Been Recorded.	
Ordering Information	Order Action: Order	
Order: DISCHARGE PATI Requested Staft Dato/Time: Discharge Patient To: Home v Special Instructivive:	ENT #h support	
	Crear ID-	
	0.001 (D).	
Commente:		



- 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.

)	Baseline West Medical Center 123 Holly Way Kansas City, MO 64117			
	Patient Information			
	MRN: Asma Lonan Pourn Pourn Seen of bits: Apr See Regist: Veryth Asmang Disprese Adverges: No Adverge Internation Register	PNI Admit Date Admit Date Admit QuD Octoming MD LOIS		
	Ordering Information	Order Action: Order		
D	Order: DISCHARGE PAT	TENT with support		
	Community	Onder 10		



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.

PowerChart Organizer for Barclay, Taylor		o x
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Indoox Provins Pools	M B   B B   S S 1005 - Q B Q	
Displays Last 14 Days	Ambulatory Organizer	/=•
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Results Results FVI Ordens Documents Messager	November 24, 2024     Patients for: No Resource Selected -	10
Work Items (0)		
Seved Documents Anticipated Documents Reminders Paper Based Documents		
Notifications		
Sera Rama Nach Notify Recepts	No Patients Found	

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

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Task Edit View Patient Ch	nart Links Notifications Options	Help		
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ZZTEST, DEATHREPORT	×			
ZZTEST, DEATHREP Admin Sex:Male *Code Status: <no data<="" td=""><td>ORT Available&gt;</td><td>MRN:11054612 DOB:01/Jan/1980 Isolation:<no available="" data=""></no></td><th>Allergies: Allergies Not Recorded Age:44 years Alerts:No Alerts Documented</th><td></td></no>	ORT Available>	MRN:11054612 DOB:01/Jan/1980 Isolation: <no available="" data=""></no>	Allergies: Allergies Not Recorded Age:44 years Alerts:No Alerts Documented	
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Nurse View				
Outpatient View	Sort by : Date	~		
Women's Health View	P All Forms			
Therapist View (Rehabilitation)	Tuesday, October 22, 2024 ED	T NAME AND A		
Allied and Mental Health Summary	III:58 EDT Death Record (Mic	alfied) - Multi Contributors		
Perioperative View				
Inpatient View				
Pharmacist Workflow				
Orders + Add				
Medication List + Add				
Documentation				
Notes + Add				
Form Browser				
Diagnoses and Problems				
Results Review				
Interactive View and I&O				
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5. Within the All Forms list find "Death Record".



6. Right click on Death Record and select "Print".

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Admin Section Port	RT valable:-	MRN: 11054673 DOB:01/Jan/1980 Isolation: «No Data Assiluble»	Allergies: Allergies Not Resorded Age:44 years Alerts:No Alerts Documented	Attending Tam, Benjamin He Lai, FRCHC Dese WK -Ne Data Available- Ingetient FDI: 22 006048 (Admit Dt. 2024 Oct 24 14:22:00 0	LectiC 38C; SC3824; A HCN/ON 8798; 768:465 lach Dt: <ne -="" dates<="" discharge="" td=""><td></td></ne>	
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To print forms					CIERE BARTAY 24-1	Nov-2524 (9629)

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	h Record	
22/10/	24 11:58 EDT Performe Entered on 2	d by NHS Test02, Nurse - Criti 2/10/24 12:00 EDT	cal Care
24/10/24 10:11	EDT by NHS Test02, Num	rse	
Pronounced by: NH	5 Test01, Nurse		
Name of Attending Date/Time Attendi	Notified of Death: San	gha, Navjeet Singh, MD 2/10/24 11:59	
Notifications of Death Certificate	Death: Attending physic Status: To be complete	ian, Family member, Trillium Gift d	: of Life network
Date/Time Trilliu Death Record Phys	m Notified: 22/10/24 11 ician Instructions: No	159 autopsy required, Release body to	morgue, Release body to
Name of Family Me Date/Time Family	mber Notified of Death: Notified of Death: 22/1	Test 0/24 11:59	1
Relationship to D Family Phone Numb Coroner	eceased: Family member er Expiration Record: 1	234567890	
Death Meets ME Cr Death Record Warr	iteria?: Yes ant to Bury: N/A		
Name of ME Notifi Date/Time of Noti Coronar Tratructi	ed of Death: test fication: 24/10/24 10:1	0 A Pelesse body to porces. Foren	tic sutoney required
Infectious Dises	ses at Death: Not appli	cable	arc autopay required
Autopsy: Requeste	d by physician, Request	ed by coroner, Requested by famil	ly member
Hospital Autopsy? Hospital Autopsy Drains and Invasi	: Yes Consent Signed?: Yes ve Lines in Place?: Yes	1	
Pathologist Notif Date/Time of Noti	ied: test fication: 24/10/24 10:1	10	
Autopsy Performed Disposition	Date: 24/10/24 10:10 Date: 24/10/24 10:10		
Name of Funeral H Funeral Home Phon	ome: Test Funeral Home e Number: 1234567890	13.40	
Body Transported: Belongings Sent H	To morgue (ome With Dispos Test Sp	12:00	
Belongings Sent H Body Transported	ome: No By: Porter, Other: secu	urity guard	
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2			
2	SCS (Locati	on:SC 3BC ; SC3B24 ; A)	
Patient Name: Admitting Phy Admitsion Dat	SCS(Locati ZZTEST, DEATHREPORT sician: Tam, Benjamin He / MRN / Financial Num	on:SC 3BC ; SC3E24 ; A) DOB / AGE / SEX: 01/01/8 c-Lai, FRCPC : 22/10/24 11054612 22006068	30 44 Years Male
Patient Name: Admitting Phy Admission Dat	BCS(Locati ZZTEST, DEATHREPORT sician: Tam, Benjamin H e / MRN / Financial Num	on:SC 3BC ; SC3B24 ; A) DOB / ADE / SEX: 01/01/8 C-Lal, FRCPC : 22/10/24 11054612 22006068	30 44 Years Male Page 1 of 1
Patient Name: Admitting Phy Admission Dat	SCS(Locati ZZTEST, DEATHREPORT sician: Tam, Benjamin H t / MRN / Financial Num	on:SC 3BC; SC3B24; A) DOB / AGE / SEX: 01/01/8 C-Lai, FRCPC : 22/10/24 11054612 22006068	30 44 Years Male Page 1 of 1 Print Date: 24/11/24 Print Time: 09:52 EST Printed W.Barclay, Taylor



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.

				Show Sign Confirmatio
edomed on: os	15:14 ST		By: NHS Te	st03, Nurse - Critical Can
Notification	Notification of Dea	ith		
Coroner Infectious Disease	ronounced By	Date/Time of Death	Name of Attending Physician	Date/Time Atten
Autopey	Q	erbenderen 🗧 📥		an pana panas
Disposition	otified of Death	Death Certificate Status		
	Attending physician Consulting physician Corner Family member	C Completed C To be completed		
	Nursing home     Trillum Gilt of Life network     Other	Trillium Gift of Life Number	Date/Time Trillium Notified	
	Trillium gift of Life must be called or equal to 36 weeks corrected of Physician Instructions	I for all patients 79 and younger. Fo gestational age. Critical Care and El	or infants and neonates, only those D, call regardless of age.	that are greater
	No sutopry required     Release body to morgue     Ot     Release body to furneral home	move lines, tubes, and drains her:		
	Autopay required			
	Autopsyrequired Name of Person Notified	Date/Time Person Notified	Relationship to Deceased	

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.

Inpatient	Registration	×	
?	Changing the relation type will remove all information for this related person. Do you want to continue?		
	Yes No		

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.

— Guarantor —			
* Relationship To Patient: Self-Billing Address ~	* Last Name: ESTATE OF ZZTEST	* First Name: DEATHREPORT	
Carad Dill Tax			

- 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.