

MEDICAL STAFF

1. Prompt completion of electronic Medical Certificate of Cause of Death (eMCCD) or paper MCCD if unable to complete it electronically
2. Phone Next of Kin (NOK)
3. Offer to explain the Certified Cause of Death
4. Ensure no abbreviations have been used on the eMCCD/MCCD and it has been signed by the certifying doctor



NURSING STAFF

1. Complete Death Registration Form (DRF) with NOK, confirm NOK email (if available), phone number & choice of Registration Office
2. Explain the Registrar will contact them to make appointment to register the death.
3. Ask if NOK wish to receive a scanned copy of eMCCD/MCCD by **non-secure** email. If so, they must email Bereavement Service (bereavement.service@nhs.scot) to request this (this is an information governance requirement). If not, staff provide eMCCD/MCCD serial number as reference.
4. Issue the NOK a "When Someone Has Died Leaflet" which contains contact details for bereavement service
5. Scan both sides of the eMCCD/MCCD and the Death Registration Form to – loth.bereavementservice@nhs.scot or bereavement.service@nhs.scot (please ensure forms are sent as PDF's and are the correct way up). It is best to scan the documents to your email and then forward them onto our email address.
6. In the event of the next of kin requiring the funeral quickly due to religious, cultural or compassionate reasons: Please copy the next of kin or the registration office of their choice into the email to the bereavement service.
7. Put the paper copies of the eMCCD/MCCD and DRF in the internal mail marked:

"CONFIDENTIAL"

Bereavement Service

Room G6405

Ground Floor, South Corridor

Royal Infirmary Edinburgh



BEREAVEMENT SERVICE

1. On receipt of eMCCD/MCCD, check for accuracy, i.e. abbreviations and signature.
2. Contact ward's nominated person or medical staff (where appropriate) to resolve any errors on MCCD
3. Email MCCD & DRF paperwork to the registration office circled on the DRF, copying in Mortuary Services
4. Email copy of MCCD to NOK upon receipt of email from them to request it
5. Follow up any replies from bereaved NOK/family
6. Answer staff questions
7. Send original MCCD's to correct Registrar offices RECORDED DELIVERY