



# Medical Examiners

## TPP SystemOne

### Primary Care Practice Guidance

### 2024-25



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## Disclaimer

*This clinical system tool has been developed to support the launch of the associated initiative. It is the practice's responsibility to ensure the appropriate SNOMED codes recorded are applied to patient records and that the tools within this document are tested and displaying/retrieving information for the correct cohort of patients. Clinical system tools are only as good as the quality of the coded data that is recorded, and it remains the practice's responsibility to ensure that the tools are working as expected and are retrieving the correct patients. Patients who are not correctly coded will NOT be achieved. It is therefore important to ensure that SNOMED codes are recorded appropriately, this also supports you in meeting the accountability principle of your data protection obligations. In the case of searches, protocols and views, practices should review which SNOMED codes the tools are based on and use their clinical judgment to amend according to practice policy, if necessary. Further clarification, and assistance, is available by contacting the DQ team ([wyicb-leeds.dataqualityteam@nhs.net](mailto:wyicb-leeds.dataqualityteam@nhs.net)).*

## 1. Summary of the service

To support the new statutory medical examiner systems are being rolled out across England and Wales to provide independent scrutiny of all deaths not referred to His Majesty's Coroner. The Department of Health and Social Care (DHSC) death certification reform changes will become mandatory from April 2024.

This guidance outlines the Leeds agreed response and step by step process for Leeds practices.

Any enquires can be directed to

[leedsth-tr.communitymedicalexaminer@nhs.net](mailto:leedsth-tr.communitymedicalexaminer@nhs.net)

[wyicb-leeds.dataqualityteam@nhs.net](mailto:wyicb-leeds.dataqualityteam@nhs.net)

## 2. Referring proposed Death Certificates for checking by the Medical Examiners in SystmOne

Open the Medical Examiner Referral Template in the patient's record

The screenshot shows the 'Medical Examiner Referral' template in SystmOne. The top bar includes a date and time selector set to 'Mon 18 Mar 2024' at '11:26'. A warning message states: 'Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button'. The main content area has three tabs: 'Medical Examiners Referral' (selected), 'Relationships', and 'Guidance and Reference'. The 'Medical Examiners Referral' tab contains instructions for completing the Proposed Cause of Death Questionnaire and links to 'Medical Examiners Background' and 'Guidance for completing MCCD'. There are buttons for 'Proposed Cause of Death Questionnaire' and 'Refer to Medical Examiners Service - Leeds'. A section provides contact details for the LHT Medical Examiner's Office. At the bottom, there are checkboxes for 'Show recordings from other templates' (checked) and 'Show empty recordings'. The footer has buttons for 'Information', 'Print', 'Suspend', 'Ok', 'Cancel', and 'Show Incomplete Fields'.

The referral relies on the medical examiners being able to see the shared record in SystmOne. For this to happen, the patient share out settings need to be set to either have consent or for the practice policy to allow the share. This can be checked on the relationship tab of the template by clicking the **Record Sharing** button. Also you can check if the Next of Kin is recorded and if not add them using the **Record Relationship** button. (Though there is a section of the template to record this as free text).

The screenshot shows the 'Medical Examiner Referral' template in SystmOne, with the 'Relationships' tab selected. The top bar is the same as the previous screenshot. The 'Relationships' tab displays a table with columns for 'Name', 'Address', and 'Additional Information'. The table contains one entry for 'Mrs Sally Smith' at '999 Potternewton Lane, Leeds LS7 3DR', with 'Next Of Kin' in the 'Additional Information' column. Below the table, there are buttons for 'Record Relationship - Next of kin' and 'Record Sharing'. On the right side, there is a 'Record Relationship' section with a 'Record new relationship' button and a text area showing 'AB on 18 Mar 2024 11:26' and 'Wife: Mrs Sally Smith'. At the bottom, there are checkboxes for 'Show recordings from other templates' (checked) and 'Show empty recordings'. The footer has buttons for 'Information', 'Print', 'Suspend', 'Ok', 'Cancel', and 'Show Incomplete Fields'.

**Record Sharing**

**PATIENT, Test (Mr)** Born 17-Feb-1962 (62y) Gender Male NHS No. Unknown

Organisation Diamond Medical Group  
Consent period started 18-Mar-2024

An informed patient, in consultation with a Healthcare Professional, can choose to permit or restrict access to the information entered into their record at each organisation that accesses their record.  
The patient will be asked to give their record sharing consent at each organisation at which they receive care.  
The patient's consent can be changed at any time.

**Sharing Out**  
Does the patient consent to the sharing of data recorded here with any other organisations that may care for the patient?

☐ Yes - share data with other organisations  
☐ No - do not share any data recorded here  
☒ Consent not asked

☒ Yes - share record  
☐ No - do not share the record

☒ Policy  
☐ Mental capacity

practice policy

**Sharing In**  
Does the patient consent to the viewing of data by this organisation that is recorded at other care services that may care for the patient where the patient has agreed to make the data shareable?

☐ Consent given  
☐ Consent refused  
☒ Consent not asked

☒ View shared record  
☐ Do not view shared record

☒ Policy  
☐ Mental capacity

practice policy

Data Source

Ok Cancel

There should also be no extra verification requirement for the Medical Examiners in: Setup – Share in Rules – see appendix

### 3. Deducting Patients

The patient should not be deducted until the MCD has been approved, as this will end the share. This may require a change in process for practices who enter the date of death via the deduction screen.

The date of death can be set using the Patient – Patient Maintenance – Patient Details screen:

**Patient Details**

NHS number  Old-style NHS number

Hospital numbers  No hospital numbers recorded

Title  First name  Middle names  Surname

Former surname

Known as

Gender ☒ Male ☐ Female ☐ Indeterminate ☐ Unspecified / Unknown

Date of birth 17 Feb 1962 00:00 Age 62 y ☐ Test patient record

Place of birth Unknown

Date of death

Marital status

Ethnicity

Occupation  ☒ Clinical Term ☐ Free-text

Ok Cancel

Any future appointments can be removed if necessary (though appointments / visits and recalls will be removed automatically when the patient is deducted)

## 4. Using the Template

The template allows the proposed cause of death to be entered and a referral made to the examiners

Medical Examiner Referral Template

Other Details... Exact date & time Mon 18 Mar 2024 11:26

Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button [Hide Warning](#)

Medical Examiners Referral | Relationships | Guidance and Reference

For all deaths not referred to the Coroner, please complete the Proposed Cause of Death Questionnaire using the button below and save as Final Version. Then click the E-Referral button to refer the death to the Medical Examiner team.

For information about the Medical Examiner Service or completing MCCDs please use the following links: [Medical Examiners Background](#) [Guidance for completing MCCD](#)

[Proposed Cause of Death Questionnaire](#) [Refer to Medical Examiners Service - Leeds](#)

The Medical Examiner's Office aims to reply by the next working day; In the meantime:  
The Medical Certificate of Cause of Death (MCCD) can be written, but should not be issued until the Medical Examiner has reviewed the case  
Do not deduct the patient  
Future appointments and visits can be cancelled

If you have professional queries please contact the LTHT Medical Examiner's Office (weekdays except public holidays (8am to 5pm). These contact details are for clinicians and should **not** be shared with Next of Kin  
Phone: 0113 2058691 or  
email [leedsth-tr.communitymedicalexaminer@nhs.net](mailto:leedsth-tr.communitymedicalexaminer@nhs.net) or  
Write to: Medical Examiner Office (Trust Headquarters | Ground Floor (012) | St James University Hospital | Beckett Street, Leeds | LS9 7TF

☒ Show recordings from other templates  
☐ Show empty recordings

Information Print Suspend **Ok** Cancel Show Incomplete Fields

Click the Proposed Cause of Death Questionnaire button and complete the fields as required and save as a final version:

Proposed Information for Death Certificate

1 Type of referral

☒ Routine Referral (Patient Died)  
☐ Urgent Referral (Patient Died)  
☐ Pre-scrutiny Referral (Patient imminent death expected)

2 Confirmation of death - Date and Time

18 Mar 2024 09:30

3 Confirmation of death - Clinician Details (Name / Role / GMC or professional registration number)

Dr John Smith, GP, 4352167

Information regarding Type of referral:  
It is expected that most referrals will be Routine.  
The Urgent option should be used for cultural reasons, repatriation to other countries and paediatrics.  
Pre-scrutiny would be used where patients are expected to die on a weekend, bank holidays or during GP leave

4 1A Proposed disease or condition leading directly to death

Pneumonia

5 Duration of (1a) above

2 weeks

6 1B Other proposed disease or condition if any leading to 1a

Type 2 Diabetes

12 Describe (if applicable) any concerns about the death or cause of death

None

13 Name of Doctor who will be writing the MCCD

Dr John Smith

14 Phone number (Direct or Mobile) and email address if ME needs to contact

0778 2345678

15 Next Of Kin including contact details - If these are correct on the record, enter "See Relationships"

See relationships

16 Have you had a discussion with the NOK regarding the death?

☒ Yes  
☐ No

17 Details of NOK discussion


Discussed cause of death and next of kin and family satisfied with findings

Finish

## 5. Online Visibility

After completing the questionnaire you will be prompted to remove the online visibility of this entry as this may not be the final MCCD data.

About



Please untick the **visible in the online record** option at the foot of the following event details screen - this makes sure that anyone viewing the online record will not see cause of death information prior to the MCCD being issued.

You will be prompted for a reason which can be left blank (click ok)

[Why am I seeing this?](#)

Ok

Pause

Event Details

Date & Time

Exact date & time Mon 18 Mar 2024 11:26

Template

Apply Template New Template

Staff

Event done by ☒ Known staff member ☐ Unknown

Staff type Admin/Clinical Support Access Role

Authorised by Mr Andrew Beaumont (Admin/Clinical Support Access Role)

Location

Organisation Diamond Medical Group

Other location Surgery Save as default

Comments

Contact

Contact method ☐ Clinically relevant ☒ Admin event

☐ Event is incomplete (can be amended later)

Link to referral No linked referral Update Referral Status End Referral Include ended referrals

Link to team No team selected

Visibility

☒ Normal (Part of the shared record)

☐ Private (Not part of the shared record)

☐ Safeguarding Relevant

☐ Visible in the online record

Ok

Cancel

## 6. Sending the Referral

On the Medical Examiner Referral Template, click the **Refer to Medical Examiners Service – Leeds** button

The screenshot shows the 'Medical Examiner Referral Template' window. At the top, there's a header with 'Medical Examiner Referral Template' and a close button. Below it, a section for 'Other Details...' shows 'Exact date & time' as 'Mon 18 Mar 2024' at '11:26'. A warning message states: 'Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button'. Below this, there are three tabs: 'Medical Examiners Referral' (selected), 'Relationships', and 'Guidance and Reference'. The main content area has two columns. The left column contains instructions for completing the 'Proposed Cause of Death Questionnaire' and links to 'Medical Examiners Background' and 'Guidance for completing MCCD'. It also features two buttons: 'Proposed Cause of Death Questionnaire' and 'Refer to Medical Examiners Service - Leeds'. The right column, titled 'Record Relationship', shows 'Record new relationship' and 'AB on 18 Mar 2024 11:26' with 'Wife: Mrs Sally Smith'. At the bottom, there are checkboxes for 'Show recordings from other templates' (checked) and 'Show empty recordings'. A footer bar contains buttons for 'Information', 'Print', 'Suspend', 'Ok', 'Cancel', and 'Show Incomplete Fields'.

No changes are required, though supporting information can be added at the foot of the screen (in fact an entry of some type is mandatory) . There is no requirement to repeat any information regarding the proposed MCCD as this should have been added on the questionnaire.

The screenshot shows the 'New Electronic Referral' window. At the top, there's a header with 'New Electronic Referral' and a close button. Below it, a section for 'Other Details...' shows 'Exact date & time' as 'Mon 18 Mar 2024' at '11:26'. A warning message states: 'Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button'. Below this, there's a 'Referrer' dropdown set to 'Pooled List Rutland Lodge Medical Practice' with a 'Configure' button. The 'Recipient' section shows 'Medical Examiners Service - Leeds' with an 'Address Book' button. Below this, 'Recipient ID' is '585432150106' and 'Organisation ID' is a dropdown. The 'Caseload / team' section has a search icon and a dropdown. The 'Task recipient' section has radio buttons for 'User group' and 'Team' (selected). Below this, there's a search icon and a dropdown. The 'Read code' section shows 'Referral to Medical Examiner Service' with a red 'X' icon. The 'Type' section has a dropdown set to 'Hospital' and a checkbox for 'Re-referral'. Below this, there's an 'Advanced' button. The 'Urgency' section has a dropdown set to 'Routine'. Below this, there's a 'Referral summary' text area. At the bottom, there's a rich text editor with a toolbar and a text area containing 'I will be on leave from the end of the week'. A footer bar contains buttons for 'Ok' and 'Cancel'.



## 7. Confirmation of Referral Received

You will receive a task confirming the referral has been accepted.

The screenshot shows the 'All Tasks' interface for Mr Andrew Beaumont. The left sidebar lists various task categories, including 'Electronic Referral Accepted (1)'. The main panel displays a task table with the following details:

Updated	By	For	Patient	Task	Usual Branch	Status	Due Date	Started	Flags
18 Mar 2024	AB		Mr Test Patient	Electronic Referr...	Diamond Medica...	Not Started			

Below the table, a task description is provided:

Mon 18 Mar 11:51 - Mr Andrew Beaumont (Admin/Clinical Support Access Role) at Medical Examiners Service - Leeds  
The Hospital electronic referral to Medical Examiners Service - Leeds has been accepted.

Patient: PATIENT, Test (Mr)  
NHS Number:  
Date of Birth: 17 Feb 1962

Action this Task to update the status of the referral.

This can be actioned (click OK to complete the task):

The 'Update Referral Status' dialog box is shown. It includes a 'New status' dropdown menu set to 'Waiting for Assessment', a 'Comments' text area, and an 'End referral' checkbox. A 'Status History' panel on the right shows a single entry: '18 Mar 2024 Waiting For Information'. The dialog has 'OK' and 'Cancel' buttons at the bottom.

## 8. Feedback from the Medical Examiners

Once the medical examiners have scrutinised the case, they will send a task confirming the outcome.

The screenshot shows the 'All Tasks' interface for Mr Andrew Beaumont. The left sidebar lists various task categories, including 'Medical Examiner (1)'. The main panel displays a task table with the following details:

Updated	By	For	Patient	Task	Usual Branch	Status	Due Date	Started	Flags
18 Mar 2024	AB		Mr Test Patient	Medical Examiner	Diamond Medica...	Not Started	18 Mar 2024		

Below the table, a task description is provided:

Mon 18 Mar 11:56 - Mr Andrew Beaumont (Admin/Clinical Support Access Role) at Medical Examiners Service - Leeds  
The Medical Examiner agrees with the proposed MCD - Attending GP can release MCD

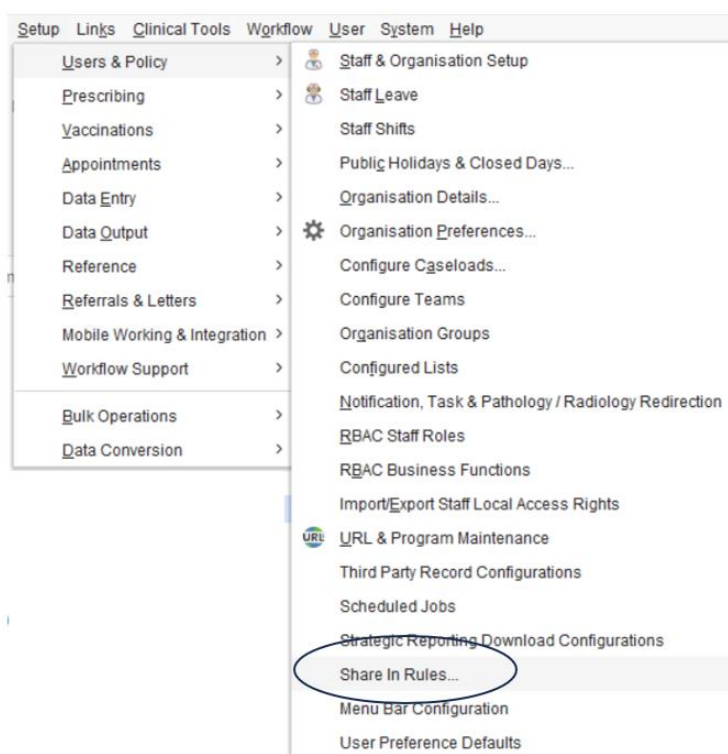
If you have professional queries please contact the LTH Medical Examiner's Office  
(weekdays except public holidays (8am to 5pm))  
Phone: 0113 2666691 or email leedsth-tr-communitymedicalexaminer@nhs.net

Additional information regarding the outcome (especially if there are changes suggested) can be found in the patient's Journal

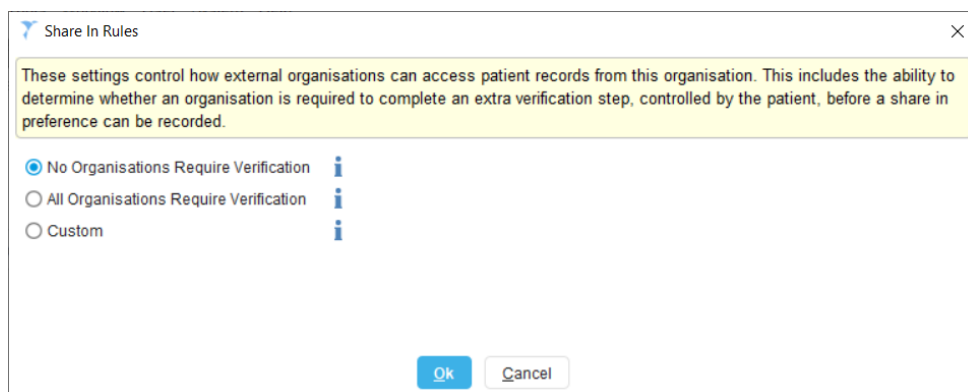


## 9. Appendix

Share In Rules (Setup – Users and Policy – Share In Rules) may hinder the sharing between your practice and the Medical Examiners.



If your practice has the setting **No Organisations Require Verification** then **no action is required** for the share to happen.



However, if your settings are set to Custom, then the Medical Examiners should be added to your list of organisations that do not require verification. The organisation code of the Leeds Medical Examiners is 585432150106

Please note, only make changes here if it is set to Custom already:

Share In Rules

These settings control how external organisations can access patient records from this organisation. This includes the ability to determine whether an organisation is required to complete an extra verification step, controlled by the patient, before a share in preference can be recorded.

☐ No Organisations Require Verification

☐ All Organisations Require Verification

☒ Custom

Do Not Require Verification

+ Add Organisation

+ Add Organisation Types

— Remove

Import

Export

Description	ID	Organisation/Organisatio...
Community Services		Organisation type
General Practice		Organisation type
Medical Examiners Service - Leeds	585432150106	Organisation
Palliative Hospital		Organisation type

4 Rules

Organisations That Cannot Access The Shared Record

+ Add Organisation

— Remove

Description	ID
-------------	----

No organisations selected

Ok

Cancel

## 10. Contact

Please contact the Leeds Medical Examiners Office by email or telephone with any queries

[leedsth-tr.communitymedicalexaminer@nhs.net](mailto:leedsth-tr.communitymedicalexaminer@nhs.net)

Tel. **0113 206 8691**

Or

Please contact initially [wyicb-leeds.dataqualityteam@nhs.net](mailto:wyicb-leeds.dataqualityteam@nhs.net) to discuss any issues with the clinical questionnaire, template and any searches to support the scheme. These will be discussed with Andy Beaumont, Clinical Application Specialist.