Medical Examiners

TPP SystmOne

Primary Care Practice Guidance

2024-25

Contents

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).

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

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 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).

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 MCCD 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:

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

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

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.

6. Sending the Referral

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

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.

7. Confirmation of Referral Received

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

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

8. Feedback from the Medical Examiners

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

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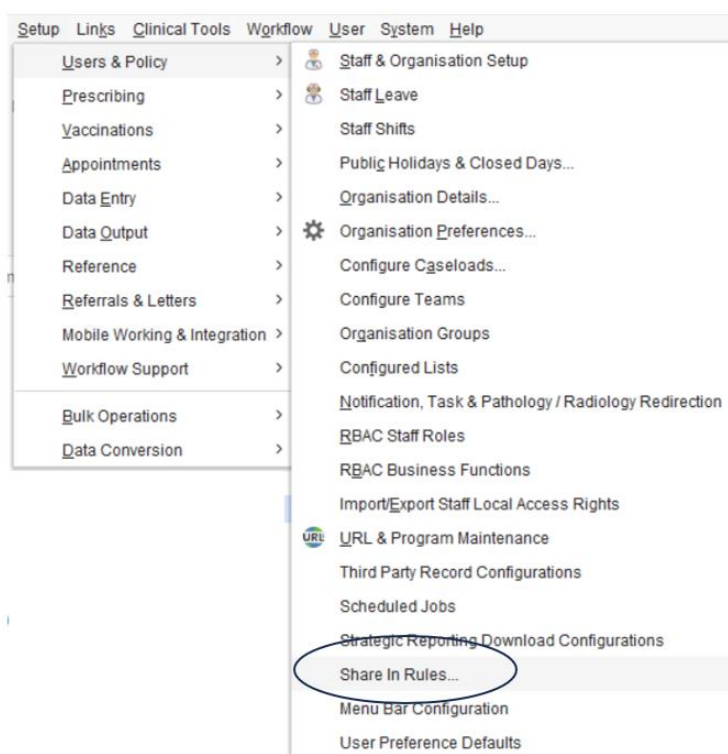
If your practice has the setting **No Organisations Require Verification** then **no action is required** for the share to happen.

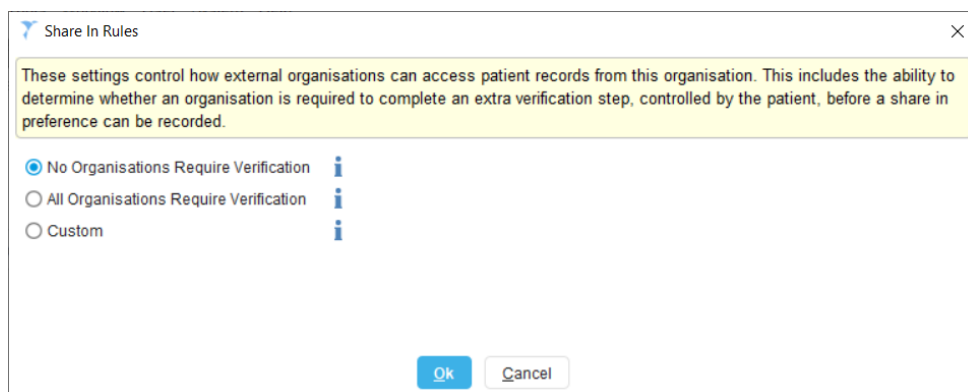However, if your settings are set to Custom, then the Medical Examiners should be added to your list of organisations that do not require verification. The organisation code of the Leeds Medical Examiners is 585432150106

wyicb-leeds.dataqualityteam@nhs.net   **March 2024**

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

10.   Contact

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

leedsth-tr.communitymedicalexaminer@nhs.net

Tel. **0113 206 8691**

Or

Please contact initially 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.