

Title	Death Certification Presumed Covid19
Applies to	All clinical staff both departments
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Advice for completion of death certificate in a case of proven/suspected COVID-19

It is acceptable to use the terms: COVID-19 infection or SARS-CoV-2 infection

If no virology result available: Presumed COVID-19 infection or presumed SARS-CoV-2 infection

It is best that the completion of certificate is carried out during office hours

- Complete the death certificate (form 11)
- Tick the Hazards box
- Inform the PF if the patient was a resident in a care home or where there is a suspicion that the patient may have contracted the virus in the course of their employment e.g. care home workers, NHS staff, public transport workers, otherwise DO NOT tick the PF box
- Photocopy 1 copy of certificate, for notes
- Ensure contact details of person/family member dealing with registration are documented in notes
- Ask next of kin if they wish to see a copy of MCCD

If they do, inform them that during Covid pandemic it can only be sent by email (highlight to them that this will be through their normal email route, ie no additional security around it).

Ask next of kin / family contact to contact relevant secretary with their e-mail address (alternatively document in records if relative present) / Secretary will ask next of kin / family contact to send them an email – ensuring that they include the name of the nominated Registration Office they wish to use.

Secretarial staff:-

When email received, select “Reply”, then:

- Check the list of Registration Offices and copy the email address to the “To” field – as well as retaining the email address of next of kin
- Add the serial number to the subject line – ensuring that the full name of the deceased is included
- Attach the MCCD for the deceased as an attachment and select “Send”
- Post the signed original MCCD to the nominated Registration Office

If they do not, advise that they will not be able to view the contents of MCCD and proceed as existing process.

Add a note to the patient records to reflect decision – agrees to / does not agree to a non-secure email

ADVISE FAMILY NOT TO GO TO REGISTRARS OFFICE. FUNERAL DIRECTORS ONLY

Re: Guidance to Medical Practitioners for Death Certification during the COVID-19 Pandemic Contact details:

- DCRS (death certification review services) 0300 123 1898

List of all Local Registration Offices can be found: <https://www.nrscotland.gov.uk/about-us/service-status>

Renfrewshire

louise.findlay@renfrewshire.gov.uk

cc

Karen.oneill@renfrewshire.gov.uk

Registration services

Renfrewshire House
Cotton Street Paisley
PA1 1TR

Inverclyde

registrars@inverclyde.gov.uk

Inverclyde Council Registrars

Municipal Buildings
Clyde Square
Greenock
PA15 1LY

Vale of Leven

dumbarton.registrars@west-dunbarton.gov.uk

Dumbarton Registrars

Municipal Buildings
College Street
Dumbarton
G82 1NR

NB - Glasgow - genreg@glasgow.gov.uk for Barrhead (G78) postcodes

Procurator Fiscal Telephone Number: 0300 020 1798