

## NEW DEATH REPORTING PROCEDURE

### **If your Family Member Dies at Home / Care Home**

Please inform the Surgery of Death

IF

#### AMBULANCE WAS CALLED IN & OUT OF OFFICE HOURS

1. Advise the Reception of Death
  - a) Date & Time of Death
  - b) Next of Kin Details  
(name, relationship, contact phone or mobile number and email address)
2. Documentation will be completed by Registered GP and will send this information to the Medical Examiner for approval.
3. Medical Examiner will approve documentation (this can take-up to 5 to 7 days)
4. Death Certificate will be issued and sent to Registry Office
5. You will make an appointment at the Registry Office
6. Advise on Funeral Arrangements, such as Cremation or Burial and which Funeral Home you have chosen.
7. If Cremation is required, Registered GP will send paperwork to the funeral home.

\*\* If Death is unexpected, the Medical Examiner will advise the coroner and this process will take longer for registering the death at the Registry Office\*\*

THIS IS ONLY DURING SURGERY  
OFFICE HOURS – 0118 958 2525

AFTER HOURS, PLEASE CALL 111

Please inform the Surgery of Death

IF

#### AMBULANCE WAS NOT CALLED DURING OFFICE HOURS

- Advise the Reception of Death
1. Date & Time of Death
  2. Next of Kin Details  
(name, relationship, contact phone or mobile number and email address)
  3. Someone from Surgery will come to home to verify the deceased.
  4. Documentation will be completed by Registered GP and will send this information to the Medical Examiner for approval.
  5. Medical Examiner will approve documentation (this can take-up to 5 to 7 days)
  6. You will make an appointment at the Registry Office
  7. Advise on Funeral Arrangements, such as Cremation or Burial and which Funeral Home you have chosen.
  8. If Cremation is required, Registered GP will send paperwork to the funeral home.

\*\* If Death is unexpected, the Medical Examiner will advise the coroner and this process will take longer for registering the death at the Registry Office\*\*

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AFTER HOURS, PLEASE CALL 111

### **If your Family Member Dies in Hospital**

1. Advise the Reception of Death
  - c) Date & Time of Death
  - d) Next of Kin Details  
(name, relationship, contact phone or mobile number and email address)

