

## Medical Examiner Service General Practice Welcome Pack

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[NHS England » National Medical Examiner's guidance for England and Wales](#)

### Introduction

The Medical Examiner Service is a team that review all non-coronial deaths within the acute and community setting. It works on an independent basis and the team reports direct to NHS England. With the enacting of the updated Health and Social Care Act, the service is a legal requirement that all deaths that are not directly referred to a coroner are reviewed by the Medical Examiner Service before a Medical Certificate of Cause of Death can be issued. It is our aim to have a case completed within 48 hours of receipt of referral.

The Medical Examiner Service is made up of Medical Examiners and Medical Examiner Officers. Medical Examiners are either senior Consultants or General Practitioners that have undertaken extra training in order to complete the task required.

The Medical Examiner Officers is a team of clerical staff that undertake all the administrative tasks of the service and ensure the smooth operations of the team.

### What is involved in the review?

Upon receipt of the Medical Examiners Referral Form and patient records (from 09 September 2024 this will also include a completed and scanned MCCD), the Medical Examiners Officers will complete a preliminary review of the case to ensure all information required is available for the Medical Examiner.

The Medical Examiner will then conduct a systematic review of the notes and test results in order to determine a proposed cause of death. They will then discuss this with the next of kin and, if required, the General Practitioner. Once an agreed cause of death is determined and all the stages of the review are completed, the Medical Examiner will counter sign the MCCD which will be sent to the Registration Service.

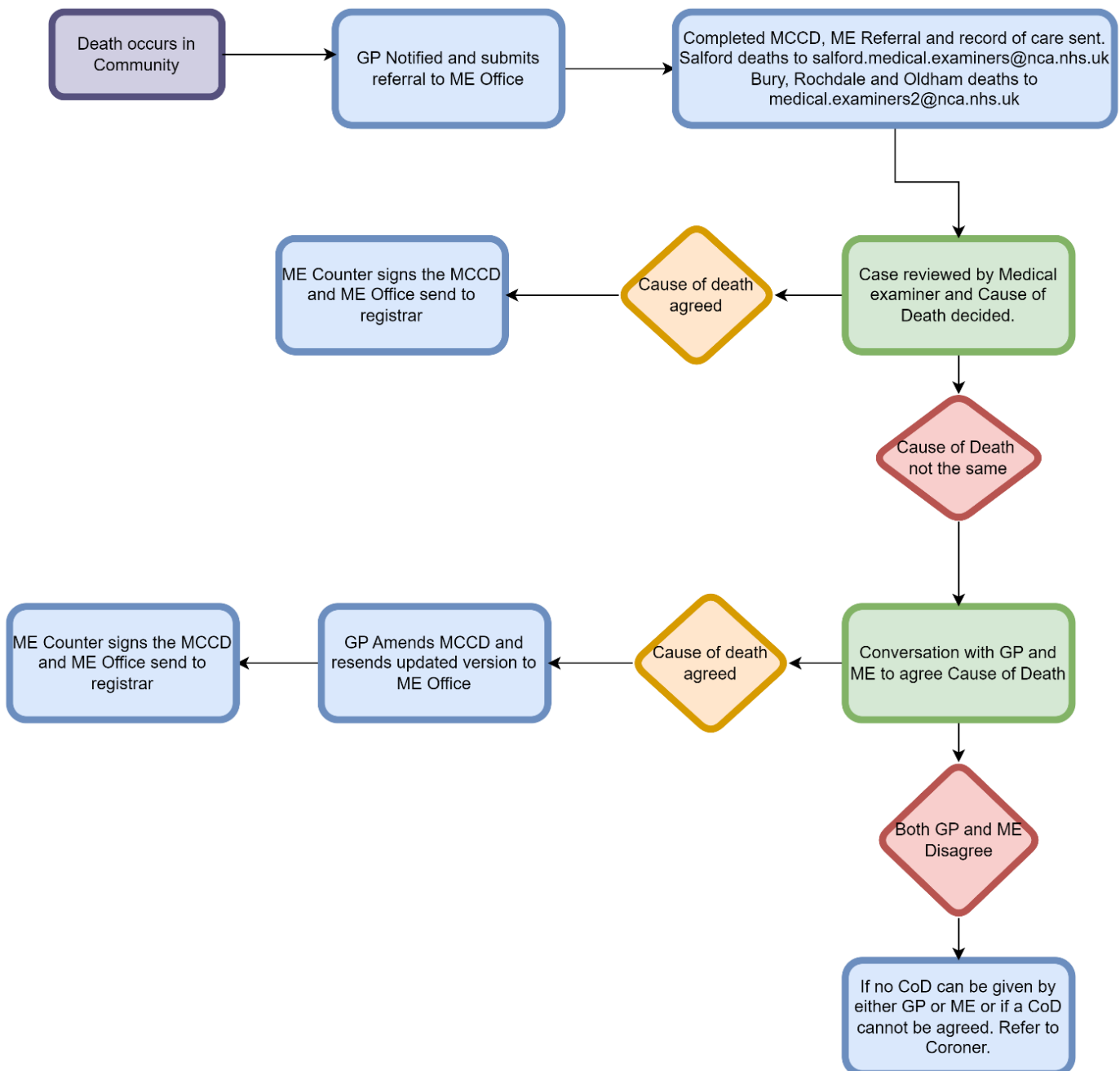
We will also feedback any potential learning identified to yourselves to take forward for review.

## What to do when a death occurs

In order to conduct our review without delay we will ask that you notify the Medical Examiner Service in a timely manner of the death. In order to notify us please email your respective office using their email address. When sending the email please attach a summary of care, proposed cause of death (and from 09 September a completed MCCD) and the best contact number for the General Practitioner with a preferred time to call.

Once the review is complete the Medical Examiner Service will notify the GP practice via email that the Cause of Death has been agreed. From 09 September the Office will email the MCCD to the registrars once agreed and counter signed by the Medical Examiner.

Please find below a flow chart of how the Medical Examiner Service will fit in with community deaths from 09 September 2024.



When a death occurs, the documentation to be sent over to the Medical Examiner via email is as follows.

- ME Referral form including proposed Cause of Death
- Summary of Care
- Best contact number for the GP and preferred time to call.
- Next of Kin details
- Completed and scanned MCCD (from 09 September 2024)

## How do I electronically refer to the Medical Examiner?

The use of secure email (NHS mail) or encrypted email has been approved for the referral to the ME, including the MCCD and attachment of associated patient record. In advance of the electronic MCCD being made available, please note that the scan function within NHS mail can be used to enable attachment of the MCCD to the e-referral.

A detailed DPIA (data protection impact assessment) has been completed alongside this. This DPIA is an updated template for reference as an optional process to share data between GPs and the local MEs using secure email. It is still a decision by each locality on their preferred option for how the GP shares the deceased patient data with the MEs.

## Urgent Release

We understand that Urgent Release deaths need to be completed as quick as possible for the family's peace of mind and we therefore do not want the introduction of the Medical Examiner Service to cause delays.

Therefore, we ask that when an Urgent Release does occur in the community, please email the documentation over to the relevant office as soon as possible and highlighting it is an Urgent Release case. This will hopefully alleviate any delays in the processing of faith deaths.

Whilst the Medical Examiner Service is not currently mandatory, if an Urgent Release occurs on a weekend, then this can be processed using your usual process for completing a MCCD. We plan to have a limited weekend service available, but details will be released once that has been finalised.

If you have any questions regarding the processing of Urgent Release, please contact us.

## Weekend services

Weekend services across Greater Manchester differ by locality and need for the service.

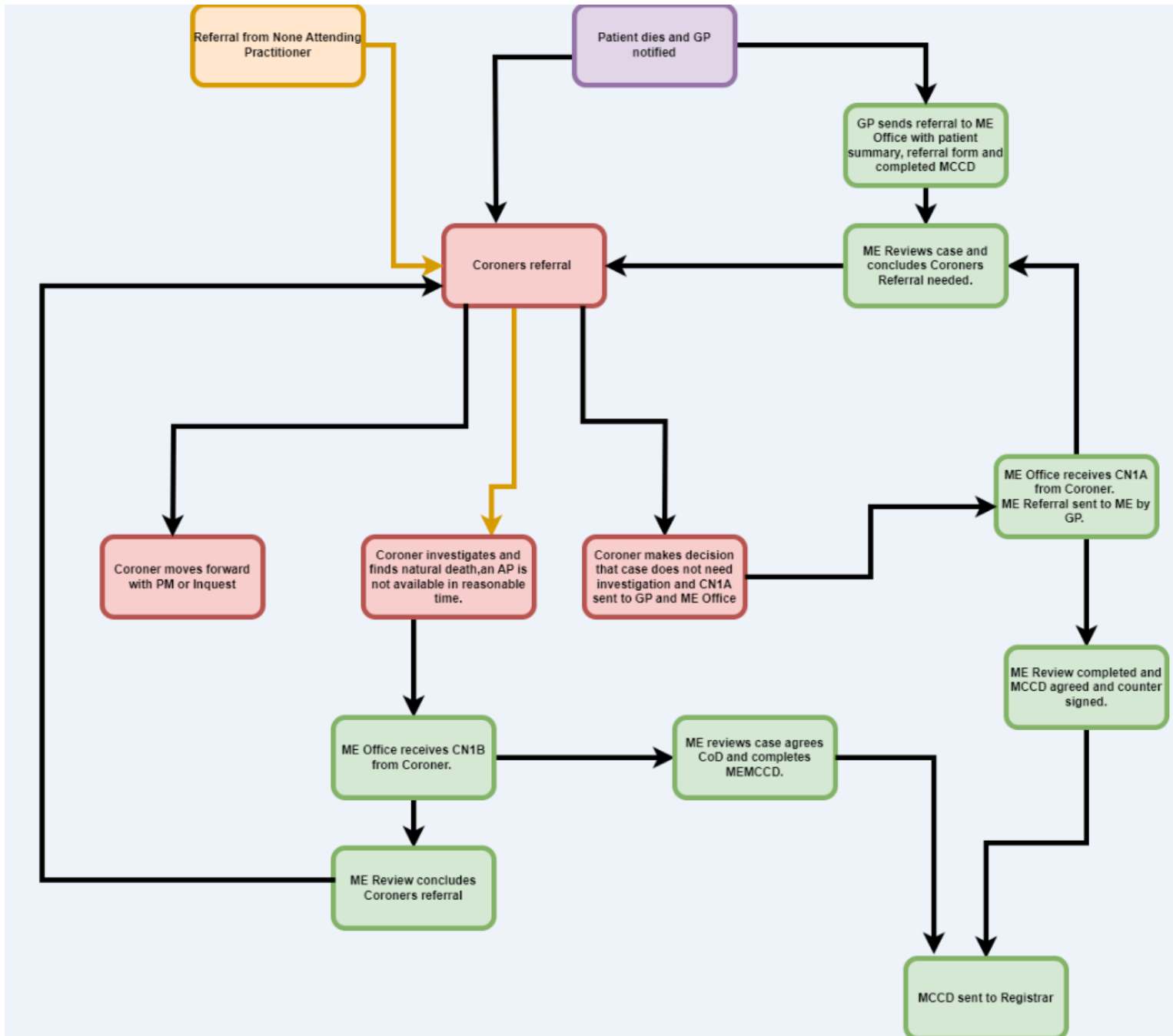
Your local ME office will have proposed a weekend service based around the number of Urgent Release deaths per year. The arrangements for this will be available from your local ME office, for more information please contact them.

## New MCCDs

New MCCDs will be used from 09 September, information about these and how to order can be found [Receiving the new medical certificate of cause of death \(MCCD\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/receiving-the-new-medical-certificate-of-cause-of-death-mccd). We are expecting an online version to be available later this year, but timescales have yet to be determined.

## Coroner's referrals Update

Below is a flow chart around the changes to some aspects of Coronial referral as from 9<sup>th</sup> September the 100A form will no longer be used as well as how the newly introduced ME MCCD will be actioned.



\*Orange Line relates to Unavailable Attending Practitioner Guide

## GPs and your area

Your Medical Examiner office will be based on the location of your practice. Your local ME Office may have local processes in place in addition to those in this document. Please contact your local ME office for further information.

### Contact details for medical examiners:

Bolton	<a href="mailto:Patrick.waugh@boltonft.nhs.uk">Patrick.waugh@boltonft.nhs.uk</a> <a href="mailto:Leanne.fielden@boltonft.nhs.uk">Leanne.fielden@boltonft.nhs.uk</a>
MFT	<a href="mailto:Jenny.collins@mft.nhs.uk">Jenny.collins@mft.nhs.uk</a> <a href="mailto:Clifford.garratt@mft.nhs.uk">Clifford.garratt@mft.nhs.uk</a>
NCA	<a href="mailto:Joe.topping@nca.nhs.uk">Joe.topping@nca.nhs.uk</a> <a href="mailto:Anna.richardson@nca.nhs.uk">Anna.richardson@nca.nhs.uk</a>
Tameside	<a href="mailto:Sundeeep.puri@tgh.nhs.uk">Sundeeep.puri@tgh.nhs.uk</a> <a href="mailto:Lauren.cox@tgh.nhs.uk">Lauren.cox@tgh.nhs.uk</a>
Stockport	<a href="mailto:Ellie.skelton@stockport.nhs.uk">Ellie.skelton@stockport.nhs.uk</a> <a href="mailto:James.catania@stockport.nhs.uk">James.catania@stockport.nhs.uk</a>
Wigan	<a href="mailto:Zena.hartington@wwl.nhs.uk">Zena.hartington@wwl.nhs.uk</a>
Region	<a href="mailto:Huw.twamley@nhs.net">Huw.twamley@nhs.net</a>

### Further information:

- NHS England guidance:**  
[National Medical Examiner's guidance for England and Wales](#)  
[Information for primary care on extending medical examiner scrutiny to non-coronial deaths in the community](#)  
[Changes to the death certification process and introduction of the statutory medical examiner system: podcast from the National Medical Examiner](#)
- New legislation and Medical Certificate of Cause of Death:**  
[Death certification reform and the introduction of medical examiners - GOV.UK](#)  
[The Medical Certificate of Cause of Death Regulations 2024](#)
- Parliamentary Statement:**  
[Written statements - Written questions, answers and statements - UK Parliament](#)  
[Written statements - Written questions, answers and statements - UK Parliament](#)
- Royal College of Pathology Cause of Death List:**  
[G199-Cause-of-death-list.pdf](#)
- Royal College of Pathology Guidelines:**  
[National Medical Examiner's Good Practice Series](#)
- Other resources:**  
[Further information on the Medical Examiner's service](#)