Death Reporting

Rev. 7/27/09 rsb

Death occurs. Primary clinician fills out "Trigger Event" form in database and Report of Death, sign, date and forward to Program Director/supervisor within 24 hours. Program Director will notify medical records who will sequester the medical record.

Program Director reviews The "Report of Death" and forwards original to Executive Assistant within 24 hours. and submits a copy to the Chief Executive Officer.

Executive Assistant forwards a copy of the "Report of Death" to the Chief Executive Officer and the Recipient Rights Officer.

The Chief Executive Officer will appoint a Death Review Committee to review the death of recipient in 24 hour specialized residential settings or CCI's, living in CLS, or targeted case management, ACT, Children's Case Management or Habs Waiver or any consumer suicide or homicides. Death Review Committee consists of: CEO or designee, PI Coordinator, program director, representative of service area, a physician, RN and rights officer.

Death Review Committee will review circumstances of death, PCP, and service/treatment documentation as well as consumer medical record.

The written report will include consumer name, gender, date of birth, date, time and place of death, consumer diagnosis (medical and psychiatric), cause of death, recent changes in medical or psychiatric status including notation on recent hospitalizations, summary of condition and treatment (programs and services being provided to client) preceding death,, medications prescribed by SCCMHA within last 30 days, Autopsy findings, if one was authorized by the county medical examiner or by the family of the deceased, review of committee findings, recommendations and signatures (exclude RRO).

Program Director submits written report to Executive Assistant within 45 days of notification of recipient death.

Executive Assistant will forward a copy of written report to the CEO who will review recommendations and implement a plan of correction if needed

Executive Assistant will forward a copy of the report to the Rights Office

The CEO will notify med records when process is over and record will be permanently sequestered.