

# Epic Postmortem Process (Inpatient and ED)

## Using the Discharge as Deceased Navigator to Complete Necessary Elements

When a patient is pronounced as deceased, required processes and subsequent documentation are necessary. The Epic Discharge as Deceased navigator will help with completion of the process accurately and efficiently.

## Note on Electronic and Paper Forms

Providers are responsible for completing the following items:

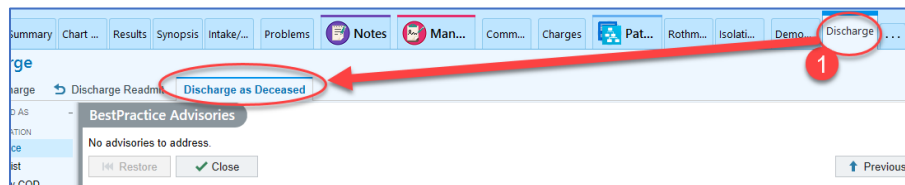
- **Electronic Death Certificate:** Complete the Death Certificate electronically via the CT-Vitals website\*
- **Electronic Consent for Postmortem Examination** (Autopsy), if requested.
- **Electronic ME-103 Form** Hospital Report of Death (Connecticut only), if applicable



\*In the event of Epic downtime – follow typical downtime procedures (Wait and complete the documentation electronically when Epic comes back online).

In the case of extended downtime (more than 4 hours), follow backup workflows.

## Try it Out: Complete the Postmortem Checklist

1. Click the **Discharge Navigator**. At the top of the workspace that appears, click the **Discharge as Deceased** tab.



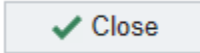
2. Complete the required documentation as listed in the Table of Contents:
  - A. **Best Practice:** Address any required BPA prompts that appear
  - B. **Problem List:** If needed, updated the Problem List to be accurate up to the time of death.
  - C. **Preliminary COD:** Search for and enter the Preliminary Cause of Death from the list of diagnoses.
  - D. **MD Postmortem Checklist** Use the buttons and text fields to complete all items within the checklist. There will be an  icon next to the required fields. These fields will be marked  when ALL required fields have been completed and closed.

In the MD Postmortem Checklist be sure to fill out the following sections on the Postmortem Checklist:

- ✓ Attending Physician Notified
- ✓ Date pronounced death
- ✓ Date of Actual Death
- ✓ Death Certificate completed and signed?
- ✓ Medical Examiner
- ✓ New England Donor Services (NEDS) notified
- ✓ Outpatient Provider Notified
- ✓ Time pronounced death
- ✓ Time of Actual Death
- ✓ Discharge order placed?

\*It is possible that the patient's RN has already filled out the Medical Examiner and NEDS section for you. If you see green check marks instead of red clock icons on these sections, they have been previously completed.

- ✓ Postmortem Examination (Autopsy) **\*See Autopsy section below if 'offered and AGREES' is selected\***
  - If autopsy requested, notify Pathology via a phone call, and place an autopsy order from Manage Orders

- ✓ When finished with the above documentation, click the  button to file your documentation.

### Attending Physician Contact

Attending Physician Notified

Yes No

For patients <2 months old, consider contacting the patient's primary OB.

Outpatient Provider Notified

Yes No

### Physician's Post Mortem Checklist

Pronounced By

Date pronounced death

Time pronounced death

Date of Actual Death

Time of Actual Death

### Medical Examiner - Providers to complete section below for all deceased patients

Does patient meet any criteria for a Medical Examiner's Case (CT)?

Not Applicable (does not meet any OCME reportable criteria)

Death on arrival or within 24 hours of hospital admission (incl. stillborn...)

Accident, suspected homicide, or suicide

Suspected or documented overdose

### Death Certificate completed and signed?

Yes No - To be completed by OCME

Defer completion of death certificate/signature to designee below

**Connecticut Electronic Death Certificates:** Starting 2/28/22 all certifications must be completed [electronically](#). Further training can be found within Epic under Tools -> Postmortem workflow resources. Fetal demise (blue form) death certification will continue on the paper process.

**Rhode Island Death Certificates:** All Death certificates as of 1/4/22 should be completed electronically. To certify or request new user account: [RIVERS](#). RI DOH Help desk: 401-222-2813(7:30am-3:30pm) After hours: 866-694-0571 (option 1) [RIVERS-Westerly FAQ/Quickstart](#)

### Discharge order placed?

Yes No

Use Manage Orders to place a discharge order. Disposition is 'Expired'. Discharge date and time must be the same as the date and time recorded on the Death Certificate.

### Post-Mortem Examination (Autopsy) - Provide to next of kin or other authorized person

Autopsy offered to next of kin or other authorized person

Offered and AGREES to autopsy Offered

Not offered

**Autopsy permission should be requested, even if cases are declined by the ME's office.**

New England Donor Services (NEDS) notified

New England Donor Services Notified - Must be notified

Yes No, already notified

The New England Donor Services must be notified

Example: donation to a medical society or

Create Note

Restore Close Cancel

\*Electronic Death Certificate Training is available elsewhere. As mentioned in the Death Certificate section in Epic, training is available under Tools -> Postmortem workflow resources

## Do Not Forget to Document a Death Pronouncement and a Discharge Summary Note\*

1. Click the Death Pronouncement/Discharge Summary Note tool from the Navigator Table of Contents.
2. Click **Create Note** to pull in the standard note template. Use your F2 & Smart Text workflows to complete the required smartlists and wild card(\*\*\*) tools in the note. Pertinent items completed in the Postmortem Checklist will auto populate in your Death Pronouncement note.

The screenshot shows the 'MD Discharge as Deceased' navigator. On the left, under 'DECEASED DOCUMENTATION', are links for 'BestPractice', 'Problem List', 'Preliminary COD', 'MD Postmortem...', 'Death Pronounc...', 'Discharge Summ...', and 'Consents'. On the right, there are two sections: 'Death Pronouncement Note' and 'Discharge Summary'. Each section has a '+ Create Note' button and a 'See All Notes' link. A red arrow points from the 'Death Pronounc...' link in the left sidebar to the 'Death Pronouncement Note' section on the right.

\* Emergency Department Provider Notes fulfill the need for a death pronouncement note.

## Autopsy

The Autopsy Consent Form can be filled out electronically in Epic under **Consents** from the Discharge as Deceased Navigator. The Autopsy order can then be placed from **Manage Orders** to go to Pathology. In addition to placing the Epic order, the Pathology department MUST be contacted via phone for the autopsy request.

## The Electronic Consent Form

1. In the Discharge as Deceased navigator, click the **Consents** tool from the table of contents.
2. Click the **Autopsy Consent Form** speed button.
3. You may see a pop-up stating 'no HSB pad found', click **OK** to proceed.
4. On the electronic form:
  - A. Complete the fields on the e-form by clicking into the fields on the visual form on the **right-hand** side and document.
  - B. All Clinical Information should be documented on the **left-hand** side when prompted. Clicking the underlined sections on the form will bring you to the left side automatically.

The screenshot shows the 'E-signature Consents' navigator. On the left, under 'DISCHARGED AS DECEASED DOCUMENTATION', is a link for 'Consents'. On the right, there is a section for 'Add new document type' with a '+ Add' button. Below this, there are two document types listed: 'F7573 Parent/Guardian Voluntary Psychiatric Admission English' and 'F7573 Parent/Guardian'. A red arrow points from the 'Consents' link in the left sidebar to the 'Add' button on the right.

The screenshot shows the 'Request and Consent for Post-Mortem Examination/Autopsy' form. The form is divided into two main sections: 'Clinical Information' on the left and 'Request and Consent' on the right. The left section contains fields for 'Major Clinical Diagnoses (problem list, including significant PMH)', 'Clinical Course', 'Terminal Event (if unknown, may write "N/A")', and 'Specific Questions to be Addressed'. The right section contains fields for 'To: Department of Pathology, Division of Autopsy Services', 'From (floor/location):', 'Date of Request: 8/1/2022', 'Clinical Team Members', and a table for 'Autopsy Request(s)'. Annotations with red circles and arrows point to specific parts of the form:
 

- A red circle labeled 'A' points to the 'Name' column in the 'Autopsy Request(s)' table.
- A red circle labeled 'B' points to the 'Clinical Course' field on the left.
- A red circle labeled 'C' points to the 'Underlined Clinical Information' section on the left, which includes 'Major Clinical Diagnoses (Problem List, include significant past medical history)', 'Clinical Course', and 'Terminal Event'. Arrows from this circle point to the corresponding fields on the right.

## Signing the E-Form.

1. Within the E-Consent form there will be sections on the form to sign. To sign in these sections, click inside the section where the signature would normally go.
2. The signature box will open. Whoever will be signing here will use the mouse to 'draw' their signature in the space.
3. When Ready to attach the signature, click the **green check** icon to accept the signature.

Alternatively, clicking the **Next** button will accept the signature and open the next signature prompt that is required on the form.

Do take careful note of who should be signing what sections on the form ie: Person giving consent vs. Person obtaining consent.

The screenshot shows a section of the E-Consent form. At the top, there is a text box for the 'Authorized Representative'. Below this, there are two fields: 'Printed name of person giving consent or' and 'Signature of person giving consent or in person'. A red arrow points from the 'Signature' field to a large blue box where a signature is being drawn. A callout box says 'Click in here to open the signature box'. Another callout box says 'The signing user will draw their signature with the mouse'. On the right side of the signature box, there are three buttons: a green checkmark icon, a red 'X' icon, and a 'Next' button with a green checkmark icon.

The screenshot shows the bottom of the E-Form. It has a blue header bar. Below the header bar, there is a section with the text 'On Accept send to:' followed by a 'Patient' button with a computer icon. To the right of the 'Patient' button is a 'Print' button with a printer icon. Further right is a large green 'Accept' button with a checkmark icon. To the right of the 'Accept' button is a red 'Cancel' button with an 'X' icon. The 'Accept' button is circled in red.

## Accepting and Printing the E-Form

When you are ready to accept or close out of the e-form, click the **Accept** button at the bottom right corner of the form. Next to the Accept button is the Print button also if you need to print. **Regarding printing and paper forms, refer to the red text box below**

\*\*\*Do NOT print this document unless it is completed AND SIGNED electronically\*\*\*

\*\*\*For a paper consent form, go to Tools >Postmortem Workflow Resources > Autopsy Consent Form \*\*\*

## The Autopsy Order

1. Go to **Manage Orders** and type **Autopsy** in your order search. Inside the Order Composer:
  - a. Acknowledge that a call to Pathology is required by clicking the first required response button
  - b. Enter the name and phone number of the requesting user
  - c. The contact number for your Pathology Department is listed in the Comments field.
2. Sign the order and place a call to Pathology.

The screenshot shows the 'Autopsy' order form. At the top right are 'Accept' and 'Cancel' buttons. The 'Frequency' section has 'Once' and 'STAT' buttons. Below is an 'At' section with a date field (8/1/2022), a time field (1334), and 'Today' and 'Tomorrow' buttons. The 'Release to patient' section has 'Immediate' and 'Delay Release' buttons. There are two red callout boxes: 'A' points to the 'Call to Pathology' checkbox, and 'B' points to the 'Requisition completed by (name and phone number):' text box. The 'Comments' section has a rich text editor with a toolbar. A red callout box 'C' points to the phone number '(203)785-2748' in the comments text.

Autopsy 1

Frequency: Once STAT

At  
8/1/2022 Today Tomorrow  
1334

Release to patient: Immediate Delay Release

Call to Pathology A A phone call or message to the pathology department is expected on every autopsy request

Requisition completed by (name and phone number): B

Comments: YNHH (YSC/SRC) and BH  
Contact number for autopsy regardless of the day of the week or time is (203)785-2748. The phones are forwarded after hours so the caller can leave a message. C

### Additional Notes/Reinforced Comments

1. You should continue to place your Discharge Order for the patient. The Disposition should be documented as 'expired'. The Discharge date on the order should match the pronounced death date on the postmortem checklist.
2. Do not Print out the consent e-form unless it is completely filled out AND signed. You can click accept to save your documentation and come back to it later but do not print it unless it is completed and signed by all parties.
3. The Pathology department MUST receive a phone call AND the Autopsy order should be placed.
4. On the MD Postmortem Checklist, required documentation is indicated with a red icon. This will turn to green only after clicking the close button.

## Try it Out: Discharge a Deceased Patient (Emergency Department)

1. Under the **Dispo** activity, select the Disposition as **Expired**.
  - A. Once Expired is selected, a BPA will alert you to fill out the postmortem checklist.

The screenshot displays the 'Dispo' (Disposition) window in the Epic EMR system. At the top, a red banner states: 'Disposition = expired; please complete post-mortem checklist.' Below this, a yellow 'BestPractice Advisories' section is active, showing an 'Important (1)' alert. The alert text reads: 'Discharge disposition indicates that the post-mortem checklist must be completed. Click the link below to complete documentation.' A blue hyperlink 'Click here to complete post mortem checklist.' is provided. Below the alert, an 'Acknowledge Reason' field contains the text 'Post-Mortem checklist already completed.' and an 'Accept' button. The 'Disposition' section below shows buttons for 'Discharge', 'Admit', 'Observation', 'Transfer to Another Facility', and 'Expired'. The 'Expired' button is selected and highlighted. Below the buttons, a search bar contains the text 'Expired'. At the bottom, there is a 'Comments' section with a rich text editor toolbar and a zoom level set to 100%.

Click the [Click here to complete postmortem checklist](#) hyperlink to be taken directly to the postmortem checklist shown on the second page of this document.