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

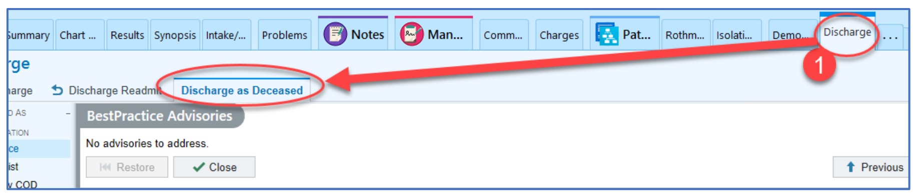
Providers are responsible for completing the following items:

- **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

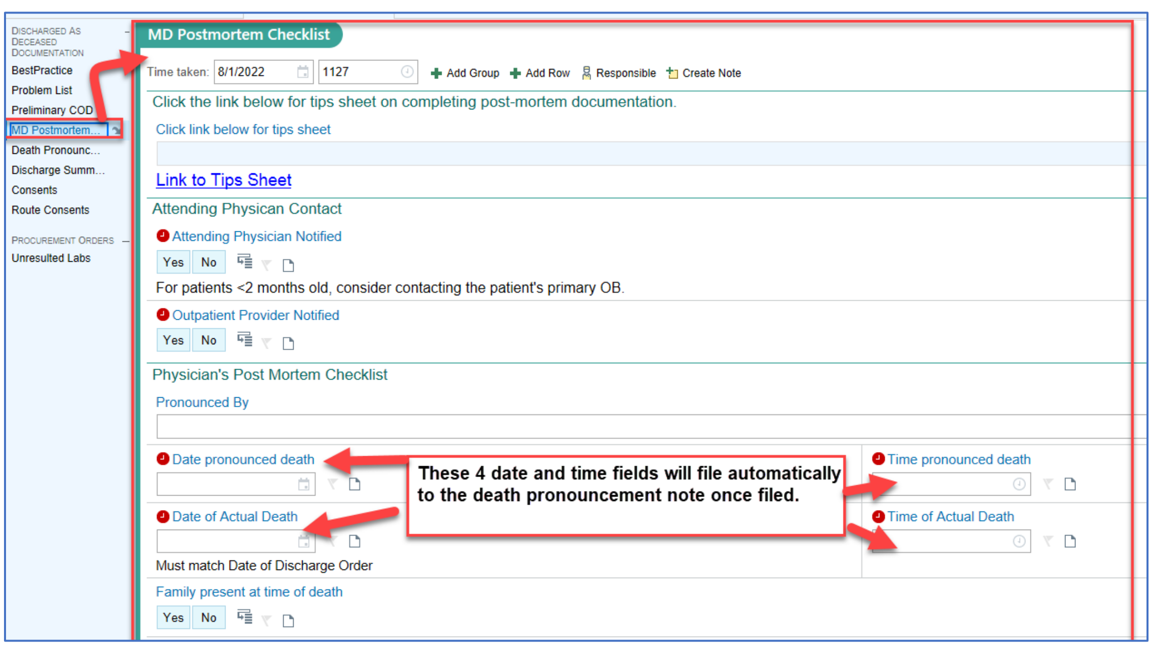
*In the event of Epic downtime – follow typical downtime procedures (Wait and complete the documentation electronically when Epic comes back online).
In the case of extended downtime (more than 4 hours), follow backup workflows.

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.

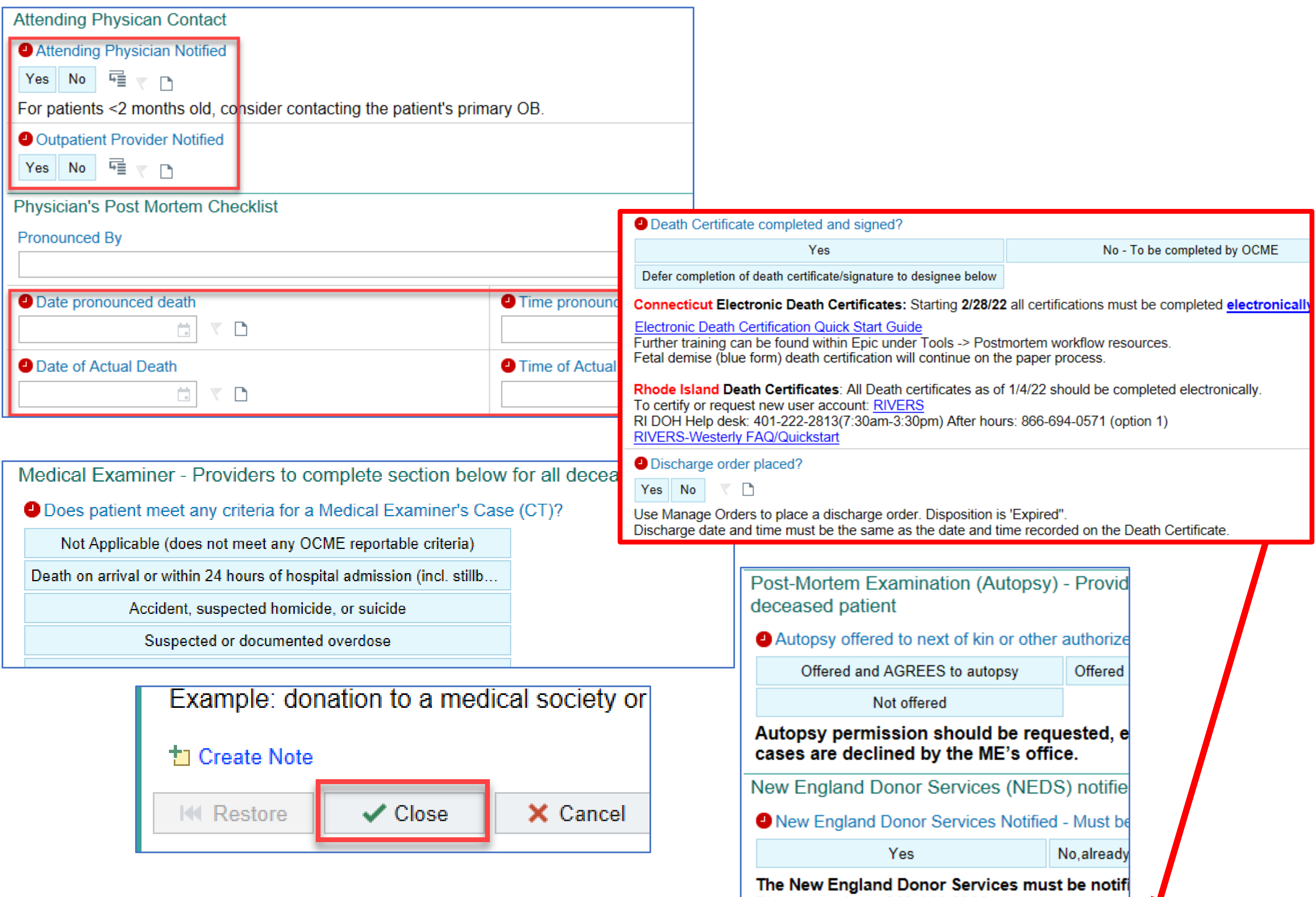


2. Complete the required documentation as listed in the Table of Contents:
   A. **Best Practice**: Address any required BPA prompts that appear
   B. **Problem List**: If needed, updated the Problem List to be accurate up to the time of death.
   C. **Preliminary COD**: Search for and enter the Preliminary 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.



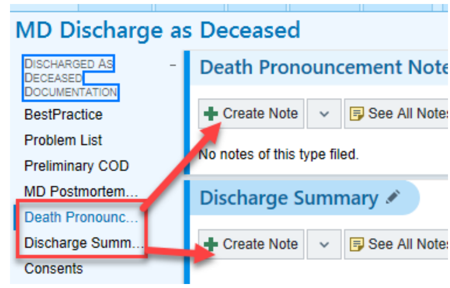
In the MD Postmortem Checklist be sure to fill out the following sections on the Postmortem Checklist:

- ✓ Attending Physician Notified
- ✓ Date pronounced death
- ✓ Date of Actual Death
- ✓ Death Certificate completed and signed?
- ✓ Medical Examiner
- ✓ New England Donor Services (NEDS) notified
  *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
- ✓ Outpatient Provider Notified
- ✓ Time pronounced death
- ✓ Time of Actual Death
- ✓ Discharge order placed?
- ✓ When finished with the above documentation, click the ✓ Close button to file your documentation.



*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.

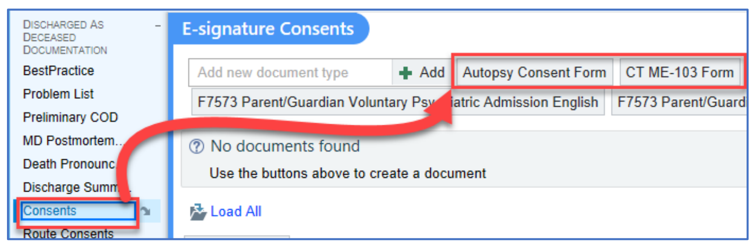
* Emergency Department Provider Notes fulfill the need for a death pronouncement note.

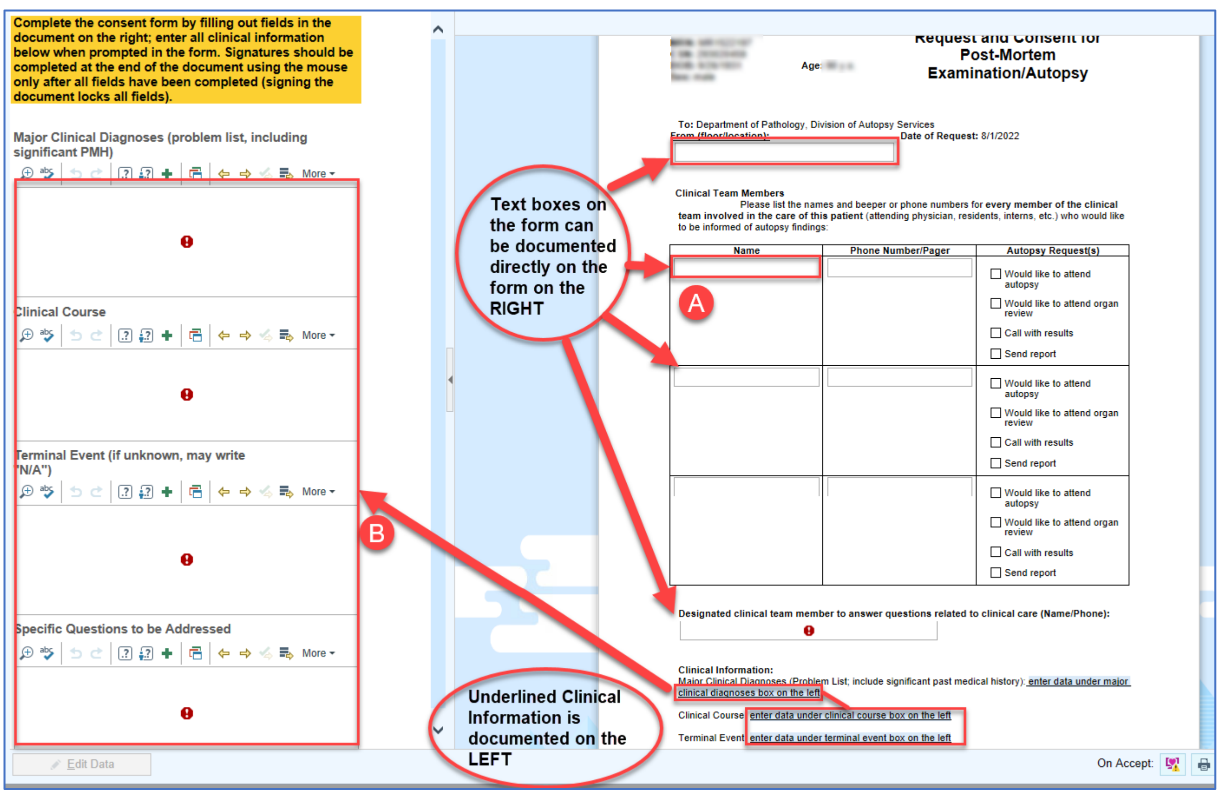
Autopsy

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 <u>MUST</u> be contacted via phone for the autopsy request.

The Electronic Consent Form

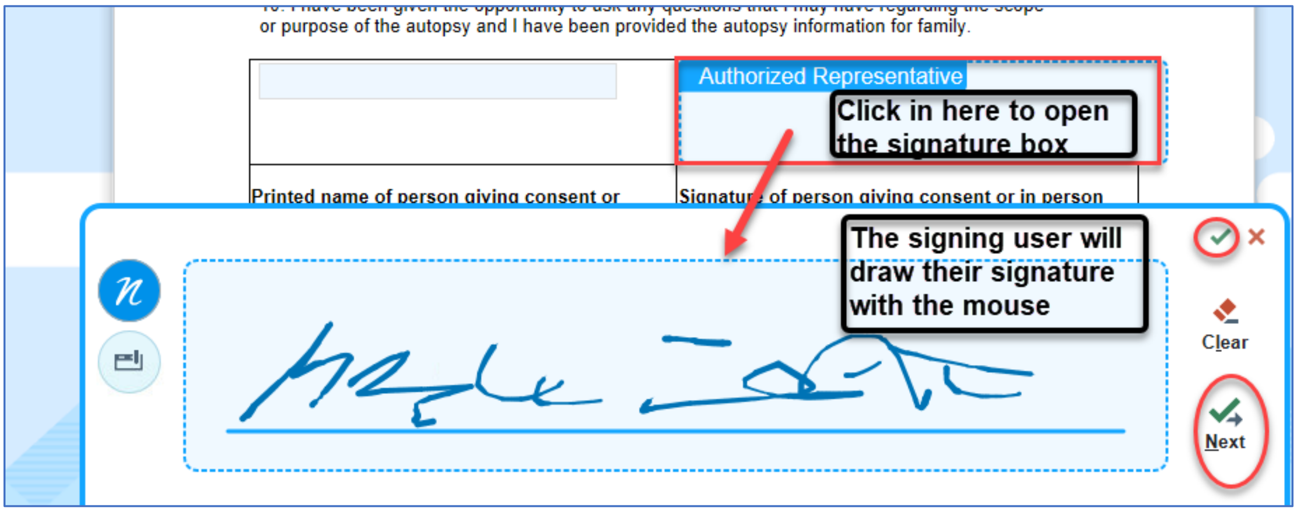
1. In the Discharge as Deceased navigator, click the **Consents** tool from the table of contents.
2. Click the **Autopsy Consent Form** speed button.
3. You may see a pop-up stating 'no HSB pad found', click **OK** to proceed.
4. On the electronic form:
   A. Complete the fields on the e-form by clicking 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.

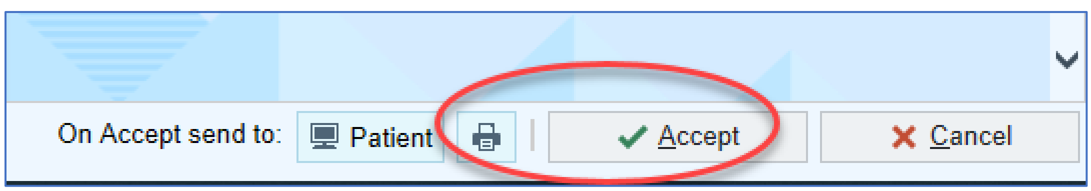




Signing the E-Form.

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.





Accepting and Printing the E-Form

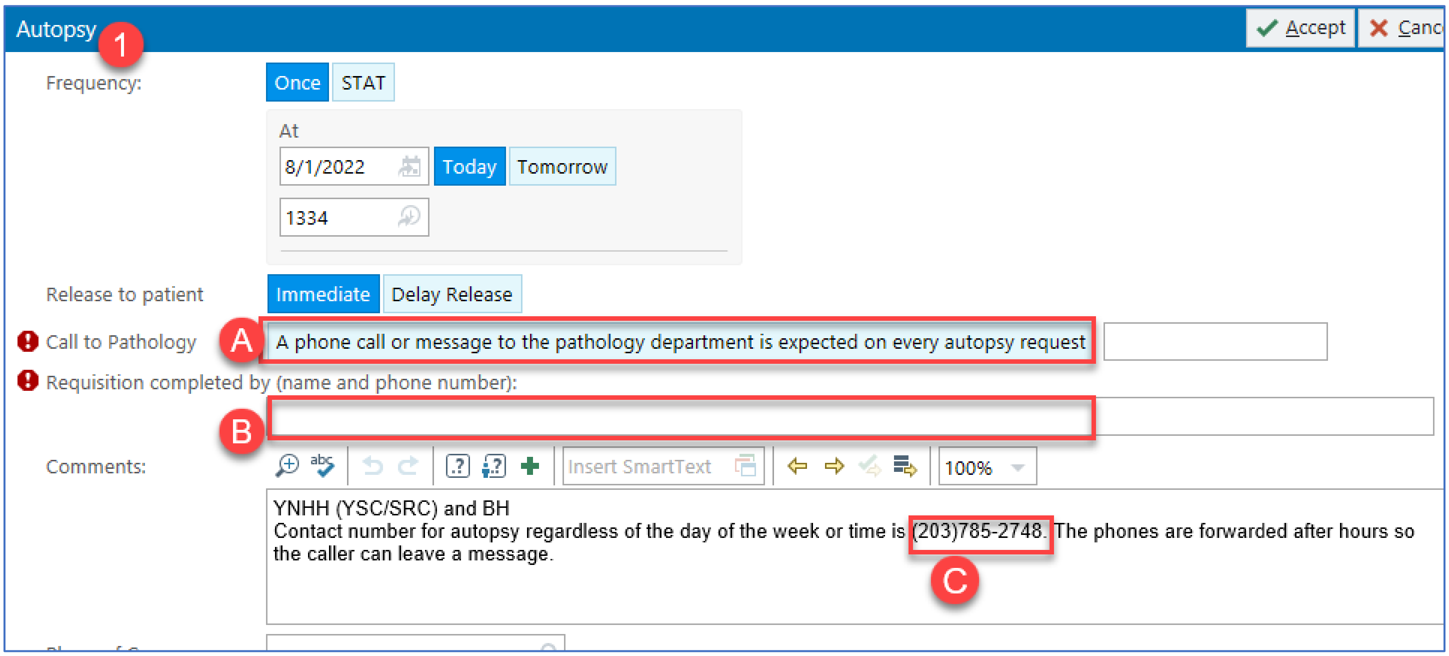
When you are ready to accept or close out of the e-form, click the **Accept** button at the bottom right corner of the form. Next to the Accept button is the Print button also if you need to print. **Regarding printing and paper forms, refer to the red text box below**

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.



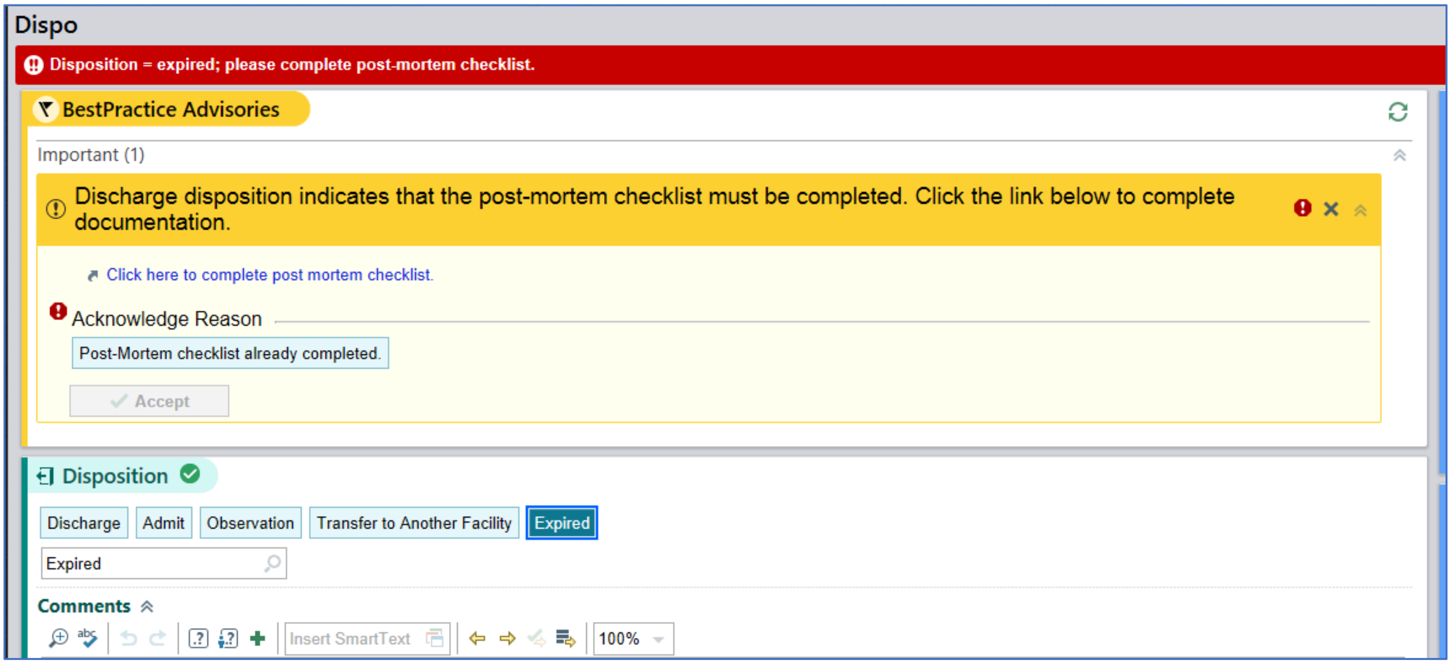
Additional Notes/Reinforced Comments

---

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.



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.