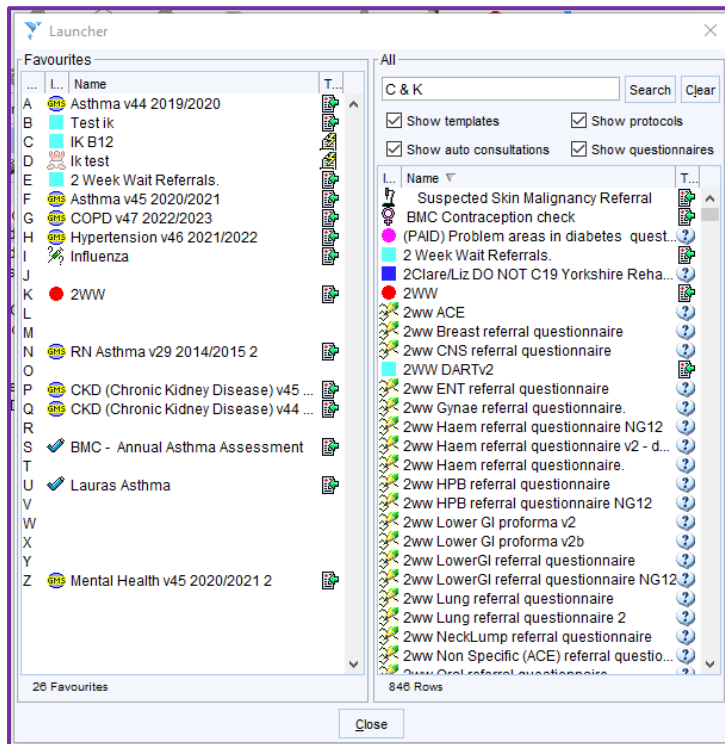


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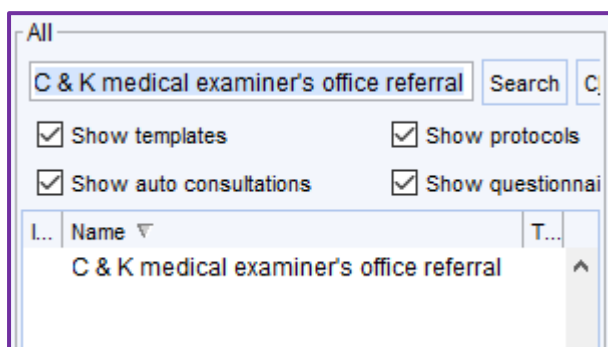
Referring in to the Medical Examiner's Office, you will need to use the F12 function to access the Clinical Template. Once the process is live, this will be accessed via Ardens.

To make it available, each individual user will need to follow these steps;

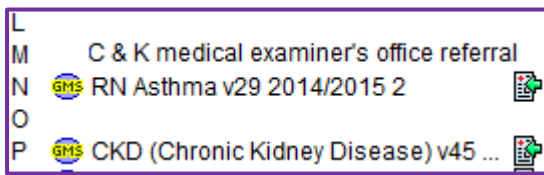
1) Press the F12 button on the Keyboard. The Launcher window appears:



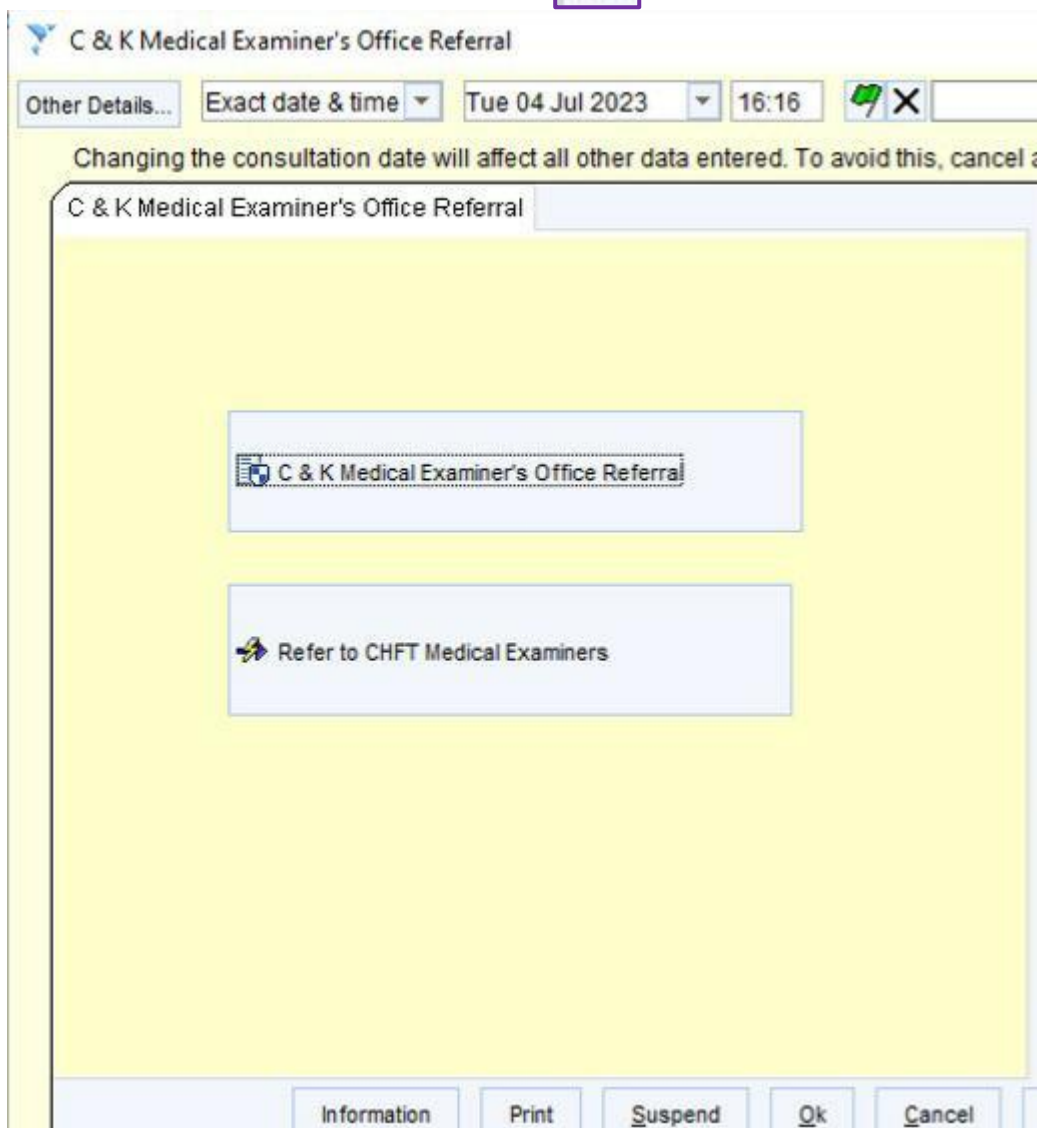
2) On the right-hand side, search for "C & K Medical Examiner's Office Referral":



- 3) From the list returned below, single left mouse click on the Template and drag it to an appropriate letter on the left hand side – ie “M” in this example:



- 4) To use the Template **from the deceased patient's record**, press F12 on the keyboard followed by the letter associated with the template (also on the keyboard). **Remember the patient should be marked as deceased but **not deducted**.**
- 5) The SystmOne referral form needs to be completed first (the top option with the paper & blue/white shield icon)



6) This is an example of how to fill it out:

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Do not complete this form if the death requires a coroner's referral.

Referral to Medical Examiner Service
Routine Referral (Patient died)

Proposed cause of death for MCCD

1A Right Pneumonia	Duration of illness 3 days
1B Chronic Obstructive Pulmonary Disease	Duration of illness 10 years
1C Cigarette Smoker	Duration of illness 35 years
2 Essential Hypertension Obesity	Duration of illness/es 5 years /

Describe (if applicable) any concerns about the death or cause of death?
Leave blank if none

Name of Doctor who will be writing the MCCD (they must have seen the patient alive in the last 4 weeks of life or during the patient's last illness):
Name of Doctor
Dr Jane Blogette

Phone number of doctor (direct or mobile) in case Medical Examiner requires a conversation:
Contact number
0123-456-789

If you have queries please ring the Calderdale & Kirklees Medical Examiner's Office (weekday except PH 8am to 5pm) direct dial: 01484-356-930 and 01484-356-931 or email medical.examiner@cht.nhs.uk (this email is DCB1596 compliant and secure for sharing patient details from @nhs.net and @xx.nhs.uk and @xx.police.uk accounts).

For more information: [Calderdale & Kirklees Medical Examiner's Office](#)

The Medical Examiner's Office aims to reply by the next working day.
In the meantime, please do not issue the Medical Certificate of Cause of Death (MCCD).

7) Then back on the previous screen, click the "Refer to CHFT Medical Examiners" with the lighting rod / arrow icon.



8) Final step, as ever for SystemOne, click "Save" to enact the referral.