NOTIFICATION OF DEATH

Purpose:

To insure appropriate and timely notification of patient’s death to family members.

Policy:

1. Upon the pronouncement of a patient’s death, the physician shall notify the family immediately. Notification shall be documented in the physician progress notes of the medical record, and shall include who was notified and at what time notification occurred. **Exception:** UPD shall be notified of the death of a prisoner patients and they shall notify the appropriate law enforcement agency that has custody of the prisoner.

2. If the physician is unable to contact a family member, s/he shall enlist the assistance of the appropriate law enforcement agency to locate and notify the family member to contact the Hospital.

3. The deceased patient’s medical record shall be complete and sent to Admitting within two (2) hours of pronouncement.

4. Admitting shall verify family member notification is documented in the progress note; if such is not present, Admitting shall contact the physician and request completion of the documentation.

5. If the physician has failed to notify the family with appropriate documentation noted in the medical record within 4 hours, Admitting shall contact the Hospital Administrator/Administrator on Call.

6. The Administrator/designee shall contact the physician or Department Chairman to ensure that every effort has been made to contact the family.

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Administrator

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Date

Approved by Clinical Board: 4/16/02