

# CROSS KEYS SURGERY

## HOW TO REGISTER A DEATH WITH THE REGISTRAR

**This leaflet will explain**

**The system for registering a death with the Registrar**

**Why we have this system**

**How it will help you**

### **The System**

We understand that for most people the first time they need this information is when they have recently lost a loved one. We hope that this information sheet will explain the process that we must all follow. We appreciate that this is a difficult and stressful time and if you need any further help or advice at all please let us know.

When a patient dies please let us know as soon as you can, as the practice must follow a legal process in order that we may issue a Medical Certificate Cause of Death as soon as possible. When you notify us of the death we will be able to let you know when the Medical Certificate Cause of Death will be ready to help you avoid any unnecessary travel.

In the majority of cases the GP can sign the Medical Certificate Cause of Death. However there are certain situations where this is not possible; for example, if the patient has not been seen by a GP in the last two weeks of life.

If the patient has been seen by a GP within the last two weeks of life, but he/she is away from the surgery when you inform us of the death you may experience a short delay in obtaining the certificate. The GP will need some time to examine the patient's medical record and if you intend to hold a cremation the law requires an additional GP, from another practice, to view the body and complete the "Part 2" of the cremation certificate. We will try to make the process as swift as possible.

If the patient dies in hospital the Medical Certificate Cause of Death is usually completed by the hospital and not the surgery. However, we would be most grateful if you could notify us as well.

In some cases the Coroner will need to carry out a post mortem in order to establish the medical cause of death, we can advise you on this process should this be required.

In order to register the person's death you will need to telephone the Registry Office and book an appointment with the Registrar. You will need to take the Medical Certificate Cause of Death with you to this appointment. We ask that you do not book this appointment until we have advised you when the Medical Certificate Cause of Death will be ready. The telephone number for County Hall Registry Office in Aylesbury is 01296 382581.

Once you have registered the death with the Registrar, you will be given copies of the Death Certificate. (Details of the cost of this can be found on the website below) You will then be able to arrange the funeral. There is further guidance about registering deaths on the Buckinghamshire County Council website:

[www.buckscc.gov.uk/sites/bcc/Registrars/Births](http://www.buckscc.gov.uk/sites/bcc/Registrars/Births) marriages and deaths page.

**Why we have the system:**

Our GPs must follow a legal process when completing the Medical Certificate Cause of Death. In most situations this information is a key requirement in registering a person's death.

**How it will help you:**

We hope that we can try and alleviate some of the stress that occurs at such a difficult time, if you require further information and support in this process please let us know.