

Process for Registering MCCD – Weekend

- Patient Deceased
- **GRI, QEUH or RAH team on site (9am until 5pm)**
- Call designated number to notify the weekend administrative team to arrange for them to visit the ward to collect the Death Certificate.
 - **GRI** – 0141 211 1166 (21166)
 - **RAH** – 0141 532 7304 (07304)
 - **QEUH** – 0141 452 3437 (83437)
- On arrival at the ward they should ring the buzzer and advise they are here to collect the death certificate.
- The Doctor should come out of the ward and write the Death Certificate in a clean area and provide to the staff member.
- For all other sites with no onsite team the death certificate should be scanned and sent to the designated email address to be picked up and processed remotely.
 - **Clyde** : ClydeMccd.Notification@ggc.scot.nhs.uk
 - **North** : NorthMccd.Notification@ggc.scot.nhs.uk
 - **South** : SouthMccd.Notification@ggc.scot.nhs.uk
- Admin staff member will return to hub and follow the below steps:
 - Contact NOK to ask if they wish to see a copy of MCCD and state that during COVID 19 the only option available is to email.
 - NOK consent to email copy, NOK to email administrative team and include the name of the registration office they wish to process the death registration.
 - When email received click 'reply' check the nominated registration office and copy the email address to the 'to' field aswell at retaining the email address of the NOK
 - Add the serial number to the subject line ensuring that the full name of the deceased is included.
 - Attach the MCCD for the deceased as an attachment and select 'Send'

- Scan a copy of MCCD to clinical Portal under > **Acute specialties GGC > Legal Documents**
- Post original MCCD to the nominated registration office.



COVID-19 APPROVED GUIDANCE

OFFICIAL SENSITIVE

Note: This guidance has been fast-tracked for approval for use within NHSGGC

Covid-19 Weekend Process for Registering MCCD

This guidance is intended to assist healthcare professionals in the choice of disease-specific treatments.

Clinical judgement should be exercised on the applicability of any guidance, influenced by individual patient characteristics. Clinicians should be mindful of the potential for harmful polypharmacy and increased susceptibility to adverse drug reactions in patients with multiple morbidities or frailty.

If, after discussion with the patient or carer, there are good reasons for not following guidance, it is good practice to record these and communicate them to others involved in the care of the patient.

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Does this version include changes to clinical advice:	N/A
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Important Note:

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