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Overview

When a patient is deceased, the Recording Details of Death form should be completed by the service who are providing the patient care (see Recording A Patient Death user guide). The formal registration of death will also be completed on the National NHS Spine, and any 'open' referrals should be discharged (closed).

Once the referral is closed, any activities such as equipment collection or meeting with relatives that have taken place, cannot be added as an appointment. In such cases, the Activities After Death form would need to be completed.

Locating the Activities After Death form

- Click **Main Menu > Quick Menu > Client's View**

The **Access Reason** screen will display

Complete the **Reason** and **Comment** as required

- Click **Save**

The Clinical Portal – Client's View screen displays

From the **Navigation** section

- Click **BCHC Generic** folder

From the list of **yellow/blue folders** in the left hand panel

- Click **BCHC Deceased Patients** folder 
- Click **Activities After Death** form link 

The Activities After Death form will display



Completing the Activities After Death form

- Enter **Date/Time** of the activity (mandatory)
- Select the **Reason for contact** (mandatory)

Support
Collection
Investigations
Other

- Complete the required sections that relate to the **Reason for contact**

Who is in attendance allows you to add family/personal contacts/other contacts

Hazards identified as part of Home Visit Risk Assessment allows you to update the Home Visit Risk Assessment form

My Social Circumstances allows you to update family details and personal contacts

My Equipment allows you to update/edit equipment status and outcome

Other Agencies involved in my care allows you to update BCHC or non BCHC services involved in the patient care

Associated Documents allows you to add or remove documents

Activities Undertaken at Visit allows you to select activities and add any additional comments/notes

Action Plan allows you to update/edit the actions plans

When all the required sections are completed

- Click **Save**

IMPORTANT: Wait for the Edit Current button to display before navigating away from the form