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Overview

When a BCHC Client dies, it is the responsibility of the service who are providing their care to record the details of the Client's death in Rio.

Recording a Client's Death

- Open the **Menu**
- Select **Client Details**
- Select **Register Death**

The **Search** screen will display

- Search for the **Client**

The **Recording Details of Death** form will display

- | | |
|--|---|
| • Date/time verifying Dr/nurse arrived: | Enter relevant time |
| • Place of Death: | Hospital |
| • Hospital Type: | <input checked="" type="radio"/> BCHC Hospital Site |
| • Hospital/Ward: | Current Inpatient admission |

Known Underlying Medical History

This section is used to record if the Client has any learning disabilities, Autism or is receiving support for mental health conditions

- Complete if relevant by selecting **OYes** | **ONo** as required

Underlying Conditions

This section is used to record any underlying health conditions for the Client

- Complete if relevant by selecting **OYes** | **ONo** as required



COVID -19




This section is used to record any relevant COVID-19 information

- Complete if relevant/required
- Click the **Update Covid-19 Status** link to record Covid-19 information if required
 - The **Previous Surgical/Non-surgical Interventions** sub-form will display
 - Click **Create New** and complete & **Save** form
 - **Close** for by clicking **cross** in top right corner
- **Travel History** Complete if relevant by selecting OYes | ONo as required
- **Other Notes** Enter notes if required

Verification of Death

This section is used to record who was present at death, what verification of death checks have taken place, any obvious signs of injury, who has been notified of the death, who has verified the death and how the body should be cared for following death.

Persons Present at Death

- Select names of **Family** or **Personal Contacts** present from pick list
- Select **Yes** from the Identified body pick list
- Click **Add**  (right)
 - Click the **Update Client Personal Contacts** to record Personal Contacts if required
 - The **Rio – Clinical Information System – Client Contacts** sub-screen will load
 - Click **Add New Contact** (bottom)
 - **Record** details of contact
 - Click **Save**
 - **Close** by clicking cross in top right corner 
- Click the to **Update Family Details** to add Family Members if required
 - The **Access Rio EPR Clinical Console** sub-screen will open
 - Click **Add Member** to link a family member who is also registered in Rio
 - **Search** for the family member in Rio
 - Complete to relevant fields
 - Click **Add Member** (bottom)
 - **Close** by clicking cross in top right corner 



Other Contacts

Additional contacts can be recorded manually by entering their Name and Relationship

- Enter **Name**
- Enter **Relationship**
- Enter **Identified Body**
- Click the **Add** button (right)

VOD Checks

- Complete if relevant by selecting OYes | ONo as required
- **Time of Death:** Date/Time Client passed away
- **Time of Death Verified:** Date/Time verification of death (VOD) was completed

Signs of Obvious Injury

- **Any Obvious Injuries** Complete if relevant by selecting OYes | ONo as required

Notifications

Next of Kin details will display in this section if they are recorded on the Clients record

- **Relatives Informed of Death** Complete if relevant by selecting OYes | ONo as required
- **Who Was Informed/Reason** Enter further information if required
- **Coroner Notified** Complete if relevant by selecting OYes | ONo as required

Verification of Death

- Complete if relevant by selecting OYes | ONo as required
- Complete **pink mandatory fields**
- Complete **Additional Information / Other Site** if required
- Click the **VOD – GP Notification** link
- Click the **Verification of the Fact of Death Document** link to print a letter to send to the GP if required

Care after death

- Complete if relevant by selecting OYes | ONo as required

When the form is complete

- Click **Save**

Recording a Client's Death



Once saved

- Click the [Registered Death](#) Link to complete the Informal Registration of Death on Rio

When the form has been saved, you will need to notify the **Service Support** team at the earliest opportunity. The Service Support Team will complete the formal registration of the Client's death on the National NHS Spine.

- Tell them the **Name** and **Client ID** (Rio number) of the Client
- Call 0121 466 7111 (option 1) if during normal office hours (Monday – Friday 08:00 – 17:00)
- or email if outside normal office hours bchc.servicesupport@nhs.net