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**INTEGRATED PATHOLOGY SERVICE**

**MORTUARY DOCUMENT**

MORTUARY NOTIFICATION FORM

[MF-MOR-MorNotForm]

|  |  |
| --- | --- |
| AUTHOR: | Ross Anderson |
| APPROVED BY: | Paul Hartfield (HTA DI) |
| DATE OF ISSUE: | 26/04/2023 |
| DATE EFFECTIVE FROM: | 26/04/2023 |
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2. Trust Internet
 |



**DECEASED NOTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME \*** |  | **FORENAMES \*** |  |
| **Date of Birth \*** |  | **Date of death** |  |
| **Place of death\* (Coroners case or GP sign up)****Home address (All other cases)** |  | **Funeral Date** |  |
| **Notes you may wish to add** |  |

**Information marked \* is required enabling us to deal with your request and comply with HTA (Human Tissues Authority) regualtions.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cremation** |  | **Burial** |  | **Coroners case** |  |

**Please mark an X in the relevant box.**

|  |  |
| --- | --- |
| Funeral arranger requesting  |  |
| Funeral Directors firm name and address |  |
| Phone number |  |
| Email address(es) for release paperwork to be sent to |  |

**NOTE:** To enable your staff to collect the deceased patient from any of the Trust Mortuaries they will need to provide the following documentation. The Mortuary staff cannot release a deceased patient without the below documents.

**Hospital death** (Cremation and Burial). The Clearance notification form from the Mortuary

**Coroners case/GP sign up**. The Clearance notification form from the Mortuary **plus** the Coroners “Authorisation for release” document.

Once complete please email this form as a **word attachment** to:

uhsussex.wor.mortuary@nhs.net for Worthing and St Richards cases 01903 285018

uhsussex.rsch.mortuary@nhs.net for Royal Sussex and Princess Royal cases 01273 664420

**Collection times:** Worthing, St Richards and Royal Sussex, Monday to Friday 9am – 1pm and 2pm – 4pm

 Princess Royal, Monday to Friday 2pm – 4pm

**IMPORTANT INFORMATION:** Please be aware that due to ongoing capacity issues, patients may be transferred to other Trust sites, the clearance notification form will indicate where the patient is residing. Prompt request and subsequent collection by Funeral Directors should ensure the deceased remains at the originating hospital Mortuary.

**By sending this form you are declaring that you have been instructed by the Family/Executor to carry out the funeral on the deceased named above. You should be aware that it is a criminal offence to make a declaration that you know to be false and for which you may be prosecuted. Please be aware that the information on this form may be of a sensitive nature, therefore please take care is ensuring that it is sent to the correct Email address**.

**PLEASE NOTE:** A size is supplied on the Clearance notification form you will receive; sizes are approximate, should you need a size for a special order coffin we advise you come and measure yourselves.