




Recording a Date of Death in SystmOne

To record a date of death for a patient:

1. Retrieve the patient record.
2. Select **Patient>Patient Maintenance>Patient Details** from the Main Menu.
3. Click **Set Date of Death**.
4. Record the date of death, the time of death (if known) and click **Ok**.
5. Click **Ok** to save the changes on the Patient Details dialog. If the patient was being cared for by one or more other organisations, the Notification of Death - [Patient Name] dialog is displayed.
6. Check/amend the text displayed on the Notification of Death dialog. The notification will be sent in the form of a 'Patient Deceased' task to all organisations caring for the patient.
7. Click **Ok**. A message is displayed, confirming the tasks will be sent when the patient record is saved.
8. Click **Ok** to acknowledge the message. The Confirm Informant of Death dialog is displayed.
9. Type the details of the person who informed you of the death and click **Ok**. The Death Details dialog is displayed. Take the following action:
 1. Click  to find an appropriate Read code for the cause of death (you could use 'Death – cause unknown [XaCJB]' if you do not have this information).
 2. Type some explanatory notes.
 3. Click  to find an appropriate Read code for the place of death (if known).
 4. Click **Ok**.
10. Save the patient record. When asked if you want to deduct the patient, cancel any pending appointments or visits and end any current incoming referrals, click **Yes**.
11. Record the deduction date in the Patient Deduction Request dialog, select **Date is approximate** if applicable, and click **Next Step**.
12. Type any comments in the 'Notes' section and click **Submit Deduction Request**. You may then be prompted to specify the appointments, visits and recalls you want to cancel for the patient and the waiting lists they should be removed from. All items have the **Cancel** tick-box selected on the right of the dialog by default.
13. De-select any items that you want to remain and click **Ok**.

Patients who have had a date of death recorded are indicated by an  icon in the Patient Demographics Box and the Read code 'Patient died [XM01Y]' is added to their record. Informant details are displayed in the 'Misc. Flags' node of the Administrative tree.