



HOW TO REGISTER A DEATH WITH THE REGISTRAR

This leaflet will explain:

- The system for registering a death with the Registrar
- Why we have this system
- How it will help you

The System:

We understand that for most people the first time they need this information is when they have recently lost a loved one. We hope that this information sheet will explain the process that we must all follow. We appreciate that this is a difficult and stressful time and if you need any further help or advice at all please let us know.

When a patient dies, please let us know as soon as you can as the practice must follow a legal process in order that we may issue a Medical Certificate Cause of Death. When you notify us of the death, we will take some details including how to contact you so that we can let you know when the Medical Certificate Cause of Death has been emailed to the registrar in order for you to call them to make an appointment to register the death.

In the majority of cases the GP can sign the Medical Certificate Cause of Death; however, there are certain situations where this is not possible for example, if the GP has not seen the patient in the last two weeks of their life or when the death is unexpected. You may also experience a short delay in obtaining the certificate if the GP who last saw the deceased is out of the surgery at the time you notify us of the death. In both instances the practice may need to liaise with the Coroner before a death certificate can be issued. The GP will need some time to examine the patient's medical record and if you intend to hold a cremation an additional GP from another practice is legally required to view the body and complete the "Part 2" of the cremation certificate. We will try to make the process as swift as possible.

If the patient dies in hospital, the Medical Certificate Cause of Death is usually completed by the hospital and not the surgery; however, we would be most grateful if you could possibly notify us as well. In some cases the Coroner will need to carry out a post mortem in order to establish the medical cause of death, we can advise you on this process should this be required.

Once we have let you know that the Death Certificate has been completed it is our responsibility to email this to the registrar. Once we have done this you are then able to call the registrar to book an appointment. We ask that you do not book this appointment until we have advised you when the Medical Certificate Cause of Death will be ready. The telephone number for County Hall Registry Office in Aylesbury is 01296 382581.

Once you have registered the death with the Registrar, you will be given copies (for details of the cost of this please see the website below) of the death certificate. You will then be able to arrange the funeral. There is further guidance about registering deaths on the Buckinghamshire County Council website:

www.buckscc.gov.uk/sites/bcc/Registrars/Births_marriages_and_deaths.page

Why we have the system:

Our GPs must follow a legal process when completing the Medical Certificate Cause of Death. In most situations this information is a key requirement in registering a person's death.

How it will help you

We hope that we can try and alleviate some of the stress that occurs at such a difficult time, if you require further information and support in this process please let us know.

Useful Contact Information

Internet www.westongrove.com

Wendover Health Centre, Aylesbury Road, Wendover, Bucks HP22 6LD.

Tel 01296 623452

Aston Clinton Surgery, 136 London Road, Aston Clinton, Bucks, HP22 5LB

Tel 01296 630241

Bedgrove Surgery, Brentwood Way, Aylesbury, Bucks HP21 7TL

Tel 01296 330330