**REPORTABLE DEATH CHECKLIST FOR HOSPITALS OR OTHER MEDICAL FACILITITES**

Call Coronial Admissions & Enquiries (CAE) on 1300 309 519 (24/7) to determine if

case is reportable.

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|  | **Description** | **Rationale / Information** | ✓ |
| 1. | Go to [**www.vifm.org/meddep**](http://www.vifm.org/meddep)Secure code No: | Enter secure code provided by CAE.Complete this form as soon as possible. This will facilitate timely transfer of the deceased person to the Coroners Court of Victoria. |[x]
|  |  | Print a completed copy for the patient medical record. |[ ]
| 2. | Complete a **Statement of Identification**Court Ref No: | Complete the identification form with a family member or someone who has known the person for more than 6 months while they are with the deceased person. |[ ]
| 3. | Fax the completed**Statement of Identification** to CAE as soon as possible | Fax to 9682 1206 |[ ]
| 4. | Police will attend to obtain details about the deceased and NOK. | Police are requested to attend by CAE |[ ]
|  |  | Have police attended? |[ ]
| 5. | Transfer the deceased person to your hospital/facility mortuary | Transfer the deceased person to the mortuary once family and police have left. |[ ]
|  |  | If your facility does not have a mortuary, please contact CAE on 1300 309 519 to arrange transfer |[ ]
| 6. | Notify your hospital co‑ordinator (or similar) that the deceased personhas been transferred to the mortuary | CAE contact the hospital co-ordinators to arrange appropriate transfer time. |[ ]
|  |  | Time critical for Tissue Donor cases |[ ]

The following checklist will assist you to complete all required paperwork for a reportable death to the coroner.