

HOW THIS MIGHT AFFECT YOU

If the death you are registering is selected for review you can make initial funeral arrangements. However, the funeral itself cannot take place until the review is complete and you receive the Certificate of Registration of Death (Form 14) from the registrar.

If you need the funeral to go ahead quickly, you can apply for **advance registration**.

Advance registration can be applied for in special circumstances as follows:

- * for religious/cultural reasons (for example, local tradition or faith requirements to bury a person's body quickly)
- * for compassionate reasons (where delays would cause significant and unnecessary distress), and
- * for practical/administrative reasons (for example, family have travelled from abroad to attend the funeral)

For more information about Healthcare Improvement Scotland's Death Certification Review Service, visit www.healthcareimprovementscotland.org

DEATH CERTIFICATION REVIEW: ADVANCE REGISTRATION

Available for Registrations selected for review from 13 May 2015

BACKGROUND

Following the introduction of new legislation, changes are being made to the way deaths are registered in Scotland. One of these changes means that, from **13 May 2015**, Healthcare Improvement Scotland will review a random sample of medical certificates of cause of death (MCCDs). The MCCD is also known as the Form 11.

These reviews are designed to check the quality and accuracy of MCCDs and to improve the way that information about deaths is recorded.

THERE ARE TWO CATEGORIES OF REVIEW.

Level 1 reviews should normally be completed within one working day and Level 2 reviews within three working days.

Under the new system, medical reviewers will examine a random sample of about 10% of all deaths through a Level 1 review. An additional small number of MCCDs will be examined through a Level 2 review.

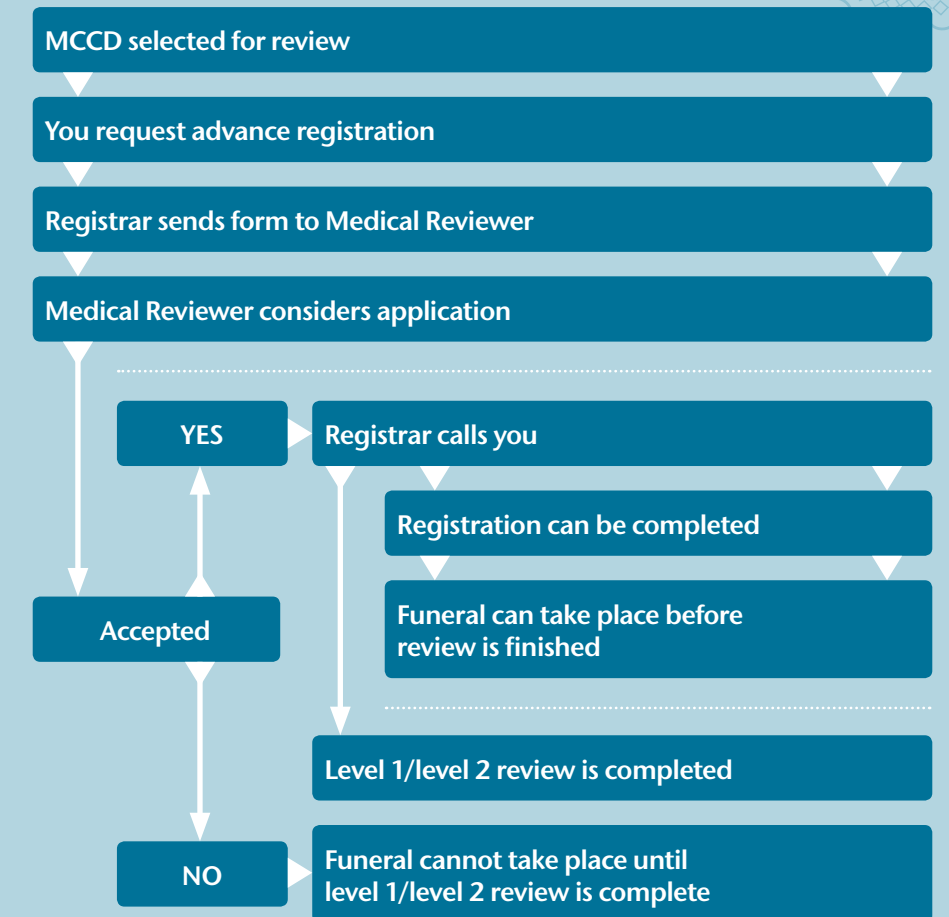
WHAT HAPPENS NEXT?

If you choose to apply for advance registration the registrar will provide you with an application form and can help you to complete it.

The registrar will contact Healthcare Improvement Scotland where a medical reviewer will assess your application, along with the content of the MCCD. The medical reviewer will usually be able to confirm (within two hours of the application being made) if the funeral can proceed. The registrar will contact you to let you know if your application has been successful or not.

If the application does not meet the criteria for advance registration you do not need to take any further action.

WHAT HAPPENS WHEN YOU REQUEST AN ADVANCE REGISTRATION



HOW THIS AFFECTS YOU

If the death you are registering is selected for review you may not immediately be able to complete the death registration. The registrar will explain the review process and timescales, and will contact you when the review is complete.

You can still make initial funeral arrangements while the review is underway. However, the funeral itself cannot take place until the review is completed and a Certificate of Registration of Death (Form 14) is produced.

This can be collected from the registrar or sent to you or sent direct to the person arranging the funeral to allow the funeral to go ahead.

If you need the funeral to go ahead quickly, in special circumstances you may be granted advance registration. You can read more about how to apply for **advance registration** here – see insert web address or leaflet name.

DEATH CERTIFICATION IN SCOTLAND

A guide to death certification and registration changes in Scotland



The Scottish
Government
Riaghaltas na h-Alba

WHAT THIS LEAFLET IS ABOUT

The arrangements for death certification and registration in Scotland are changing.

From 13 May 2015 all deaths must be registered before burial or cremation can take place.

BACKGROUND

Every death in Scotland must be certified by a doctor who completes a form called a Medical Certificate of Cause of Death (MCCD). This is also known as the Form 11.

If you are registering a death you must take the MCCD to a registrar. A death cannot be registered without the MCCD. A death may be registered in any registration office in Scotland and must be registered within eight days of the date of death

With changes being made to the way deaths are registered in Scotland, it is important that you try and register the death at the earliest opportunity.

Most registration offices operate an appointment system so you should contact your local office as soon as possible.

Once registration is complete you will be given a Certificate of Registration of Death (Form 14). This is the document that confirms that the death has been registered and is required before a burial or cremation can go ahead.

NEW REVIEW SERVICE

National legislation has changed the process of registration of deaths and requires Healthcare Improvement Scotland (HIS) to review a random sample of certificates.

From 13 May 2015 a random selection of certificates will be selected for review, through the registration system. These reviews are designed to check the quality and accuracy of certificates and to improve how this information is recorded.

Reviews will be conducted by a team of Medical Reviewers, all of whom are experienced doctors. Further information on the review service can be read here – insert web address

INVESTIGATION OF A DEATH BY THE PROCURATOR FISCAL

Deaths which are reported to the Procurator Fiscal will not be included in those selected for review. Further information on the role of the Procurator Fiscal in the investigation of deaths can be found at:

www.copfs.gov.uk/publications/deaths