

**Procedure in case of death of patient**

## 1.0 SCOPE

1.1 CASE PROCEDURE This procedure defines the procedure in case of death of patient in the Clinical Centre of Banja Luka.

1.2 Scope This procedure is applied in all medical sectors, OJ Clinical Centre of Banja Luka.

1.3 Responsibilities for the implementation

For implementation of procedures at the Clinical Center are responsible directors for medical affairs of surgical and conservative disciplines, and for the implementation of procedures at application-level organizational units are competent executives of OJ.

1.4 Exclusions The procedure does not apply to non-medical sector, CC of Banja Luka.

## 2 CONNECTION WITH OTHER DOCUMENTS

### 2.1 REFERENT DOCUMENTS

„HEALTH CARE LAW “, „CHARTER OF PATIENTS RIGHTS, “ „LAW ON HEALTH INSURANCE, “ „LAW OF THE RECORDS IN HEALTH “, „ETHIC CODE OF DOCTORS, “ „CODE OF ETHICS FOR NURSES “ ,

### 2.2 OTHER DOCUMENTS

- NORMATIVE ACTS OF THE CLINICAL CENTRE OF BANJA LUKA
- ETHIC CODE OF DOCTORS, CLINICAL CENTRE OF BANJA LUKA
- CODE OF NURSES AND TECHNICIANS OF THE CLINICAL CENTRE OF BANJA LUKA

## 3 ABBREVIATIONS

CC - CLINICAL CENTER OF BANJA LUKA, OJ - ORGANIZATIONAL UNIT

## 4 DESCRIPTION OF PROCEDURE

### 4.1 COMPETENCE FOR DETERMINING CAUSE OF DEATH OF PATIENT

4.1.1 IN THE CASE OF DEATH OF PATIENT IN THE CC, A DOCTOR ON DUTY IN THE OJ DETERMINES TIME AND CAUSE OF DEATH OF PATIENT. TIME AND CAUSE OF DEATH IS DETERMINED BY REVIEWING THE PATIENT, AUTOPSY OR MEDICAL RECORDS REVIEW.

4.1.2 In case of acceptance a deceased patient (if death occurs before entering the patient in the CC of Banja Luka) doctor on duty in the outpatient reception and senior doctor on duty, after the mandatory implemented, and unsuccessful resuscitation of the patient, note the patient's fatal outcome. In all such cases shall not be receiving treatment at the opening of medical records, but detailed written findings and opinion in four copies with the signatures of

the two doctors on duty. With this document goes a claim for an autopsy of the deceased in the cases described in the applicable legislation. Further treatment of the dead is according to already defined in the document "Procedure in case of death of patient."

DOCTOR SETS THE REQUEST FOR AUTOPSY IN THE FOLLOWING CASES:

WHEN THERE IS DOUBT OR IT IS OBVIOUS THAT THE DEATH WAS CAUSED BY SOME CRIMINAL ACTS

IF PERSON DIES IN CC AND HAS NOT DETERMINED THE CAUSE OF DEATH

IF PERSON DIES BEFORE EXPIRATION OF 48 HOURS OF RECEIPT,

IF DOCTOR WHO TREATED THE PERSON REQUIRES THAT

WHEN EPIDEMIOLOGICAL AND SANITARY REASONS REQUIRE THAT

AT THE REQUEST BY THE IMMEDIATE FAMILY OF THE DECEASED

AT THE REQUEST OF THE COMPETENT INVESTIGATING AUTHORITY.

IF THE DOCTOR REQUIRES AN AUTOPSY, HE MUST WRITE A REFERRAL FOR AN AUTOPSY, WHICH HAS TO BE DELIVERED WITH THE HISTORY OF THE DISEASE. IF WOULD BE GOOD IF A DOCTOR, WHO TREATED THE PATIENT, ATTENDS THE AUTOPSY. THE COMPETENT DOCTOR PRESENTS AN AUTOPSY REPORT TO FAMILY MEMBERS.

4.1.3 AUTOPSY REPORT IS WRITTEN IN TWO COPIES (ARCHIVES OF THE INSTITUTE OF PATHOLOGY, HEAD OF OJ WHERE THE PATIENT IS DECEASED). SENDING OF AUTOPSY FINDINGS IS EXACTLY THE SAME AS SUBMITTING PATHOHISTOLOGICAL FINDINGS IN THE ORGANIZATIONAL UNIT. TECHNICAL SECRETARIES OF OJ TAKE FINDINGS IN THE DEPARTMENT OF PATHOLOGY AND GIVE THEM THE HEADS OF OJ. AT THE MORNING MEETING, HEAD OF OJ DELIVERS THE FINDINGS TO THE COMPETENT DOCTORS.

4.1.4 IF THE FAMILY MEMBERS OF DECEASED PERSON ASK FOR THE AUTOPSY REPORT, THEY WILL ADDRESS TO THE DIRECTOR GENERAL. THE DIRECTOR-GENERAL, AFTER CONSULTATION WITH THE CHIEF OF OJ, DECIDES ON THE ISSUANCE OF AUTOPSY REPORT.

#### 4.2 DOCUMENTATION ON DECEASED PATIENT

AFTER DETERMINING THE CAUSE OF DEATH OF PATIENT, THE FOLLOWING DOCUMENTS ON THE DECEASED PERSON SHOULD BE FULFILLED IN OJ:

- "REPORT ON THE CAUSE OF DEATH," 3 COPIES (1 MUNICIPALITY -REGISTRAR, 1 A MEMBER OF THE FAMILY, 1 A HISTORY OF ILLNESS),

- "CONFIRMATION OF MEDICAL FACILITIES ON DEATH 3 COPIES (1 MUNICIPALITY-REGISTRAR, 1 A MEMBER OF THE FAMILY, 1 A HISTORY OF ILLNESS),

-"CONDUCTORS OF THE BODY - A REQUEST FOR AN AUTOPSY" 4 COPIES (3 TO THE BODY OF THE DECEASED ARE REFERRED TO THE PATHOLOGY, 1 A HISTORY OF ILLNESS)

- " THERAPEUTIC TEMPERATURE-LIST (1 COPY)

" RELEASE FORM" 4 COPIES (1 MEMBER OF THE FAMILY, 1 A HISTORY OF ILLNESS, 1 A REGISTRATION CERTIFICATE, 1 A DOCTOR OF FAMILY MEDICINE, AND 1 IS GIVEN TO A FAMILY MEMBER TO SUBMIT TO A DOCTOR)

TECHNICAL SECRETARY OF THE OJ WRITES DATA ON THE DEATH OF PATIENT IN THE FOLLOWING RECORDS:

"DAILY REPORT ON THE MOVEMENT OF PATIENT,"

"PATIENT'S BOOK"

"REGISTER OF PATIENTS IN OUTPATIENT HOSPITAL"

TECHNICAL SECRETARY OF GIVES THE DOCUMENTATION OF DECEASED PATIENT IN THE HISTORY OF THE DISEASE.

#### 4.3 INFORMATION ABOUT THE DEATH OF PATIENT

HEAD NURSE OF OJ (OR NURSE ON DUTY IN THE PERIOD AFTER 3 PM) INFORMS THE FAMILY OF DECEASED PATIENT - SENDS A TELEGRAM.

DOCTOR ON DUTY IS IN CHARGE TO TALK WITH THE FAMILY OF DECEASED PATIENT.

#### 4.4 PROCEDURE WITH BODY OF DECEASED PATIENT

NURSE / TECHNICIAN, PLACES A POSTHUMOUS PAPERS "ON THUMB OF DECEASED AND BESIDE BODY PUTS A A CORPSE OF LADING. BODY IS RETAINED FOR TWO HOURS IN OJ AFTER THE CONFIRMATION OF DEATH.

##### 4.4.1 REQUIRED AUTOPSY

FOR THE LOCATION PAPRIKOVAC AUTOPSY, IF THERE IS A REQUEST FOR AUTOPSY AFTER THE EXPIRATION OF 2 HOURS, BODY OF DECEASED SHOULD BE TRANSPORTED IN THE MORGUE OF THE INSTITUTE OF PATHOLOGY.

FOR THE LOCATION ZDRAVE KORDE, BODY OF THE DECEASED PATIENT WOULD BE TRANSPORTED TO THE MORGUE OF THE INSTITUTE OF PATHOLOGY (TRANSPORT COMPANY IS REGISTERED FOR THE TRANSPORT OF THE DECEASED).

FOR THE LOCATION OF PSYCHIATRY, DEAD BODY IS TRANSPORTED TO THE MORGUE OF THE INSTITUTE OF PATHOLOGY (TRANSPORT COMPANY IS REGISTERED FOR THE TRANSPORT OF THE DECEASED).

#### 4.4.2 AUTOPSY IS NOT REQUIRED

TRANSPORT OF DECEASED PATIENTS PERFORMES AN ORGANIZATION THAT IS LICENSED TO PERFORM THE FUNERAL SERVICE AND WITH WHICH CC HAS CONCLUDED A CONTRACT OF CARRIAGE. IN THE DEPARTMENT OF PATHOLOGY, FAMILY OF THE DECEASED PERSON OR A LEGAL PERSON REGISTERED FOR THE FUNERAL INDUSTRY, SIGN A CERTIFICATE AND A CONFIRMATION FOR TAKING OVER DECEASED PERSON.

#### 4.4.3. TRANSPORTATION OF DECEASED FROM THE INSTITUTE OF PATHOLOGY

4.4.3. TRANSPORTATION OF DECEASED FROM THE INSTITUTE OF PATHOLOGY BANJA LUKA TO THE CITY MORGUE CITY CEMETERY BANJA LUKA, PERFORMS AN ORGANIZATION REGISTERED TO PERFORM THE FUNERAL SERVICE WITH WHICH CC BANJA LUKA HAS A SIGNED CONTRACT.

THERE IS A PROTOCOL AT THE RECEPTION THAT INCLUDES:

NAME AND SURNAME OF DECEASED PATIENT

IDENTIFICATION NUMBER OF DECEASED PATIENT,

PERSON WHO BROUGHT DECEASED PATIENT,

LEGAL PERSON REGISTERED FOR THE FUNERAL AND WITH THEM A CC HAS SIGNED A CONTRACT FOR THE TRANSPORT OF DECEASED PATIENTS.

#### 4.5 PROCEDURES WITH PATIENT'S PROPERTY

Property of deceased person should be written in notebook of OJ in which patient resided. The property should be given to a family member with a certificate of transfer of property and registration ID of the person who took over the property.

#### 4 FORMS

form "Report on the cause of death"

form "Confirmation of health care on death"

form "conductors of corpse-Request for autopsy" •

Form "posthumous papers"

<b>Document Title</b>	<b>Label form</b>	<b>Document forms</b>	<b>Number of copies</b>	<b>Term care</b>	<b>Place of storage</b>	<b>R no record</b>
<b>Report on cause of death</b>	<b>no</b>	<b>Doctor on certain department</b>	<b>3 copies</b>	<b>permanently</b>	<b>History of illness</b>	<b>no</b>
<b>Confirmation of death from health care facilities</b>	<b>no</b>	<b>Doctor on certain department</b>	<b>3 copies</b>	<b>permanently</b>	<b>History of illness</b>	<b>no</b>
<b>Lading corpse-Request for autopsy</b>	<b>no</b>	<b>Doctor on certain department</b>	<b>4 copies</b>	<b>permanently</b>	<b>History of illness</b>	<b>no</b>
<b>Posthumous papers</b>	<b>no</b>	<b>Nurse on certain department</b>	<b>1 copy</b>			<b>no</b>
<b>Confirmation of taking over deceased person</b>	<b>no</b>	<b>Technical Secretary of the Institute</b>	<b>2 copies</b>	<b>permanently</b>	<b>archives</b>	<b>Confirmation from the Institute of Pathology</b>
<b>Release Letter</b>	<b>no</b>	<b>Ward doctor</b>	<b>4 copies (1to patient, history of illness, 1 a registration certificate, 1 to a doctor of family medicine)</b>	<b>permanently</b>	<b>History of illness</b>	<b>no</b>