

Quality Assurance

Policy:

In general, the completion of each case report shall be within 48 hours.

The completed case file will be peer reviewed by another investigator and then handed over to the Coroner for formal review. The assigned investigator to the case will be responsible for correcting any errors.

The case file will be filed in the appropriate section of the case file cabinet (pending, open, closed).

When all further studies are complete and the cause and manner of death has been established (i.e., toxicology report, consultation report(s), outside lab results, finalized autopsy report), the case will have a final review for completion.

All pertinent documents for the case should be in both the hard case file as well as in MDI log.

After final review of the report, the designated next of kin will be contacted with any updates on the case as well as to inform him/her that the case will be closed.

All field notes and transitory documents will be removed from the case files and destroyed. This includes all medical records.

All authorized records requests for the case will be processed following the closure of the case.

The completed case file will be electronically archived by the county.