



Documentation Policy

Policy# 14-0724-1 Documentation Policy Total pages=2

Purpose: A policy that covers what, how and when information is documented in a death investigation.

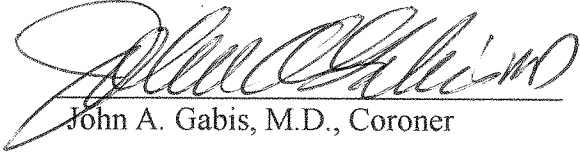
Justification: It is vital that all pertinent information concerning a death investigation is completely documented in a timely manner and is available for review and to revisit as necessary.

Policy:

1. All reports of deaths made to this office will be completely and appropriately documented regardless if accepted as coroner case or deferred to family physician. This also includes any nursing home or hospice deaths.
2. All information will be entered into the case tracking software in a timely manner.
3. All pertinent case information will be documented, including but not limited to the following:
 - a. 911 call information when available
 - b. Time body found and by whom
 - c. Last known to be alive and by whom
 - d. Positive ID made how and by whom
 - e. Death presentation, initial history of the fatal event
 - f. All witness accounts, compare with statements given to EMS and LE
 - g. Decedent's past social and medical history, confirm with medical records
 - h. All pertinent findings at the scene
 - i. All known facts
 - j. All information provided by EMS and LE

4. See also Policy # 14-0619-2 Case Update Policy, Policy# 0627-3 Positive ID Policy, 14-0619-8 Records Request Policy, Policy # 14-0703-2 Scene Investigation Policy and Policy # 12-0720-1 Time Of Death Policy

This policy has been approved and is in effect until further notice:


John A. Gabis, M.D., Coroner

July 23, 2014
Date