

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	530
		Original Date	11/26/1984
	Department: Nursing	Revised Date	07/09/2015
	Resident Death		

POLICY:

In the event of resident death, the facility will respond in the most respectful, legal and organized manner for both residents and family.

PROCEDURE:

A. Nurse Responsibility

1. Upon the absence of vital signs, notify the attending physician and obtain an order to release body.
2. If circumstances are unusual or suspicious, the Superintendent or his designee will be notified immediately and the MMHNCC Policy #113 "Response to Violent Crime or Suicide" will be followed. The Fergus County Coroner should also be notified.
3. Check the face sheet on the chart for funeral arrangements. If a funeral home is listed, they will be contacted to make further arrangements. If there are no previous instructions for a funeral, notify Cloyds Funeral Home
4. Notify the Social Worker during Office Hours. If unable to contact them, notify the Director of Nursing or Superintendent.
5. The Social Worker will make notification to relatives and/or guardian of death. If they are unavailable, the Nursing Supervisor will do so.
6. Document in the Nursing Notes the following:
 - A. No audible apical pulse
 - B. No respirations
 - C. No vital signs of life present

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7. Notify all departments.
 8. Fill out "Authorization for Removal of Deceased Resident" form Attachment #4. Both a nurse and a mortician must sign the form. See the attached form. Keep the original copy in the chart. The yellow duplicate should be given to the mortician. Check the "Funeral Plans Questionnaire" Attachment #5 in back of chart for more instructions.
 9. Paperwork to send to funeral home:
 - A. Copy of Funeral Plan Questionnaire
 - B. Copy of Vital Statistics form Attachment #6
 - C. Authorization for Removal of Body (yellow copy)
 - D. Copy of Burial Contract
 - E. Original Authorization to cremate, if needed
 10. Prepare body for funeral home. Send resident's dentures, glasses and clothing with the body.
 11. Have inventory of the resident's personal effects completed and placed in the front of the chart. The form will be dated and signed by the person completing the inventory and placed in the Social Worker mailbox.
 12. Pack the personal belongings and place them in the Social Service office.
 13. Make a notification on charge report.
 14. Forward the clinical chart to the Medical Records Department.
- B. Social Worker
1. Notify family members and guardian:
 - a. inform where body taken and give telephone number of mortuary
 - b. review preplanned burial, or arrange if needed.
 - c. inquire if family will attend funeral services
 - d. briefly explain estate procedure
 2. Telephone funeral home to confirm date and time of funeral services.
 3. Notify the court to dissolve guardianships done in Fergus County. Attachment #1.
 4. Inform Recreation personnel of funeral or memorial service date/time.

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5. Store resident belongings in Storage Room. Place a copy of the inventory list in box, Attachment #2. Route the white copy to the Business Office, yellow copy to the Social History file, and the pink copy to the Resident Chart.
6. Send "Estate Letter" to the next of kin, closest relative/spouse. See Policy 308.

C. Medical Records

1. Ensure Death Certificate is signed.
2. Follow policy #1402 for Discharging of a Resident.
3. Complete a death report and send to Department of Public Health & Human Services. Attachment #3.