

## **UPDATED GUIDANCE FOR GP SURGERIES: HOW TO NOTIFY THE LISTER HOSPITAL OF DEATHS IN THE COMMUNITY**

The Mortuary and Bereavement team have been responsible for recording the community and hospital deaths on the Trust's Lorenzo system since 21 January 2019.

(This was previously managed by the Data Quality office)

**To notify the Lister Hospital of the death of a patient in the community, GP surgeries must contact the Mortuary and Bereavement Office via one of the following:**

**Email:** [coronerenh-tr@nhs.net](mailto:coronerenh-tr@nhs.net)

**Post:** **Lister Mortuary Office (location code 25)**  
Lister Hospital, Coreys Mill Lane, Stevenage, Herts, SG1 4AB

**Telephone:** **01438 288462 / 01438 284208 / 01438 285451**  
(messages can be left on the confidential voicemail facility)

Please ensure the following information is included:

- Full name of the deceased
- Date of death
- Time of death
- Place of death
- NHS number
- Date of Birth

***Please do NOT address these notifications to "the Lorenzo Office" or "Wiltron House"***

If you require any further information, please contact:

Lou Thomas, the Deputy Mortuary Manager on 01438 288462 or email [luana.thomas@nhs.net](mailto:luana.thomas@nhs.net)

Or

Caroline Green, Bereavement Officer on 01438 284208 or email [caroline.green18@nhs.net](mailto:caroline.green18@nhs.net)