



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

FORENSIC PATHOLOGY SERVICES

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CIRCULAR

Date: 24 October 2017	From: Dr SM Aiyer Acting Chief Specialist
To: All Forensic Pathology Officers Assistant Directors: Medico-Legal Mortuary Deputy Directors: Forensic Pathology Services	Circular minute no: G167/2017
	Reference no: 28/5/P
SUBJECT: : POST MORTEM DOCKET MANAGEMENT AT MEDICO-LEGAL MORTUARIES	

1. OBJECTIVE

To provide guidelines with regards to the management, access control and post mortem docket storages at Medico-Legal Mortuaries.

2. BACKGROUND

It has been brought to the attention of the office of the Chief Specialist of Forensic Pathology Services that:

- 2.1. During a recent audit a number of post mortem dockets were found to have vital documents missing or misfiled.
- 2.2. There were other instances where the auditors found the entire docket was missing from facility.
- 2.3. Dockets were not kept in secure storage at all times.
- 2.4. The contents of the dockets were not filed in a chronological order nor were individual documents within the folder bound in any way to prevent accidental loss or unauthorized removal of the same.
- 2.5 That the Assistant Director Medico Legal Mortuary (AD: MLM) do not personally and regularly audit each post mortem docket nor do they sign off the docket when it is closed.

3. PROCEDURE TO BE FOLLOWED

- 3.1 The AD: MLM is solely responsible to ensure that the prescripts regarding the handling and management of Medico-Legal Post Mortem dockets are adhered to in accordance with all policies, procedures and legislation.
- 3.2 The AD: MLM may appoint a designated Senior Forensic Pathology Officer (FPO) to assume responsibility (under the direct supervision of the AD: MLM) for the secure storage of the Medico-Legal post mortem dockets.
- 3.3 The docket storage shall be kept locked at all times with the key being kept on the person of the designated Senior FPO or in the AD: MLM office.
- 3.4 Owing to the fact that the contents of the post mortem docket are sub judice, hence access to the same is strictly restricted to authorised personnel only.

3.5 A control register monitoring the post mortem docket movement must be instituted (See Annexure A)

3.6 The check-list (Annexure B) must be attached to the inside cover of the post mortem docket, with the contents of the docket being filed in the chronological order of the check list and must be verified before being signed off by the AD: MLM before being filed.

3.7 The contents of the following circular and legislative prescripts must be noted and adhered to:

3.7.1 **Circular No G131/2016**

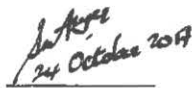
3.7.2 **National Health Act, 2003 (Act No. 61 of 2003)**, Section 26 and 27 of the regulations regarding the rendering of Forensic Pathology Service

Any person who fails to comply with the above shall be guilty of an offence and will liable to:

A. Departmental disciplinary action

B. A fine or to imprisonment or to both a fine and such imprisonment if convicted.

Thank you



Dr SM Aiyer
24 October 2017

Dr SM Aiyer
Acting Chief Specialist
Forensic Pathology Services



CHECKLIST OF DOCUMENTS POST-MORTEM DOCKET

MEDICO LEGAL MORTUARY (MLM) NAME			POST MORTEM NUMBER	
FORM	DOCUMENT	DATE	COMPLETED BY (Print Name)	SIGNATURE
Post mortem Docket	SAP 386			
Report accompanying body to the mortuary	SAP 180			
Receiving Statement and identification to Dr OR Receiving Statement and identification to Dr	Affidavit (or SAP 378) OR SAP 380			
Identification of the Diseased	SAP 377			
Copies of ID documents- deceased and person identifying deceased	Identity Documents			
Affidavit by MC/Pathologist	SAP 378			
Post-Mortem Report	SAP 359			
Certificate of PM examination	SAPS 181			
Notification of Death	DHA-1663			
Authority to hand over body	SAP 382			
Burial Order (*SAPS)	DHA 14			
Application for State Burial	To Municipality			
Photographs for ID purposes				
Fingerprints	SAP 91(a)			
Blood alcohol- Request form	SAP 384			
Histology Report Form	GW 7/130			
Toxicology Request form	SAP 387 (a) and (b)			
Handing over of exhibits (e.g.bullets, clothing, weapons etc) to I/O	Statement			
Other				

Signature Assistant Director: _____

Surname and Initial (Print): _____

Date: _____