

SHASTA COUNTY CORONER'S OFFICE – Hospital Reporting Form

Please use this form as a guide to determine:

1. Is this death reportable to the Coroner?
2. How to contact the Coroner to report a death
3. What information to provide to the Coroner

1. Is this death REPORTABLE to the Coroner?

Natural means the person died from a disease or illness unrelated to any non-natural event

REPORTABLE	NOT REPORTABLE
Death that occurred without medical attendance / or in the absence of an attending physician.	Died of natural causes while being medically attended to / known COD
The hospital doctor is unable to provide a reasonable COD under natural circumstances due to lack of medical history and testing/labs/imaging.	When the attending physician has sufficient knowledge to reasonably state the COD under natural circumstances
Suspected homicide and/or any violent death Suspected suicide	Solely because it has been under 24 hours since patient arrived to the hospital or unit, and the causes are natural.
Suspected overdose or acute alcohol poisoning	Complications due to chronic alcohol or drug abuse
Any accident/injury resulting in death even if it's old. E.g.: hip fracture as the cause of death or contributing factor, para/quadruplegics as the cause or contributing factor, TBI, etc.	
Any occupational death or disease resulting in death	

Once you have determined that the case needs to be reported to the Coroner, the case must be reported **IMMEDIATELY** per CA Gov. Code 27491. **PLEASE DO NOT PEND FOR THE NEXT SHIFT.**

If a death is not reportable to the Coroner, the doctor last in attendance is required by law (CA Gov. Code 102795) to provide COD and sign the death certificate. This means hospitals doctors from any department would be the most appropriate doctor to sign the death certificate.

2. How to contact the Coroner to report a death?

Once you have determined the death is reportable to the Coroner, call Dispatch at (530) 245-6540 to request a call from the Coroner. **DO NOT** call the Coroner's Office and leave a message because it is not staffed 24/7.

You will provide Dispatch with the following information:

- Decedent's name and date of birth:
- Your name, what hospital and department you are calling from, and a direct contact number

You will receive a call back from the on-call DCI as soon as possible. Keep in mind, if after hours, the DCI may be on another case and delayed responding to you as they are responsible for all deaths in the County.

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Preliminary questions the DCI will ask after they confirm the information provided by Dispatch:

TOD: _____ By Who: _____

Decedent's Home Address: _____

Legal NOK: _____ Relationship: _____

NOK Phone: _____ Has the NOK been notified? Yes No

Medical History/Circumstances: _____

Additional questions the DCI may ask based on the type of case you are reporting:

Known medications: _____

Drug abuse? If yes, what are their drugs of choice? _____

Alcohol abuse? Tobacco dependence?

PMD: _____ Last seen by PMD: _____

Any history of recent aspiration / choking event If yes, was it the cause of death?

Any history of a contagious disease? If yes, did it cause the death?

Specifically, Hep C and/or HIV

Any history of falls/fractures If yes, did it cause the death?

Any injury/trauma? If yes, did the trauma cause the death?

Mortuary? _____

Other helpful information:

- If you are unsure if a death is reportable or who is most appropriate to sign the death certificate, please feel free to call and we would be happy to help you sort through it.
- The Coroner's Office does not do private autopsies.
- It is unlawful for anyone to move a dead body from the position or place of death without permission of the Coroner per CA Gov. Code 27491.2 b. All medical devices shall remain in place – DO NOT remove anything without Coroner approval.
- No evidence shall be removed or collected per CA Gov. Code 27491.3 this includes personal property and clothing. Nothing will be released to any law agency or next of kin without the knowledge and consent of the Coroner.