



NYC
**Office of Chief
Medical Examiner**

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MEMORANDUM

DATE: July 27, 2018

TO: MEDICAL DIRECTORS: GREATER NEW YORK HOSPITAL ASSOCIATION;
HEALTH AND HOSPITALS CORPORATION, CITY OF NEW YORK; AND ALL
OTHER NEW YORK CITY HEALTH CARE FACILITIES

FROM: Jason Graham, MD
First Deputy Chief Medical Examiner 

RE: REQUIRED DOCUMENTS REVISION FOR ALL NYC OCME CASES

Please be advised that effective August 1, 2018 the NYC Office of Chief Medical Examiner (OCME) will require the "ME Clinical Summary Worksheet" (attached) to be completed and provided in all cases; that is for both Medical Examiner jurisdiction cases as well as for claim-only and decedents for whom their next of kin have requested burial at city cemetery or 'city burial'. The completed "ME Clinical Summary Worksheet" must accompany the following additionally required, case-specific documents, as available, prior to removal of any decedent by the OCME from a healthcare facility citywide:

For Medical Examiner cases:

- Admission face sheet
- Discharge summary (if unavailable, then Admission History and Physical examination)
- Emergency Medical Services Patient Care Report/Ambulance Call Report (PCR/ACR)
- Signed authorization for City burial (if being requested by decedent's family/next-of-kin)

For Claim-only or City Burial cases:

- Admission face sheet
- Completed death certificate
- Completed burial permit
- Signed authorization for City burial (if being requested by decedent's family/next-of-kin)

Revisions of the previously required documentation include the following:

1. Discharge Summary and/or Admission History and Physical Examination documents will no longer be required for claim-only or city burial cases.
2. Emergency Medical Services Patient Care Report/Ambulance Call Report (PCR/ACR) will no longer be required for claim-only or city burial cases.
3. Completion of the "Clinical Summary" section of the ME Clinical Summary Worksheet will no longer be required for claim-only or city burial cases.

Please see the attached fillable pdf version of the "ME Clinical Summary Worksheet" and provide this information to your attending and house staff physicians. Should you have any questions, please feel free to contact me with your concerns. Thank you for your cooperation.