

Hospital – Form 9/9a email notifications

Electronic cause of death medical certificates

Medical practitioners

Registry of Births, Deaths and Marriages (RBDM) have an online system enabling medical practitioners to create, certify and submit cause of death medical certificates (Form 9) and perinatal supplements (Form 9a) to RBDM and to Coroners Court of Queensland (CCQ) in cases of reportable deaths.

Medical practitioners can find out more information and sign up, visit www.qld.gov.au/law/births-deaths-marriages-and-divorces/online-service-providers/medical-practitioners.

Hospital administration

Hospital clinical governance teams and medical directors can receive immediate email notifications, with links to both forms (if relevant) when submitted on behalf of the hospital. This allows relevant personnel to complete quality assurance on the forms as soon as they are submitted to either RBDM or CCQ.

How to register for email notifications

To register, your hospital's Quality Assurance Manager (or similar), Director of Medical Services or Director of Clinical Services can email RBDM at bdm-service-provider@justice.qld.gov.au and provide us with a shared mailbox address that can be accessed by the relevant staff at your hospital. The system can only send email notifications to 1 email address for each hospital.

Once your hospital has been set up, you will receive emails with links to any electronically submitted form/s where the **place of death** selected is **your hospital**.

If a death occurs out in the community and a medical practitioner issues the form on behalf of your hospital, they can select to send an email notification to your hospital.

Notifications you will receive

These may include:

- submitted to RBDM (non-reportable death)
- submitted to CCQ (reportable death), for review
- returned to the medical practitioner by RBDM requesting amendments
- returned to the medical practitioner by CCQ, requesting amendments
- amended by the medical practitioner and resubmitted to RBDM or CCQ
- submitted to RBDM by CCQ, for form/s authorised for issuance and no amendments required
- cancelled by either the medical practitioner or RBDM
- CCQ does not authorise a Form 9 for issuance
- accepted by RBDM.



PDF Form 9 and Form 9a

The links to the PDF forms expire after 7 days, so it is important you download and save the PDF within this time frame. If the link expires, please contact the medical practitioner who initiated the form/s to request a copy.

As the medical practitioner digitally signs the electronic form, there is no need for them to print and sign the document. If their name and date of certification is printed on the form, the form has been digitally signed.

The Form 9 will show the following watermarks during the process:

1. Draft:

This watermark appears when the medical practitioner has not certified and submitted the form electronically OR when CCQ have returned the form to the medical practitioner requesting amendments.

2. Not authorised for issuance:

This watermark appears when CCQ have reviewed a reportable death and does not authorise issuance of the Form 9.

Form 9 amendments

Forms submitted to RBDM are not processed for at least 4 days, allowing time for medical practitioners to make amendments that may be needed.

If a record that has been accepted by RBDM needs to be amended, currently this cannot be done electronically, please follow your existing processes.

Coroners Court of Queensland – reportable deaths

For deaths that are submitted to CCQ for assessment as a reportable death, existing processes in place with CCQ remain.

Form 1a pathway

You will need continue to provide the following documentation to CCQF1A@justice.qld.gov.au, or using your sharing platform (if over 20MB):

- Form 9 – Cause of Death Certificate (Draft) – download from system
- Form 1A – Medical practitioner report of a death to a coroner—all fields must be completed including next of kin details
- discharge summary and recent admission notes for the patient.

Queensland Police Service (QPS) Form 1 pathway - this service will be available mid-January 2023

This is mostly used by pathologists but is available to all medical practitioners who may need to submit a Form 9 to CCQ following the QPS Form 1 pathway.



You will need continue to provide the following documentation to CCQ-Natural-Cause-F1@justice.qld.gov.au (Coronial Registrar cases) or State.Coroner@justice.qld.gov.au (Coroner cases):

- Form 9 – Cause of Death Certificate (Draft) downloaded from the portal
- Preliminary Investigation or Preliminary Examination Report (including outcomes of discussion with the next of kin).

Please note – the draft Form 9 will not be reviewed until all documentation has been provided to the Coroners Court of Queensland. Ensure this documentation is provided ASAP to avoid delays to funeral arrangements.

If you have any questions or wish to register for this service, contact us at bdm-service-provider@justice.qld.gov.au.