

PEACEFUL PASSAGE AT HOME

Caring for our own after death

When the Death Occurs with Hospice in the Home

To obtain the forms listed below go to:

<http://www.mass.gov/eohhs/gov/departments/dph/programs/admin/dmoa/vitals/edrs/>

Hospice can be a great support to families during the dying process and it can be helpful to get them involved as early as possible. When it comes to the paperwork, other than the Nurse Pronouncement Form, hospice is not involved.

You will be working with the Town Clerk in the town where the death occurs. We have found the best approach is to try to inform the Town Clerk, as early as possible, that the family will be acting as their own funeral director and therefore the Clerk will be expected to input the death certificate into the Electronic Death Registration System (EDRS).

Before the death, the family should fill out the 5-page [Informant Worksheet for Certificate of Death](#), which spells out all the biographical information the Town Clerk will need, and the [Veteran Information Worksheet](#) (if applicable). It may be that the dying person has some of the information that will be needed on these documents.

Paperwork process after death:

1. Receive the Nurse Pronouncement Form from the hospice nurse at the time of death
2. Visit the doctor and bring with you:

- The [document we created](#) to help doctors understand their responsibilities
- The Nurse Pronouncement Form
- A clean paper copy of the [Death Certificate Medical Certifier Worksheet](#), which you have printed from the above link

Wait while the doctor fills out the Medical Certifier Worksheet. Check to see that it is completely filled out, e.g. it contains their license number and fax number

3. Visit the Town Clerk and bring with you:

- Death Certificate Medical Certifier Worksheet filled out by the doctor
- Informant Worksheet for Certificate of Death filled out by the family
- Veteran Information Worksheet (if applicable)
- [Funeral Provider Worksheet](#) – Provides the town clerk with the name of the cemetery or crematory that the family has chosen

The town clerk may have never had the request for paperwork from a family regarding a death certificate since this is usually done by a funeral director. You may want to bring a copy of the law and the EOHHS guidelines. It will help to have the [list of other clerks](#) who have helped families with this paperwork.

4. When the Town Clerk calls, return to Town Hall to sign the [Death Certificate Informant Verification and Signature Form](#) — they will provide this. Your signature means that all the information is correct.
5. The Town Clerk will call to say that the paperwork has been completed and submitted to the burial agent (board of health), and the Burial Transit Permit and Death Certificate are ready to be picked up. These documents allow the family to transport the body in a “rigid container” to the crematory or cemetery.

Crematories and cemeteries have their own individual paperwork that must be filled out. We suggest you call them ahead of time.

peacefulpassageathome.com

info@peacefulpassageathome.com