

Click path for Mortuary Module

NIMS



Contents

1. Body Handover	3
2. Deceased Acceptance.....	4
3. Deceased Enquiry	5
4. Deceased Storage	5
5. External Deceased Acceptance	6
6. General Appearance	7
7. Opinion Approval	8
8. Postmortem Desk	9
9. Postmortem Handover	12
10. Postmortem Request	12
11. Postmortem Request Acceptance.....	14
12. Postmortem Wave Off Detail.....	15
13. Search Deceased Information	15
14. Deceased Image Upload	16
15. Deceased Reprint	16
16. Unknown/Unclaimed Body Identification	17

Mortuary Module

Click Path

1. Body Handover

Click on Mortuary → Services → Body Handover

- Select relevant radio button for the Deceased whose body is to be handed over.
- Deceased Detail and Storage and Postmortem Status Detail would be auto filled by the system as per the data entered.
- Under Deceased Handover Detail header, select the relevant drop down option (Police/Relative). Accordingly based upon the selection fields will be available on the page.
- In case Relative is selected, then enter Relative Name, Relationship, Address of Relative and Relative Contact No. in the space provided.
- In case Police is selected, then enter Officer Name, officer Designation and Officer Belt No. in the space provided.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

2. Deceased Acceptance

Click on Mortuary → Services → Deceased Acceptance

- Select a particular radio button under Deceased Acceptance table.
- Patient detail Header Detail would be auto filled by the system as per the data entered.
- In Deceased Brought By Detail header, select Peon Name for the drop down menu.
- Select Relevant option for the radio button (Body in Mortuary/Body Handover) and also for (Body in Stretcher/Body Storage)
- Click on the Check box if the body is in Mortuary and is claimed. Thus enter relative Name, Relationship, Address of Relative and Relative Contact No for the person claiming the particular dead body.
- In case Body in Mortuary and Body Storage is selected then select relevant options for the Chamber, Rack, Body Put By and Storage upto hours in the respective fields available on the page.
- If Body Handover is selected then select relevant option from the drop down menu (Police/Relative) for the Handed over to Details.
- In case Relative is selected, then enter Relative Name, Relationship, Address of Relative and Relative Contact No. in the space provided.
- In case Police is selected, then enter Officer Name, officer Designation and Officer Belt No. in the space provided.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

3. Deceased Enquiry

Click on Mortuary → Services → Deceased Enquiry

- Deceased Enquiry table can be viewed by selecting any one of the following radio button (All, Normal, Unknown, and Unclaimed).
- Upon selection of particular radio button, relevant data is displayed on the screen.

Cancel – Button

- Cancel → It will bring user back to the current sub module page.

4. Deceased Storage

Click on Mortuary → Services → Deceased Storage

- Select a Radio button under Deceased Storage Detail table to which storage of the body needs to be performed.
- Deceased Detail would be auto filled by the system as per the data entered.
- In Deceased Storage Detail header, select relevant options for the drop down fields namely Mortuary, Mortuary Area, Chamber, Rack and Body Put by.
- Enter Storage Upto Value in Hours for Deceased Body Storage.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

5. External Deceased Acceptance

Click on Mortuary → Services → External Deceased Acceptance

- Select a Radio button (Other Hospital/On Spot Death) under External Deceased Acceptance header to accept the Deceased body.
- Click on the check box if in case the Deceased is Unknown or MLC.
- In case of Other Hospital selected, Enter Deceased Name, Age and Date of Death.
- Select Gender of the Deceased Patient from the drop down menu.
- Under Hospital Detail Header, Enter Relative Name, Address of Relative and Relative Contact No.
- Select Relative Relationship from the drop down menu with respect to the Deceased.
- In case of On Spot Death, in Addition to above Details, Enter the Data for FIR No, Police Station, DD No, Investigating Officer Name, Investigating Office Designation, Investigating Officer Belt No, Duty Officer Name, Duty Office Designation, Duty Officer Belt No, Brought From Location and Case Remarks.
- Under Relative Detail header, in case Body Storage is selected as Radio Button then enter relevant options for the drop down fields namely Mortuary, Mortuary Area, Chamber, Rack and Body Put by.
- Enter Storage Upto Value in Hours for Deceased Body Storage.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

6. General Appearance

Click on Mortuary → Services → General Appearance

- Under Deceased General Appearance header, Enter Deceased Number in the space provided.
- If Deceased Number is not known, use search functionality to enter the number.
- Search the Deceased by entering any of the input in First Name, Middle Name, Last Name or Date of Death.

Search – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

- Select the radio button obtained after the search process. Deceased number would be auto filled by this process.
- Under Deceased General Appearance Header, Deceased detail will be auto filled by the system as per the data entered.
- Under General Appearance Header, Enter the values for Complexion, Hair Color Length, Eye Color, Length (in cm), Weight (in kg) and Cloth Details. Select relevant option for the Body Looks with respect to Deceased body.

Save – Cancel – Clear – Print – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.
- Print → It will Print the data which is available on the page.

7. Opinion Approval

Click on Mortuary → Services → Opinion Approval

- Under Opinion Approval header, Enter Deceased Number in the space provided.
- Under Opinion Approval header, Deceased Detail would be auto filled by the system as per the data entered.
- Under Postmortem Initiation Detail header, enter Start Date, Start Time, End Date and End Time. Also select relevant option for Incision Type from the drop down menu.
- Enter the Details in the External Appearance header and Injury Details header.
- Under Opinion Details header, Enter Actual Date of Death and Actual Time of Death in HH:MM 24 Hrs Format.
- Enter Opinion Remarks under opinion requested for header.
- Under Final Opinion header, select appropriate value for the drop down field namely Death Cause and Enter Final opinion in the space provided.

Save – Cancel – Clear – View – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.
- View → Under Received Lab Test Report header, it will display Request Date and External Lab Name with the current status of the sample.

8. Postmortem Desk

Click on Mortuary → Services → Postmortem Desk

- Select the record by clicking on the relevant radio button available on the page to carry out Postmortem Desk activities.
- Click on **Postmortem Entry** menu available on the left hand side of page.
- Under Postmortem Entry header, Deceased Detail would be auto filled by the system as per the data entered.
- Under Postmortem Initiation Detail header, enter Start Date, Start Time, End Date and End Time. Also select relevant option for Incision Type from the drop down menu.
- Enter the Details in the External Appearance header and Injury Details header.
- Under Opinion Details header, Enter Actual Date of Death and Actual Time of Death in HH:MM 24 Hrs Format.
- Enter Opinion Remarks under opinion requested for header.
- Under Final Opinion header, select appropriate value for the drop down field namely Death Cause and Enter Final opinion in the space provided.

Save – Cancel – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Click on **Deceased Item** Detail menu available on the left hand side of page.
- Click on the check box if Deceased Item is to be preserved.
- Select the Relevant option for the drop down field namely Preservative.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.

- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.
- Click on **Photo Upload** menu available on the left hand side of page.
- Under Photo Upload header, Deceased Detail would be auto filled by the system as per the data entered.
- Previously Photo Uploaded with respect to the Postmortem of the Deceased if any would be visible in the Uploaded Photo Header.
- Enter Image Name and Image Remarks under Upload New Photo Header keeping in mind Maximum Size of the file and file format as specified by the application.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.
- Click on **Team Detail** menu available on the left hand side of page.
- Under Postmortem Team Detail header, Deceased Detail would be auto filled by the system as per the data entered.
- Under Team Members Detail header, select Team Member from the drop down menu and select Role Name for the corresponding added Team Member.
- Added Team Member would be visible in the Added Team Member Details header.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

- Click on **Body Identification Detail** menu available on the left hand side of page.
- Under Body Identification Detail header, Deceased Detail and Identified by Relative would be auto filled by the system as per the data entered.
- Under Body Identification header, select relevant option for the drop down menu namely Identify By and enter identification remarks if any of the deceased patient.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

- Click on **Sample Send to External Lab** menu available on the left hand side of page.
- Under Sample Send to External Lab header, Deceased Detail would be auto filled by the system as per the data entered.
- Under Sample Detail header, select the check box containing Sample and Preservative Detail.
- Under Sample Send Detail header, Select External lab from the drop down menu. Also select Investigation from the drop down menu and add Detection for details.
- Under Sample Handover Detail header, enter relevant details for the Police Station, Duty Officer Name , Duty Officer designation and Duty Officer Belt No.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

9. Postmortem Handover

Click on Mortuary → Services → Postmortem Handover

- Under Deceased Postmortem Handover Details header, select the particular deceased from the table whose body is to be handed over.
- Under Deceased Postmortem Handover Details header, Deceased Detail would be auto filled by the system as per the data entered.
- Under Postmortem Handover Detail header, enter Relative Name, Address of the Relative and Relative Contact No.
- Select the Relationship of the Relative from the drop down menu with that to the Deceased.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

10. Postmortem Request

Click on Mortuary → Services → Postmortem Request

- Under Deceased Postmortem Request header, select the particular deceased from the table whose Postmortem request is to be initiated.
- Under Deceased Postmortem Request header, Deceased Detail would be auto filled by the system as per the data entered.
- Select the relevant radio button (Forensic/Clinical) for Postmortem Type.
- Under Opinion For Header, select appropriate option for the drop down menu and enter Opinion Remarks if any in the space provided.

- Under Police Verification Detail Header, select the relevant radio button (Existing/New).
- Under Opinion For Header, select appropriate option for the drop down menu and enter Opinion Remarks if any in the space provided.
- Enter the FIR No., Police Station, DD No., Investigating Officer Name, Investigating Officer Designation, Investigating Officer Belt No. and Case Remarks.
- Enter Date of Death and Incidence Date from the calendar and input Time of Death and Incidence Time in HH:MM 24 Hrs Format.
- Enter Death Place in the space provided for the Corresponding Deceased person.
- Select the record which is present in the Relative Who Identifying The Body header. This detail would be auto filled by the application.
- Select the Relationship from the drop down menu to add more relative and hence add their contact number.
- Under Deceased Item To be Preserved Header, select appropriate option for the drop down field namely Item Name and enter Item Remarks if any in the space provided.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

11. Postmortem Request Acceptance

Click on Mortuary → Services → Postmortem Request Acceptance

- Under Postmortem Request Acceptance/Cancel header, select the particular deceased from the table whose Postmortem request is to be accepted.
- Click on the Accept button to give approval to the Request and Reject button to cancel the initiated Postmortem Request.
- Under Postmortem Request Acceptance header, Deceased Detail would be auto filled by the system as per the data entered.
- Under Police Verification Detail header, Opinion Requested would be displayed on the screen as per the data entered by the user. Click on the check box to revoke the opinion raised.
- Under Police Verification Detail header, Item Requested To Be Preserved would be displayed on the screen as per the data entered by the user. Click on the check box to revoke the opinion raised.
- Under the Acceptance Detail header, select on the relevant record for the drop down fields namely Autopsy Type, Approved By and Incharge.
- Select the relevant Radio Button for the Conducted By field. (Team/Panel).

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

12. Postmortem Wave Off Detail

Click on Mortuary → Services → Postmortem Wave Off Detail

- Under Postmortem Wave off Detail header, select the particular record for which wave off is to be initiated.
- Under Postmortem Wave Off Detail header, Deceased Detail including Postmortem Request Date and Postmortem Status would be auto filled by the system as per the data entered.
- Under Postmortem Wave Off Detail header, Police Verification Detail would be auto filled by the system as per the data entered.
- Under Wave Off Detail Header, Enter the inputs for Wave Off By, Letter No. and Wave Off Reason.
- Select Appropriate value for the drop down field namely Approved By.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

13. Search Deceased Information

Click on Mortuary → Services → Search Deceased Information

- Under Search Deceased header, enter the inputs any of the following fields: First Name, Middle Name, Last Name, Gender, From Date, To Date, Unknown and Unclaimed.

Search – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

14. Deceased Image Upload

Path: Mortuary → Services → Deceased Image Upload

- Click on Deceased Image Upload
- Enter the inputs for Deceased No.
- Click on plus (+) button right next to upload Image.
- Click on choose file button to select the image from the local computer. After selecting the image click on attach button to add the image.
- Add Header for the image. And click ok Save button.
- “Record Saved Successfully” message will be displayed.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

15. Deceased Reprint

Path: Mortuary → Services → Deceased Reprint

- Click on Deceased Reprint
- Enter Deceased No. for the reprint. And Click on Go Button.
- Pdf Format will be available for the print out.
- User can either download the pdf or take the print out.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.

16. Unknown/Unclaimed Body Identification

Path: Mortuary → Services → Unknown/Unclaimed Body Identification

- Click on Unknown/Unclaimed Body Identification process. The Patients which are registered as Unknown in the system will be displayed in this process.
- Select the patient from the list.
- Fill the details of Body Identify by. This can either relative or Police. After selecting fill the further details.
- Click on save button.
- “Record Added Successfully” Message will be displayed.

Save – Cancel – Clear – Button

- Save → By clicking the Save button, entered data on the page will be saved.
- Cancel → It will bring user back to the current sub module page.
- Clear → Clear Window will erase all the records present on the fields.