



When and how to finalise a GMCR EPaCCS.

When to use

The finalise button should be used after a patient has died and their death information has been recorded on the EPaCCS form on the GMCR. Finalise function will close the form and remove the patient from the EPaCCS dashboard.

How to finalise

- 1) Open the patient's EPaCCS form and select the **EDIT** button:

A screenshot of the top part of a web application interface. At the top left, there is a breadcrumb trail: 'Home > End of Life (EPaCCS) V4 Only'. Below this, there are two buttons: 'EDIT' (with a pencil icon) and 'FINALISE' (with a document icon). To the right of these buttons, there are three more buttons: 'REDACT' (with a trash can icon), '2 REVISIONS', and 'REFRESH' (with a circular arrow icon). A green bar with the word 'IMPORTANT' is partially visible at the bottom of the screenshot.

- 2) Once the form is in edit mode you can update the **Gold Standard Framework stage / Prognosis (GSF)** by selecting the **Navy (after death)** option then enter the mandatory details for the stage change:

A screenshot of a form section. On the left, there is a dropdown menu labeled 'Gold Standard Framework stage / Prognosis:' with the selected option 'Navy (after death)'. On the right, there is a section titled 'Stage change authorised by:' which contains three input fields: 'NAME' (with a red asterisk), 'ROLE' (with a red asterisk and a dropdown arrow), and 'DATE' (with a red asterisk).

