Healthcare Improvement Scotland DCRS	هيئة تحسين الرعاية الصحية باسكتلندا
	مصلحة مراجعة شهادات الوفاة (DCRS)
A Guide to Death Certification	دليل مراجعة شهادات الوفاة في
Review in Scotland	اسكتلندا
What this leaflet is about	ما الذي يتناوله هذا المنشور
This leaflet explains:	يوضح هذا المنشور ما يلي:
• the role of the Death	• دور مصلحة DCRS التي تشكل
Certification Review Service	جزءا من هيئة تحسين الرعاية
(DCRS), which is part of	الصحية باسكتلندا
Healthcare Improvement Scotland	Healthcare Improvement)
	(Scotland
• the levels of review that may	● مستويات المراجعة التي قد
becarried out	يتم إجراؤها
• how a review may affect	• التأثير المحتمل للمراجعة
funeral arrangements, and	على ترتيبات الجنازة، و
• how an advance registration	● طريقة طلب التسجيل المسبق في
canbe requested in special	الدالات الخاصة
circumstances	
Background	معلومات خلفية
When someone dies, a doctor in	عند وفاة شخص، يكشف طبيب معالج،
attendance will, if possible,	إن أمكن، عن سبب الوفاة ويملأ
give a cause of death and	انموذجما يسمى "شهادة طبية بأسباب
complete a form called a Medical	الوفاة" (Medical Certificate of
Certificate of Cause of Death	(Cause of Death (MCCD)، أو مـا
(MCCD). This is also known as	يعرف كذلك بنموذج Form 11. ويكون
Form 11. The person's family or	على عائلة أو صديق المتوفي إخبار
friend has to then inform the	المجلس المحلي بالوفاة، وهذا ما
local council about the death.	يسمى بتسجيل الوفاة.
This is called registering the	
death.	
If you are registering a death,	إذا كنت تقوم/ين بتسجيل وفاة،
you need to take the MCCD to a	فيلزم أخذ شهادة MCCD إلى أمينة
council registrar. A death cannot	سجل المجلس، إذ لا يمكن تسجيل
be registered without the MCCD.	الوفاة من دون هذه الشهادة. يمكن
A death may be registered in any registration office in Scotland.	تسجيل الوفاة بأي مكتب تسجيل في اسكتلندا، وذلك خلال 8 أيام من
_	اسكنتندا، ودنك حميل ٥ ايام من تاريخ الوفاة. عادة ما يلزم
You have 8 days from the date of death to do this. You usually	الحصول على موعد لتسجيل الوفاة،
need an appointment to register	التحصول على موعد للسجيل الوقاه، للذلك ينبغي الاتصال بمكتب التسجيل
a death so you should contact	المحلى في أقرب وقت ممكن. عند
your local registration office	استكمال إجراءات التسجيل،
	* '
_	-
	_
_	
You need this form before a	
burial or cremation can go	. 33 3
	ستحصل/ین علی شهادة وفاة (Registration of Death (Form) (14). سوف تحتاج/ین إلی هذا النموذج قبل مباشرة مراسیم الدفن أو حرق الجثة.

ahead.	
A Guide to Death Certification	دليل مراجعة شهادات الوفاة في
Review in Scotland	اسكتلندا
The Death Certification Review	مصلحة DCRS
Service	
About one in seven MCCDs are	تقوم مصلحة DCRS بمراجعة ما يقرب
randomly selected for review by	من شهادة واحدة من كل سبع شهادات
DCRS. These reviews are designed	وفاة MCCD. القصد من هذه
to check the quality and	المراجعات هو التحقق من جودة وصحة
accuracy of MCCDs and to improve	هذه الشهادات وِتحسين آليات تسجيل
how information about the cause	المعلومات عن أسباب الوفاة. هناك
of death is recorded. There are	نوعان من أنواع المراجعة: المستوى
two types of review, Level 1 and	1 والمستوى 2. نسعى إلى استكمال
Level 2. We aim to complete	مراجعات المستوى 1 خلال 24 ساعة،
Level 1 reviews within 24 hours.	في حين أن استكمال مراجعات
Level 2 reviews may take up to 3	المستوى 2 قد يستغرق لغاية 3
days to complete.	أيام.
Reviews are carried out by a	يتم إجراء المراجعات على يد فريق
team of medical reviewers who	من المراجعين الطبيين المتكونين
are all experienced doctors.	جميعهم من أطباء ذوي خبرة. وقد
There are three possible	تفضي المراجعة إلى ثلاث نتائج
outcomes of the review:	محتملة:
• No changes required	• عدم لزوم إجراء أية تغييرات
An email amendment is required	• لزوم تعديل الرسالة الإلكترونية
• A replacement MCCD is required	• لزوم إصدار شهادة MCCD أخمرى
If the MCCD is changed after the	إذا تم تغيير شهادة MCCD بعد
review, the registrar will let	المراجعة، ستخبرك أمينة السجل
you know what these changes are.	بنوع التغييرات الطارئة.
Level 1/Level 2	المستوى 1/المستوى 2
[From top of flowchart going	[من أعلى الرسم البياني باتجاه
clockwise]	عقارب الساعة]
MCCD selected for review	يتم اختيار شهادة MCCD لإخضاعها
T 1.0	للمراجعة المراجعة مستوى 2
Level 2 review	المراجعة مستوى ك
Usually complete within 3	عادة ما يتم إتمامها خلال 3 أيام
working days	عمل ممل
DCRS advises Registrar of the outcome of review	تخبر مصلحة DCRS أمينة السجل
	بنتيجة المراجعة
Registrar completed registration	تتم أمينة السجل إجراءات التسجيل
and issues Form 14 Funeral plans can be finalised	وتصدر نموذج Form 14
Registrar informs the family of	يمكن إتمام ترتيبات الجنازة تخبر أمينة السجل عائلة المتوفى
the outcome of the review	•
Usually complete within 1	بنتيجة المراجعة عادة تتم خلال يوم واحد
working day	عادہ تنم خبرن یوم و صد
Level 1 review	المراجعة مستوى 1
A Guide to Death Certification	دليل مراجعة شهادات الوفاة في
Review in Scotland	دنین مراجعه سهادات انوفاه فی اسکتلندا
INCVICW III DOUGLAIIG	اسكنندا

Investigation of a death by the Procurator Fiscal Deaths that are reported to the Procurator Fiscal are not reviewed by DCRS. More information on how the Procurator Fiscal is involved in the investigation of deaths can be found at: www.copfs.gov.uk/publications/de aths How this may affect you for he death right away. The registrar will tell you about the review and how long this may take. The registrar will let you know when the review is complete. You can start making funeral arrangements while the review is happening. However, the funeral cannot take place until the review is finished and you have been given a Certificate of Registration of Death (Form 14). You can collect the Form 14 from the registrar or have it sent to you or to the person arranging the funeral. Signature pads in registrars' offices may be used so informants do not need to reattled to collect the Form 14 increase. Signature pads in registrars' offices may be used so informants do not need to reattled to collect the Form 14 increase. Signature pads in registrarion of Death (Form 14). You can collect the Form 14 from the registrar or have it sent to you or to the person arranging the funeral. Signature pads in registrars' offices may be used so informants do not need to reattled out before the review of the MCCD is complete. Applications for advance registration allows the funeral to be carried out before the review of the MCCD is complete. Applications for advance registration will be considered in special circumstances such as: - **Cetain the provided in the provided in the investigation of Death (Form 14). You can collect the Form 14 in the provided in the		T
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More information on how the Procurator Fiscal is involved in the investigation of deaths can be found at: Www.copfs.gov.uk/publications/de aths	Procurator Fiscal are not	الوفاة التي يتم الإبلاغ عنها لدى
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• compassionate reasons (where الرأفة (حيث أن		دفن الجثة على وجمه السرعة)
	• compassionate reasons (where	● دواعي الرأفة (حيث أن

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delays would cause significant	التأخير قد يسبب في ضائقة
and unnecessary distress), or	نفسية كبيرة.
• practical or administrative	● دواعي عملية او إدارية (مثلا
reasons (for example, family	في حال وجود فرد من العائلة
have travelled from abroad to	قدِم من خارج البلاد لحضور
attend the funeral).	الجنازة).
The registrar will help you	سوف تساعدك أمينة السجل في تقديم
apply for an advance	طلب التسجيل المسبق عند ذهابك
registration at the time you go	لتسجيل الوفاة، وسوف يقيّم المراجع
to register the death. The	الطبي طلب التسجيل المسبق الذي
medical reviewer will assess	قدمت إلى جانب مضمون شهادة MCCD.
your request for advance	عادة ما يكون بمقدور مصلحة DCRS
registration, along with the	توكيد ما إذا تمت الموافقة على
content of the MCCD. DCRS will	طلبك خلال ساعتين. نوصي بأن يتصل
usually be able to confirm	أمناء السجل بمصلحة DCRS قبل
within two hours if your	التقدم بطلب التسجيل المسبق في
application has been approved.	حال كانت إجراءات المراجعة قد
We recommend that registrars	أوشكت على الانتهاء.
call DCRS before making an	
advance registration request in	
case the review is already	
nearing completion.	
Reasons that an advance	من دواعي رفض طلب التسجيل المسبق
registration may be turned down	هناك:
can include the following.	
• The review is very nearly	● المراجعة أوشكت على الانتهاء
complete and will not be speeded	وتقديم طلب التسجيل المسبق
up by an advance registration.	لن يعجل في إجراءاتها.
• The death needs to be reported	
	● ضرورة الإبلاغ عن الوفاة لـدى
to the Procurator Fiscal.	• ضرورة الإبلاغ عن الوفاة لدى المدعى العام.
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	المدعي ألعاًم. • ضرورة إدخال تعديلات واسعة
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الاتصال بنا على: email: dcrs@nhs24.scot.nhs.uk البريد الإلكتروني: email: hcis.dcrs@nhs البريد الإلكتروني: hcis.dcrs@nhs.net Telephone: 0300 123 1898 الهاتف: 1898 123 0300 Death Certification Review Death Certification Review Service Service Healthcare Improvement Scotland Healthcare Improvement Scotland Norseman House Norseman House 2 Ferrymuir 2 Ferrymuir South Queensferry South Queensferry EH30 90Z EH30 9QZ A Guide to Death Certification دليل مراجعة شهادات الوفاة في Review in Scotland اسكتلندا

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