**MATERNITY PROVIDERS REFERRING REGISTERED**

**POST MORTEM EXAMINATIONS TO VPAS HOSPITALS**

Please ensure all the following steps are completed when transferring perinatal babies (registered deaths) for post mortem examinations to VPAS tertiary hospitals.

1. Contact the Anatomical Pathology department of your designated VPAS tertiary hospitaland inform them that a baby is being transported for a post mortem examination.

The Women’s : (03) 8345 2562

Monash Health : 0418 387 592

Austin Health : (03) 9496 5285

1. Complete all required documentation. Ensure the deceased name on the death certificate corresponds to the information of the Transport Authorisation form.

Please download and complete the following paperwork from VPAS webpage: <http://thewomens.org.au/health-professionals/vpas>

1. **Consent form**
2. **Clinical Information Form-Before Commencement of Post mortem**
3. **Clinical Information Form-Before Commencement of Placental Pathology**
4. **Transport authorisation form**

In addition, the below forms must also be sent with the baby:

* Pathology request form for placental analysis. This must have the mother’s details on the label. Please use generic hospital request form.
* Mauve copy of Medical Certificate of Cause of Perinatal Death must arrive with the baby and be released with the baby
* Photocopy of Confidential Medical Report of Perinatal Death – **Note:**  Original to be sent to BD&M Registry by referring hospital.
* Photocopy of Obstetric Summary

**Note: The mauve copy of the death certificate MUST always accompany the baby in transit.**

1. Fax (Royal Women’s hospital on (03) 8345 3585 or Austin Health on (03) 9496 3437) or e-mail (Monash Health on mortuary@monashhealth.org) all relevant completed documentation to the Anatomical Pathology department prior to transport of baby.
2. **Referring Hospital** is to organise transport to tertiary hospital. This can be via referring hospital transport service or a funeral company. All the paperwork must accompany the baby.

**Note**: Baby should be identified and covered. It is recommended that the baby be kept cool. The baby should be transferred in a suitable transport carrier. The placenta must also be sent fresh and kept cool.

1. Where possible, delivery of baby is to be made during business hours, Monday to Friday. Funeral providers can refer to the VPAS webpage for detailed information on how to transfer a baby to a specific tertiary hospital.
2. The tertiary hospital is only authorized to release the baby to whomever the parents have indicated on the Transport Authorisation Form. A contact name and number is to be listed so that final transport can be organized without delay.

If arrangements are required for after hours delivery or collection, this can be arranged by contacting the on call Anatomical Pathology staff via switch.

 The Women’s (via switch): (03) 8345 2000

 Monash Health (via switch): (03) 9594 6666

 Austin Health (via switch): (03) 9496 5000