

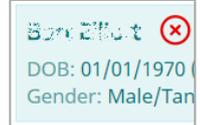


Contact PAS for the death to be recorded in Webpas and NHI

Changes to NHI database, via Webpas made by the Patient Admin team, will display in MyWai within 24hrs

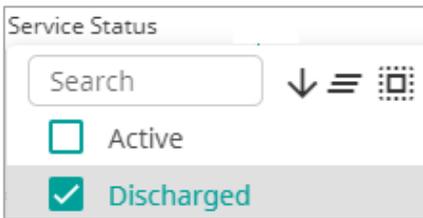
Contact: [front.reception@northlanddhub.org.nz](mailto:front.reception@northlanddhub.org.nz) or call ext. 7271

- When a person is recorded as deceased, the NHI database pushes the Date of Death information into MyWai every hour/overnight
- Once updated, the MyWai deceased indicator will show next to the Person’s name
- Also, the Person will be automatically **discharged** from all Services in MyWai



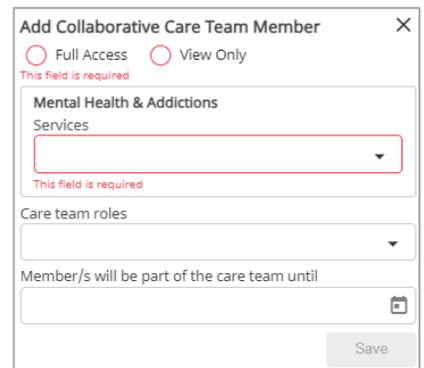
Add Notes to a Deceased Person’s record

1. From the **Active Worklist**, change the **Status** filter to **Discharged**, then search for the Person

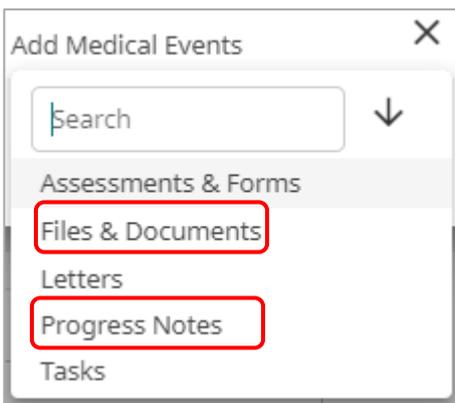


2. Click the Person’s name to open the **Person Dashboard**

3. If you’re not in the Care Team currently, add yourself to the Care Team (with Full Access), selecting your Care Team and Service, and adding tomorrow’s date as the End Date (to remove yourself automatically)



4. From **All Clinical Records**, click **Add**, then select **Notes** or **Files and Documents** (to upload files) as required, then click **Save**



5. If requested, select the Service to add Notes or Files, then Add Notes or Files as usual and **Submit**

6. Once all your work on this record is complete, IF you haven’t added an End Date to your access, navigate to the Care Team and then remove yourself

