

Reimbursement for medical examiner systems in England during the non-statutory period

February 2020

The medical examiner system is funded by the fee paid for a medical examiner completing cremation form 5s and a top-up from the Department for Health and Social Care via NHS England and NHS Improvement.

This explanatory note is for organisations hosting a medical examiner office (host organisations) that are planning to submit a request for top-up funding to cover approved costs in 2019/20 and/or 2020/21.

Please refer to the [annex to the letter sent to NHS medical directors on 11 September 2019 regarding the medical examiner system](#) for further detail on the funding principles.

The National Medical Examiner team have developed a template for setting out expected and actual costs. It is available from funding.nme@nhs.net.

Reimbursement of costs incurred in 2019/20

All host organisations seeking top-up funding for 2019/20 should have contacted funding.nme@nhs.net, and received guidance on the information required. Please contact funding.nme@nhs.net if your organisation has not done this.

After the host organisation provides information to the National Medical Examiner (NME) team, the next steps are:

1. The NME team confirms in writing what the host organisation's eligible funding is for the year (funding envelope), and issues a purchase order number. If the organisation's medical examiner office was operational before quarter 4, the NME

team will also confirm the total approved costs for the first invoice and give instructions for submitting it.

2. The host organisation submits an invoice for the approved costs incurred in quarters 1, 2 and 3 to NHS England and NHS Improvement.
3. The host organisation submits the actual figures for 2019/20 quarter 4 in the template. The deadline for this is **8 April 2020**.
4. The NME team performs the year-end reconciliation and confirms the approved costs for the year-end invoice, taking into account the actual figures for the year and any top-up funding paid to date.
5. The host organisation submits the year-end invoice.

Reimbursement of costs incurred in 2020/21

1. The host organisation submits estimated figures for 2020/21 (all quarters) in the template. For organisations with established medical examiner offices the deadline for this is **28 February 2020**. Other organisations should submit their estimates when setting up their systems.
2. The NME team confirms in writing the host organisation's funding envelope and quarterly instalments for the year, and issues a purchase order number.
3. For quarters 1 to 3, the host organisation submits actual figures in the template sheet after the end of each quarter. The NME team confirms that the organisation can submit its quarterly invoice, and gives instructions for submitting it.
4. The host organisation submits the actual figures for 2020/21 quarter 4 in the template. The deadline for this is **8 April 2021**.
5. The NME team performs the year-end reconciliation and confirms the approved costs for the year-end invoice, taking into account the actual figures for the year and the top-up funding paid to date.
6. The host organisation submits the year-end invoice.

Additional costs

Assuming a medical examiner office aligns with the national model, eligible funding will also include:

- £750 recruitment costs per medical examiner and medical examiner officer recruited between April 2018 and March 2021. This is per individual, not per full-time equivalent.
- £1,300 per annum for office costs, pro-rated to when the office started scrutinising deaths.

Host organisations should tell NHS England and NHS Improvement how many medical examiners and medical examiner officers they recruited in the covering email to their template submission. Recruitment costs and office costs as above will be included in the invoice amounts we confirm to host organisations.

Data collection deadlines and format

Deadline	Content
28/02/2020	Estimated figures for 2020/21 for host organisations with established medical examiner offices; other organisations to submit 2020/21 estimates when they set up their systems
08/04/2020	Actual figures for 2019/20 quarter 4
10/07/2020	Actual figures for 2020/21 quarter 1
09/10/2020	Actual figures for 2020/21 quarter 2
08/01/2021	Actual figures for 2020/21 quarter 3
08/04/2021	Actual figures for 2020/21 quarter 4

We will keep the dataset as consistent as possible throughout this period and notify the system if changes are necessary.

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