

State of Connecticut  
OFFICE OF THE CHIEF MEDICAL EXAMINER (OCME)  
11 SHUTTLE ROAD, FARMINGTON, CONNECTICUT 06032-1939

**INSTRUCTIONS -- ME-103 HOSPITAL REPORT OF DEATH**

**Reportable Deaths (ME-103)**

Use this form to report all deaths in the following categories:

Resulting from or related to (including delayed deaths):

- **Accidents, Suicides, Homicides**
- **Poisoning, Drug Use, Addiction**
- **Disease with potential public health threat**
- **Deaths resulting from employment**
- **Sudden and unexpected deaths not caused by a readily recognized disease**
- **Sudden Unexpected Infant Deaths**
- **Any other death, not clearly the result of natural causes, that occurs while the deceased person is in the custody of a peace officer or a law enforcement agency or the Commissioner of Correction.**

Occurring suddenly and unexpectedly, not caused by readily recognized disease, and including:

- **Dead on arrival (DOA) or within 24 hours of admission to hospital, including stillborn infants;**
- **Under anesthesia, in an operating room or recovery room, following transfusions, or during or from diagnostic/therapeutic procedures.**
- **Maternal (pregnancy-related) Deaths**

In **any** instance in which death results from any of the above categories, such a death must be reported to the Office of Chief Medical Examiner *regardless of the length of time between the event and death*. If you are unsure about whether or not a death is reportable, please call the office.

**Protocol**

**Report the death by telephone to the Office of the Chief Medical Examiner at 860-679-3980.**

**ME-103 Report:** The ME-103 report must be completed by hospital personnel whether jurisdiction is accepted or declined by the Medical Examiner's Office ([ME-103 Form](#)). Make sure to include the history of present illness, hospital course, and operations/procedures. Include the Medical Examiners case number which you will receive when you call to report the case. Send the report to the OCME (it may mailed or emailed to: [medicalrecords@ocme.org](mailto:medicalrecords@ocme.org)). If you send a copy of the discharge summary, simply write "see attached discharge summary" on the ME-103 form.

NOTE: If a death comes under the jurisdiction of the Medical Examiner's Office and the family wishes to donate tissue or organs, **you must contact the on-call pathologist in the Office of the Chief Medical Examiner.**