

# How-to guide

## Reporting on investigations completed coding tips

This advice relates to the coding of the investigation/Procedure done data fields.

NCIS coding queries should be emailed to the NCIS Unit - [ncis@ncis.org.au](mailto:ncis@ncis.org.au)

The coding of these data fields should be an accurate reflection of the coronial and forensic processes or procedures undertaken during the coroners' investigation into the death.

Event	Requirement	Options	Description
Autopsy	Mandatory	Yes/No	Autopsy or post-mortem procedure was completed. This can include "inspection only" or external exam
Toxicology	Mandatory	Yes/No	Toxicology testing was completed
Finding	Mandatory	Yes/No	Coroner has issued a finding
Inquest held	Mandatory	Yes/No	An inquest was held for the investigation of the death

Where available, all relevant reports (finding, autopsy, toxicology, police narrative) should be attached to the NCIS case.

The reports are used during quality review to verify coding within cases and by NCIS users to identify context surrounding deaths for approved research or analysis.

### Basic rules

Select Yes or No to indicate if the applicable process or procedure was completed.

### Why is it important to code this correctly?

Data within this field is important for several reasons including:

- accurate reflection of processes or procedures conducted during coronial investigation
- used by the NCIS Unit to produce operational statistics on the attachment of reports on the case
- provides information to data users about whether a report arising from a procedure or process (if not attached to the NCIS), may be available in the coroners file.

