

**GENERAL GUIDELINES FOR HEALTHCARE FACILITY PERSONNEL**

- Prior enrollment is required
  - Confirm that patient is enrolled in donor program a.s.a.p.
  - Family should not assume enrollment!
  - New donors accepted from within the state of South Carolina ONLY.
  - Donation intent must be on part of donor. If unable to sign their own name, POA is required.
- There is generally a seven-day waiting period for processing donor application.
  - If timeliness is an issue, please contact the program coordinator a.s.a.p. (803)-216-3888. It may be possible to “walk through” the paperwork, *in some cases*, in order to enroll the donor.
  - Paper work with original signatures must be on file in the program office before donation intent is complete

The complete Donor Information packet is available on the web at <http://RealAnatomy.med.sc.edu/GOB/>

Program Rejection and/or Denial issues can be found within the **Donor Death - Call Sheet** on the back of this page. Information noted on this form will be required by the program at the time of the donor’s death in order to confirm acceptance. Details can be gathered at any time but **MUST** be updated/current when reporting donor death to the program.

**AFTER PATIENT DEATH, PLEASE...:**

- Remove any personal items for return to family (jewelry, hearing aid, whistle, etc....)
- Remove any intravenous lines, feeding tubes, catheters, any non-surgically implanted access points, etc...
- Complete the Donor Call Sheet (next page). This info will be needed to determine acceptance.
- Call the Gift of Body (GOB) Program (803) 216-3888 to report death & initiate final donation process

<b>During GOB office hours – call (803) 216-3888</b>	<b>Nights/Weekend/Holidays – call (803) 359-1545</b>
1. Fax Donor Call Sheet to (803) 216-3848 2. Program will call back to confirm acceptance & arrange for pickup. 3. Initiate issuance of the BRT Permit from Security office, Morgue or County Coroner (see notes below) 4. Have BRT permit faxed to (803) 216-3848	1. Give the call service your name and a call-back number. Tell them you are calling for USC School of Medicine. 2. When personnel return your call, give them info on Donor Call Sheet. 3. - follow # 3 & # 4 as during office hours
Once GOB program personnel confirm that the donor’s body will accepted, Program personnel will make arrangements for transport from death site to the School of Medicine.	
Program personnel will follow-up with the family to discuss obituary notices, death certificates, etc... <b>Please address any questions about this process to the program office at (803) 216-3888.</b>	

**NOTE: Information regarding issuance of the BRT (Burial/Removal/Transit) Permit:**

- Once acceptance is confirmed, USC School of Medicine becomes the official “Funeral Home” for the donor - This information will be needed for the BRT Permit.
- **When donor passes at a facility that issues its own BRT Permits**, you do not need to fax the BRT permit, but it **must** accompany the body during transit to the School of Medicine.

**USC SCHOOL OF MEDICINE GIFT OF BODY PROGRAM**

**DONOR DEATH - CALL SHEET**

This information will be **required** in order to complete the intake process.

<b>Date of Death</b>	<b>Time of Death</b>	<b>County of Death</b>
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**Cause/Final Diagnosis/Contributing Aspects**

**YES / NO** - Is Family ready for donor to be picked up? There is **NO VISITATION ALLOWED** after pickup!!

<b>Patient/Donor information:</b> <b>YES / NO</b> - Enrollment confirmed w/ donor program?	<b>Site of Death</b>
_____	_____
Full Name	Name Facility or state address
_____	_____
Social Security Number	

<b>Next of Kin info: NAME – RELATIONSHIP – PHONE - ADDRESS</b>	<b>Choose/Circle One:</b>
_____	Hospital - - Hospice Facility
_____	Nursing Home - - Long Term Care
_____	Home - - Other (explain)

<b>Circle any conditions present:</b>	<b>Caller Name &amp; Phone #</b>
Sepsis <small>(note exception)</small> Septic Infection    Hepatitis (current or Hep C at any time)	Needed for confirmation call-back
VRE    TB    HIV    C-Dif    72 Hrs post-mortem    Autopsied	
Embalming Begun    Trauma to body    Organs Donated Post-Mortem	

Open Wounds (small bedsores are ok) <small>(note exception)</small> Any Potential Infection	<b>Name &amp; Office Phone # of Doctor to sign death certificate</b>
Recent (72 hrs) radiation – Isotope Tracing – Radioactive Angiogram or Iodine	_____
Any Radioactive Implant	_____

<p><b>If any of the <u>ABOVE</u> conditions are present,</b> <small>(note exceptions)</small>  <b>USC School of Medicine can not accept the cadaver donation.</b>  <b>Regardless of acceptance or denial,</b>  <b>fax this form to (803) 216-3848 so that we may complete donor file.</b></p>	<b>Has Dr. signed death cert?</b>
	<b>YES</b> – certificate must come with body during transport
	<b>NO</b> – USC will initiate & send back to Doctor for completion

<b><u>Exceptions to Denial:</u></b>	<b><u>FINAL CHECKLIST</u></b>
<ul style="list-style-type: none"> <li>• <i>USC will accept <u>decubitus</u> as long as no bigger than palm sized, if donor is also enrolled in the <u>Polymer Preservation (permanent donation) Program.</u></i></li> <li>• <i>UROSEPSIS is acceptable for cadaver donation – be sure to state so!</i></li> </ul>	_____ Remove personal items for return to family

<b>Circle any conditions present (these are cleared for acceptance):</b>	
MRSA    Pacemaker    Amputee _____(Which?)	_____ Remove lines, tubes, access points, etc...
Alzheimer’s (Must DENY if Creutzfeldt-Jacob a.k.a. “Gallopings” or early onset/death)	_____ Call USC to initiate
Metal or Orthopedic Devise _____	_____ Fax form to USC
(Hip, Knee, Spinal Fusion, Pin, Stent, etc...) <b>Which?</b> (Left or Right?)	_____ Initiate BRT Permit