

GENERAL GUIDELINES FOR HEALTHCARE 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 (back of this 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

During GOB office hours – call (803) 216-3888	Nights/Weekend/Holidays – call (803) 359-1545
1. Fax Donor Call Sheet to (803) 216-3848 2. Program will call back to confirm acceptance & arrange for pickup. 3. Contact county coroners office for issuance of the BRT Permit (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... Please address any questions about this process to the program office at (803) 216-3888.	

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.
- We are aware that many Hospice groups in SC have been given official authority to issue BRT permits in certain counties. In this case, 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

FAX to the program office at (803) 216-3848 once completed

Date of Death	Time of Death	County of Death
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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!!

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

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

Circle any conditions present:	Caller Name & Phone #
Sepsis <small>(note exception)</small> Septic Infection Hepatitis (current or Hep C at any time)	Needed for confirmation call-back
VRE TB HIV 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	Name & Office Phone # of Doctor to sign death certificate
Recent (72 hrs) radiation – Isotope Tracing – Radioactive Angiogram or Iodine	_____
Radioactive Implant _____	_____
What? When Implanted?	

(Acceptance or denial of Radioactive Implant depends on radiation half-life)	Has Dr. signed death cert?
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<p>If any of the ABOVE conditions are present, <small>(note exceptions)</small> USC School of Medicine can not accept the cadaver donation. Regardless of acceptance or denial, fax this form to (803) 216-3848 so that we may complete donor file.</p>	<p>YES – certificate must come with body during transport</p> <p>NO – USC will initiate & send back to Doctor for completion</p>
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<u>Exceptions to Denial:</u>	<u>FINAL CHECKLIST</u>
<ul style="list-style-type: none"> • <i>USC will accept decubitus as long as no bigger than palm sized, if donor is also enrolled in the Polymer Preservation (permanent donation) Program.</i> • <i>UROSEPSIS is acceptable for cadaver donation – be sure to state so!</i> 	<p>_____ Remove personal items for return to family</p>

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