

**University of South Carolina
School of Medicine
Gift of Body Program**

INSTRUCTIONS to file donation intent via “walk through”

In certain cases, timeliness may be an issue for hospice individuals who wish to file a donation intent with the Gift of Body (GOB) Program housed at USC School of Medicine.

Several days of the waiting period can be waived by the program coordinator **if the criteria below can be met.**

- It is the responsibility of the donor (and/or donor family) to read through the entire information packet before making final decision to file donation intent. The donor form is a legal document and decisions should not be made in haste or without being fully aware of the GOB program policies. If the donor or donor family disagree with any of the program policies, they should not file a donation intent.
- Forms must be filed as complete. No donor file will be opened with incomplete paperwork. Information on forms should be complete and readable. If the handwriting is illegible, or if spaces are left blank, the forms may be held or denied until information can be confirmed. It is the donor responsibility to provide all information as requested on the forms. If donor has problems with writing, someone else can fill out the forms as long as the donor signs & initials where indicated. If donor is physically unable to sign, see the procedures listed below for P.O.A. (Power of Attorney) signature.
- Forms with donor original signature (or acceptable P.O.A.) must be received in GOB office, by GOB personnel during office hours (Monday through Friday, 9:00 a.m. – 5:00 pm). Any paperwork that is received by the office on Fridays, after 3:30 p.m. might not be processed until the following Monday morning. There will be no weekend processing of paperwork.
- **P.O.A. Signature:** In cases where the donor is physically unable to sign their name for the forms, it is still possible to file a donation intent if two specific conditions are met:
 1. Donor intentions must be well known. The donor must have specifically requested body donation, or been signed with a donation program previously or in another state. You cannot donate someone’s body without their permission. This criteria also includes individuals who are of altered mental state and/or unable to give consent. The request must come from the donor!
 2. If the donor has a Power of Attorney document (P.O.A.) on file, then the individual named as P.O.A. can sign for the donor, however they must state their P.O.A. status alongside their signature. A copy of the P.O.A. document showing this legal permission must accompany the donation paperwork in order for the P.O.A. signature to be accepted. If there is no legal P.O.A. on file then the donation intent cannot be filed with our program.

The donor informational packet can be obtained in person from the GOB office, via U.S.P.S. mail or online at the URL: <http://realanatomy.med.sc.edu/gob/>

Be sure that the information contained in the packet is read carefully by/to the donor. Filing of paperwork with the GOB program indicates that the donor is in full agreement with all facets of the program as stated.

DONOR INFORMATIONAL PACKET (consists of):

- Letter from Dr. Blanck – re: Gift of Body Program
- Instructions page (pg 1 of 5)
- Forms (pg 2-5 of 5) –page 5 is for the optional program –do not file this page if ashes are to be returned!
- Frequently Asked Questions - re: Gift of Body Program (6 pages)
- 2nd letter from Dr. Blanck – re: new Polymer Preservation Program – optional program
- Frequently Asked Questions page - re: new Polymer Preservation Program
- Imaging Permissions form – optional program

Please call GOB Program Coordinator Lisa Buchanan at (803) 216-3888 if there are any questions.