Memorandum

TO: All UTMB House Staff and Faculty

FROM: C. Joan Richardson, MD
Medical Director for Clinical Affairs

DATE: March 1, 1999

RE: The Office of Decedent Affairs

The Office of Decedent Affairs is being phased out. Duties of this department will become the full responsibility of Nursing and Physicians. Effective, Wednesday, March 10, 1999, it will be the physicians’ responsibility to complete the following:

1. Notify the next-of-kin and request autopsy
2. Obtain authorization for autopsy and Funeral Home disposition; either in person or via fax (attachment 1)
3. Notify the Medical Examiner when indicated (attachment 2)
4. Complete Certificate of Death section of worksheet (attachment 3)
5. Notify the Autopsy Service of consents by calling x-22810. Leave a voice mail message if after-hours.
6. Make arrangements to meet the next of kin if arriving at the hospital later that day.
7. Sign death certificate

A “script” of key points of discussion is included as attachment 5.

Full directions for this process are on the UTMB Web page which can be accessed at http://clinweb.utmb.edu/DAP.

If you have any questions about this matter, please call my office, 772-2815.