

Requesting Adult Autopsy, Central Zone

Applicability This document applies to all Laboratory personnel of the Central Zone, Red Deer Pathology Department.

Purpose This document describes the process/procedure for Central Zone sites to request an adult autopsy.

Procedure

Step	Action	Detail
1.	Complete Calgary Laboratory Services Autopsy consent form in full (all sections MUST be completed).	<ul style="list-style-type: none"> • Use AHS http://www.albertahealthservices.ca/frm-160012.pdf Consent for Autopsy #160012 (Rev2014/15). • Name, Date of Birth, Health Care Number • Date/Time of Death • Current Location • Marital Status • Legal Next of Kin • Signed by both immediate next-of-kin (see consent form for specifics) and physician requesting the autopsy. • The witness cannot be the physician requesting the autopsy. • The consent is valid only if signed after the date/time of the patient's death. • Label the autopsy consent with the hospital patient demographic label. Print 2 extra labels and clip to the paper work.
2.	The body must be labelled with 2 identification tags (for example: hospital wrist band and toe tag):	<ul style="list-style-type: none"> • Each identification tag must include: patient's name, date of birth and Health Care Number. • A demographic label should also be applied to the outer packaging.
3.	The original Medical Certificate of Death (signed by the attending physician from the requesting site) must also be provided and accompany the body.	
4.	Once the autopsy consent form is completed, call FMC Vital Statistics office staff (Tara) at 403-944-1689, to inform them that the autopsy consent form is going to be faxed. Leaving a message is sufficient, but leave a contact number so they can confirm when transport of the body is approved.	
5.	Fax both sides of the autopsy consent form to FMC Vital Statistics office staff 403-944-2683.	

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(Authorized individuals are: lab personnel designated in their zone/program or provincial role to produce print copies)

6.	Once the autopsy consent has been reviewed by FMC Vital Statistics staff; they will call the RDRH Laboratory (403-314-6098) to let them know if anything else is needed or if the case is ready for transport.	
7.	Sending site will provide copies of Patient Care Hospital Records (patient hospital chart) with the body or fax them to Vital Statistics (403-944-2683).	
8.	Transport to and from FMC will be coordinated with the funeral home by Central Zone Lab, who will provide the name and contact number of the funeral home to FMC Vital Statistics..	
9.	When delivering the body to the FMC, the funeral home will report to the Admitting/Vital Statistics Clerk. The funeral home driver must provide photo ID and all supporting paperwork (consent, patient chart copies, original signed death certificate). FMC Admitting will then provide the Deceased Patient Transfer and Release form, contact Protection Services and direct the transport driver to the loading dock. Protection Services will accompany the driver to the morgue to sign in the body.	
10.	FMC Admitting/Vital Statistics will contact the funeral home for pickup, once the autopsy is complete and the body is ready for release.	
11.	When picking up, the funeral home will report to the Admitting/Vital Statistics Clerk to pick up the Deceased Patient Transfer and Release paperwork. They will then be directed to the loading dock to be met by Protection Services.	Protection Services will require the Deceased Patient Transfer and Release form in order for Security to release the body back to the funeral homes care.

**Procedural
Notes**

- Any assistance or questions can be forwarded to Linda Southern at the Red Deer Hospital 403-314-6098.

References

- N/A

**Related
Documents**

- N/A

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Initials:

Site:

Date Printed:

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