

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

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. 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... 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.
- **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.

