

**HACKETTSTOWN REGIONAL MEDICAL CENTER**  
**Administrative Policy & Procedure**  
**Morgue Assistance**

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<b>Effective Date:</b>	<b>June 1993</b>	<b>Policy No:</b>	<b>MM07</b>
<b>Cross Referenced:</b>		<b>Origin:</b>	<b>Materials Management</b>
<b>Reviewed Date:</b>	<b>4/98, 9/00, 2/02, 8/04, 1/10, 4/12, 7/12</b>	<b>Authority:</b>	<b>Chief Financial Officer</b>
<b>Revised Date:</b>	<b>1/10</b>	<b>Page:</b>	<b>1 of 1</b>

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**PURPOSE:**

To define the process for the release of a body from the Morgue.

**POLICY:**

Nursing will prepare the body for delivery to the Morgue. Nursing will contact the transporters who will then bring the body to the Morgue.

The Mortician Release Form and the Personal Belongings Form will be placed in the log book in the Materials Management box located on the first floor.

The mortician will coordinate the body pick up of a body with Materials Management between 8:00 a.m. – 4.30 p.m. After hours, the mortician will coordinate with the Nursing Supervisor.

**PROCEDURE:**

Nursing will prepare the body with necessary covering, fill out the Mortician Release, the Personal Effects form and contact transport to transport the body to the Morgue. A tag with the patient's Cerner label will be secured to the toe, zipper of the body bag and the personal belongings bag. Nursing will notify Materials that there is a body on the way to the Morgue.

Transport will deliver the body to the Morgue. Transport will place the Mortician Release and Personal Effects forms in the Log Book after completing the log.

The mortician will coordinate the pick up of the body with Materials Management between 8:00 a.m. and 4:30 p.m. and with the Nursing Supervisor at any other time.

Before release of a body to the mortician, the identity of the body will be verified as follows:

1. Both the mortician representative and the HRMC representative will verify that the name on the body bag tag is the same as the name of the deceased being collected.
2. The HRMC representative will observe that the mortician verifies that the body bag tag is the same as the toe tag of the body.

Both the mortician representative and the HRMC representative will sign the Mortician Release form, Personal Effects form (if applicable) and the Mortician Log Book next to the name of the deceased.

Materials Management will return the completed Mortician Release and Personal Effects forms to Medical Records and will provide pertinent information to the Chaplin's office.