Morgue Procedure Checklist ; Body Picked up by Mortician/ME/Johnsons for Transport

Lab staff calls Security if not already accompanied	
Mortician/ME/ Johnsons completes Death register (Red) right side	
Lab staff ensures completeness and initials Death register	
Lab staff ask for Certificate of Release/ signed by Lab staff (ME-optional)	
Send Certificate of Release to Childrens Pathology	
Lab staff takes key & escorts Mortician/ME/ Johnsons to Morgue	
Lab Staff confirms that mortician/ME/Johnsons verifies patient identity	
Security escorts Mortician/ME/ Johnsons out of Morgue	

Morgue Procedure Checklist ; Body signed out for Viewing by Hospital Staff

Lab Staff calls Security if Hospital Staff if not already accompanied	
Hospital Staff completes Morgue Log (White) right hand side	
Lab staff ensures completeness	

Lab staff takes key & escorts Hospital staff to Morgue	
Lab staff verifies Hospital staff confirms ID of body & HS removes body for viewing with security	
Body comes back; Hospital staff to sign into Morgue log (White) left hand side	
Lab staff ensures completeness	
Lab staff takes key and escorts Hospital staff to Morgue	

Morgue Procedure Checklist ; Body arrives to Morgue

Hospital staff signs Death Register (Red) & Morgue Log (White)	
Lab staff ensures completeness	
Lab staff asks Hospital staff for any paperwork / records	
Lab staff asks," Patient to be Autopsied at Childrens Minnesota Pathology or is it an ME case"	
Lab staff to call Childrens pathology #56711 , 24 hours a day , & leave message	
Autopsy "Yes"ask for Autopsy Authorization form ; not required for ME case,required for Autopsy	
Send Autopsy form and all received records to Childrens Pathology	

Lab staff takes key and escorts Hospital staff to Morgue	

Historical Record

Version	Written/Revised by:	Effective Date:	Summary of Revisions
1	Chad Bryant		Initial Version
2			