

Check List for Family Members

PLANNING AHEAD

1. Legal Next of Kin identified.
2. Contact UT Outreach Lab at 713-500-5258 and notify about the autopsy plan.
3. Authorization for Post Mortem Examination of the Brain and Release of Body form filled out and signed. Please do not put dates on the forms yet. The date/time will be filled in after the death has occurred.
4. Arrangements should be made with the funeral director and transportation service if necessary. Copy of Authorization for Post Mortem Examination of the Brain and Release of Body form should be given to the funeral director.
5. If the family member is hospitalized or in a long-term care facility, the Authorization for Post Mortem Examination of the Brain and Release of Body form should be placed in the chart at the facility.

PROCEDURES AT THE TIME OF DEATH

1. Call the UT Outreach Lab at 713-500-5258.
2. Call your funeral director and confirm that an autopsy will be performed.
3. Arrange for transportation through the funeral director or ambulance service you have chosen. If the time of death occurs on a weekend outside of office hours (Saturday, 7:00 a.m. - 12:00 p.m.), coordinate transport of the deceased with the funeral director.
4. Have the date and time filled in on the Authorization for Postmortem Examination of the Brain and Release of Body form.
5. The signed and dated **Authorization for Postmortem Examination of the Brain and Release of Body, Payment Authorization** and the **Health Insurance Portability and Accountability (HIPAA) RELEASE** form **MUST** accompany the deceased to The Memorial Hermann Hospital Morgue; otherwise the autopsy cannot be performed.
6. After the autopsy, the deceased will be brought back to the funeral home by the same transportation that was used previously. The transportation service can wait while the autopsy is performed, if it is during the mortician's office hours.
7. The funeral procedures you have chosen will then be carried out.