Checklist for Arranging Autopsies to be Performed at Saint Louis University’s Pathology Department

1. Collect and prepare the following according to your own hospital procedure
   - Copy of patient chart
   - Permit for Release of Body
   - Authorization for Post-Mortem Examination
     - Verify that the form is the current version
     - Indicate on the form that Saint Louis University is to perform the autopsy
     - Verify that the form has been signed by legal next of kin
     - Verify that all other fields on the form are completed
   - Provide contact information and any special instructions regarding release of the body to a funeral home

2. Notify Saint Louis University of the pending autopsy
   - Call the Pathology Department during business hours (8:30 a.m. to 5:00 p.m.) at 314-577-8475.
     If no answer, call the administrative pager at 314-419-0380.
     Date/time called: _____________; person contacted _________________________
   - Outside of normal business hours (evening, weekend, holiday), page the Pathology resident on call at 314-490-1402.
     Date/time called: _____________; person contacted _________________________

3. Contact Professional Funeral Director Services, Inc. at 314-382-6707 to arrange for transportation of the body to Saint Louis University
   - Date/time called: _____________; person contacted _________________________
   - Give patient name
   - Ensure that the body is appropriately identified, with the identification attached to the body (e.g., armband or tag); for fetus/infant, please include placenta
   - Place the following documents in a sealed envelope, and send the envelope with the properly identified body:
     - Copy of patient chart; for fetus/infant, please include mother’s obstetrical (OB) medical record
     - Original Authorization for Post-Mortem Examination
     - Original Permit for Release of Body
     - Copy of this checklist (hospital to keep original)
   - Affix label with the following delivery address to the outside of sealed envelope:
     Saint Louis University Hospital (Rutger Street entrance)
     3635 Vista at Grand, St. Louis, MO 63110
   - Sealed, labeled envelope must accompany the properly identified body

4. After autopsy is performed, body will be returned to the funeral home
   - Contact (name and number) at funeral home will be called to notify them that the body is ready for pick-up
   - Contact (name and number) at hospital will be called to notify that the body is being released to the funeral home

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