Checklist for UIHC Autopsy Consultation

To efficiently coordinate the referral and transfer of a decedent to UIHC for the purpose of autopsy consultation, please use the following checklist as a guideline.

☐ Contact the UIHC Autopsy Medical Director (or designee) to discuss the case.

Dennis Firchau MD
200 Hawkins Drive – C612GH
Iowa City, Iowa 52242
(319) 356-0885

after hours: UIHC Decedent Care Center
200 Hawkins Drive – E140 GH
Iowa City, Iowa 52242
(319) 467-7000

☐ If the case is accepted, contact the UIHC Decedent Care Center at (319) 467-7000 to arrange for fax transmittal of the necessary forms.

☐ If the referring physician is not the decedent's attending or primary physician, consult with the primary or attending physician to obtain a complete history and to ascertain the appropriate questions that the autopsy procedure should address.

☐ Complete all forms and obtain the necessary signatures:

- H4 (adult or pediatric) autopsy consent form –
  front: patient demographics, death information, consent for autopsy
  back: clinical history, autopsy questions and physician contact info
- Inventory of Personal Effects – required if effects will accompany the body.

☐ Collect all relevant medical records and forms for transmittal to UIHC with the body. Include records from the referring physician/institution as well any other recently visited physicians/practices. Medical records MUST accompany the body for review by the pathologist prior to performing the autopsy.

☐ Provide billing information – the referring institution will be billed except for rare non-ME cases of death outside an institution where the family desires autopsy.

☐ Arrange for transportation of the body, forms and records (**not** paid for by UIHC).

☐ Ensure that the body is properly identified (wristband or toe tag MUST be attached to the body) and that the body is properly contained in a body bag.

☐ Transfer the body, forms and medical records to the transporting agent.

☐ Contact the UIHC Decedent Care Center at (319) 467-7000 to notify the UIHC staff that the body, forms and records are on the way. Also indicate who will be delivering the body and approximately when.