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.
  Marcus Nashelsky MD  
  200 Hawkins Drive – 5244C RCP  
  Iowa City, Iowa 52242  
  (319) 353-7594

- 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
  - Transit Permit – required if a family member will be transporting the body
  - 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.