

Thank you for inquiring about The Anatomical Gifts Program:

The gift of one body is a gift to all patients touched by each of the many students who learn from that one “silent teacher.” It is a gift of infinite value. We are so grateful for your interest in making such a generous gift. Please review this packet and call with any questions you have. These documents help prepare you and your loved ones. Please read the ***Overview and Process*** carefully and see the accompanying forms. Do not send these documents back to us; keep them where your loved ones can find them. When the time comes, we will assist your loved ones with compassion and care, and walk them through the process.

This is not an “application” for anatomical donation. We do not keep records of potential donors. We review medical information and accept donors, just prior to death, or at the time of death. Please contact us if you or your loved one goes into hospice care, or death is imminent. If you need financial assistance in covering the cost of mortuary/funeral transport, please reach out to us ahead of time. We can also help find a transport service in your area.

The donor cards are a legal document showing your intent to donate, when signed by the donor and witnessed by impartial witnesses, not family members. We have other documents for family members when the donor cannot sign for themselves. Please call us if that is the case. We will need to receive a signed and witnessed document at the time of death.

Please keep one copy of your donor card in your wallet and give at one to your “agent” who will assist at the time of your death. Inform your physician of your plans, and have them make a copy for your medical records so your intent is known so it will be easier for our staff to have permission to access medical information when needed.

The last pages of this packet include forms to prepare and keep until the time of death:

1. ***Printable donor card***. If downloaded from our website, you may also request paper copies of this packet with cardstock cards.
2. ***Voluntary Health Information***. Helpful information for our instructors and students.
3. ***Vital Information for the Death Certificate*** is for the funeral home or mortuary transport service, and a courtesy to assist in your planning.
4. ***Disposition of Cremains***. What to do with cremains when teaching is complete.

Please call us every two years to check for updates in the program.

Sincerely Yours,

Emerson Bennett, Coordinator
The Anatomical Gifts Program, Duke School of Medicine
email: emerson.bennett@duke.edu

Overview

Anatomical Gifts Program

Duke University School of Medicine's Anatomical Gifts Program is a WHOLE BODY donation program. We are deeply grateful for the generous donation people make for the purpose of educating our present and future medical professionals. Our students come from many disciplines, including medicine, physical therapy, biomedical, nursing, anesthesiologists, physician assistants, pathology, practicing physicians, orthopedic and plastic surgeons, oncologists, neurologists, ophthalmologists, cardiologists, transplant specialists, evolutionary anthropologists, and more.

We hold our donors with reverence, gratitude, and awe. The deep learning that happens through the generosity of donors cannot be replicated. Body donation offers learning through the diversity of human life experience. Students witness first-hand how disease and health present themselves in the human body. They gain knowledge and learn humility and appreciation for their first patients, which helps them with every patient they touch in their lifetimes of service. Accomplished medical practitioners improve their care and discover, practice, and improve procedures to better serve humanity.

Body donation is a gift that keeps on giving

Our process starts at the time of death. There is no pre-registration. We provide Donor Cards for potential donors. The cards inform loved ones and doctors of the intent to donate to Duke School of Medicine and provide our contact information for your loved ones at the time of death. We HIGHLY recommend you have your intentions to donate written in any other health care documents.

Our students get to study how disease presents in the body and how it affects the body through a lifetime. However, we do not do research on disease in our labs. People who wish to donate their bodies for specific study of a disorder or disease generally need to find researchers already working on that issue and get involved in a treatment study during their lifetime.

We keep no records before death occurs. We screen donors based on criteria and other conditions occurring just prior to, and at the time of death. Criteria is designed for the safety of the students, our staff and patients (see Step 3, page 5-6). We provide a *Voluntary Health Information Form*. The *Vital Information for Death Certificate Form* is a courtesy to assist with planning to give to the mortuary/funeral service upon death.

If there is no Uniform Donor Card, we may be able to accept the body if we have capacity. Next of Kin (NOK) or persons with notarized, North Carolina Health Care Power of Attorney (HCPOA) documents, or other documents recognized in North Carolina, are able to donate a body as long as no end of life documents refute a donation. All family members also must be in full agreement and other criteria met. (see Step 2, page 4).

Our facility is open daytime, weekday hours to receive donor bodies. We are closed weekends and holidays. We try to receive bodies within 3 days of the time of death. We recommend you and your family choose a funeral home or transport service with cold storage in case the death occurs when our facility is closed (see Step 5, Page 7). This also gives us time to contact family and medical professionals to qualify the donor for acceptance and to process the required documents to release the body. If we are unable to qualify the donor for our program, the family is able to consider alternatives.

We do not perform autopsies, nor do we produce medical reports. In order to honor the privacy of our donors, we also do not disclose the courses or outcomes of studies.

We normally keep donor bodies for two months to two years. We do our best to match our donors with their best opportunity for teaching based on their medical situations and history. We cannot anticipate the exact time we will complete with the studies.

A funeral home or mortuary transport must be involved to pick up the body, perhaps provide cold storage, file the death certificates and transport the donor to our facility. Our program may be able to assist if this is a hardship to the family; contact us ahead of time, if possible, so we can help arrange transport. Our program may not be able to cover full costs that some funeral homes will charge. We cannot compensate families directly if payments have already been made (see Step 5, page 7).

We facilitate and cover the cost of cremation after studies are complete. Our donors are cremated individually. We contract with a local crematorium and who then returns the cremains to us in a temporary, plastic urn.

At the end of the studies, when cremains are ready, we offer families the option to pick up the cremains at Duke, or for the Program to mail back the cremains of your loved one. We can also scatter your loved one's cremains at a special location in the Duke Forest.

Memorial Service. We hold an annual Memorial Service for donors' families in the Spring or Summer of the year following the donors' cremations. The service is held at the Duke Chapel in Durham. It is an opportunity for students, doctors and instructors to share what the donation has meant to education and medical science. The students also hold their own private memorial service to honor our donors, their "silent teachers." They are humbled and awed by such a gift, and honor their silent teachers. This is a time for them to share their gratitude and process their experiences with each other.

Process for Body Donation at Duke University

Prospective Donors: Please read through this information packet to better understand the details of our program, decide if it fits your objectives, and take steps to prepare.

Fill out our donor card (we recommend filling out at least two), sign, and have two impartial* witnesses sign each card. Keep one card in your wallet. Give the additional, signed card(s) to Next of Kin, family members, and HCPOA representatives. Please alert medical professionals about your desire to donate. You may also document your intent to donate your whole body as an “anatomical gift” in your will. Please put it in any health care directive, and your medical records as it also helps to give us permission to speak to health care providers for medical information needed to approve the gift.

** Witnesses must be “impartial.” (Not family members, or any persons benefitting directly from your death. This also excludes medical providers).*

Without a signed donor card, if you do not have Next of Kin willing to assist in your donation – we recommend you appoint someone as your Health Care Power of Attorney (HCPOA). Advance health care directive documents are often available through with your health care provider, attorney, social worker, or the North Carolina Secretary of State. HCPOA form for NC: https://www.dukehealth.org/sites/default/files/health_care_power_of_attorney.pdf Out-of-state documents may not be recognized in North Carolina.

Note: if you choose organ or tissue donation, and organs are harvested at the time of your death, we cannot accept your body for our program. For organ donation, please contact: <https://www.donatelifenc.org/> or <https://honorbridge.org>.

There is no pre-registration for our program. We do not keep information on those who have requested donor cards. **A donor card does not guarantee we can receive the donor body.** It is a legal statement of the individual’s choice to donate their body upon death.

Step 1: We recommend calling our on-call phone if the donor’s death is imminent, is in hospice, or is in critical condition in the hospital. If the donor has died and is under hospice care, call the hospice first. If the death is not expected, at the workplace or home, call emergency medical personnel and the decedents physician. If the death was unattended, call the police. Then, when authorities are notified, call the **Anatomical Gifts Program on-call phone: 919-812-7430**, we answer 24 hours on weekdays from 8:30am Monday, to 4:30pm Friday. **We are closed weekends and holidays.** If the death occurs when we are closed, leave a message and we will return the call on the next business day. Make sure the body is held in cold storage, as a hospital morgue or funeral home or transport service with cold storage (see Step 5, p.7).

Be prepared: We will need to see a copy of signed Donor Cards, HCPOA documents and may need copies of parts of a Will or other Health Care Directives. We must make sure the people we work with have the legal right to donate you or your loved one's body and to give permission to medical professionals for us to gather information.

Please also have phone numbers available for primary care doctors, specialists last seeing the donor, hospice and/or the hospital floor, charge nurse number.

Step 2: Determining authority and qualified agents for donation

A Donor Card that is signed (*by the donor themselves*) **and witnessed** (*signed by two impartial witnesses- see p.3*) is a legal document declaring the individual planned and has chosen to donate. However, a representative is needed to assist in a donation and make appropriate decisions, help us reach family, your medical providers and arrange funeral transport. The representative may also direct the disposition of cremains.

If there is no properly signed and witnessed **Donor card**, or no bequeathal in a will designating Duke Anatomical Gifts as the recipient, an **Agreement to Donation** document will be drafted and can be signed by **Qualified Agents, who include the following:**

1) Individuals who are named as agent with Health Care Power of Attorney (HCPOA) in a signed and notarized Health Care Power of Attorney (HCPOA) document. Health Care Power of Attorney (HCPOA), holds highest level of legal authority around decisions when the patient is not able to make them him/herself. HCPOA documents and any existing "end of life documents" must be faxed to us and reviewed

2) Next of Kin (NOK) Order of Authority, when there is no signed donor card, no objection, but no specification about an individual's desire to donate, and no individual is appointed the agency of Health Care Power of Attorney, Next of Kin is determined in order of priority in N.C. Gen. Stat. § 130A-412.11 as set forth below:

1. Spouse of the decedent
2. Adult Children (Step-children if they are legally adopted) of the decedent
3. Parents of the decedent
4. Adult Siblings of the decedent
5. Adult Grandchildren of the decedent
6. Grandparents of the decedent
7. Persons who were active, legal guardians of the person at the time of death;
8. Any other person who has been granted legal authority to dispose of the decedent's body.

The NOK of highest or equal authority must be willing to sign the documents. We reserve the right to decline any donor who has not documented their desire to donate if we do not have adequate legal documentation of the legal relationship to the donor of the person assisting with the donation; or we cannot reach other family members; or if there is any opposition about the donation; or for any other reason.

Step 3: Screening for medical criteria

We screen medical information to determine if the body qualifies. We cannot verify this information with the donor far ahead of the time of death, because infections and other conditions can present at the end of life. **Our staff must verify the condition of the body at the time of death, or just prior to death by speaking with the medical professionals who worked with the donor up until the time of death.**

1. The family and/or health care power of attorney need to alert the medical professionals –to give Duke Anatomical Gifts Program staff permission to speak with the medical professionals about the medical condition of the donor.
2. Medical professionals may include: the charge nurse at the hospital, the family doctor, hospice nurses, doctors or specialists overseeing their medical care.
3. It is most helpful if we are provided with the most direct phone numbers to reach medical providers. Please note: we do not have access to Duke medical charts.

Criteria

These guidelines are established for the safety of our staff, students, educators, and the body's suitability for teaching. Criteria may be amended due to specific medical courses and lab capacity. We do assess each individual, close to, and at the time of death, where we consider many factors.

1. We do our best to receive the body within 3 days of death.
2. Donors must be 18 or over. There is no age limit over 18.
3. General Height: Under 6' 4".
4. General Weight: **must be height and weight proportional**; BMI under 27-max 28. Women between 95 and 175 lbs; and men between 100 and 200 lbs.

Slight exemptions to both height and weight may be made on a case-by-case basis, taking into account height/weight proportion, BMI, muscle mass, and specific studies/courses happening at the time. Our facility cannot accommodate weights over 200 lbs. And a donor must have enough muscle mass for study.

5. The body **must be free of infections, blood diseases and contaminants** including, but not limited to:
 - a. Any history of Hepatitis A through E (even if it was deemed "cured");
 - b. Active infections: Staph, MRSA, VRSA, VRE, E.coli, Clostridium Difficile (C. Diff), syphilis, herpes;
 - c. History of: Creutzfeldt-Jakob (Mad cow disease), HIV, AIDS;
 - d. Funguses: Candida Auris, Klebsiella;
 - e. Active tuberculosis, meningitis, encephalitis, Noro Virus;

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- f. Active COVID; donor must be 21 days past any positive COVID test, with no symptoms, and verbal confirmation from medical professionals (hospice, hospital, nursing staff, physicians, GP's);
 - g. Sepsis (blood poisoning);
 - h. Severe jaundice;
 - i. Open wounds, skin ulceration, large bed sores, unhealed deep incisions, gangrene (exceptions are possible, based on current condition of the wounds and/or current course needs);
 - j. Ascites or any significant abdominal bloating/fluids, or significant edema;
 - k. Recent (within 6 months) radioactive implants;
6. Other situations under which we cannot accept a body:
- a. A body that was in medical isolation;
 - b. Drowning, submergence in water at death;
 - c. Severe burns, severe trauma;
 - d. If the donor died during a significant invasive surgery;
 - e. Post death amputations or donation of an organ after death (only cornea donation is accepted: *MiraclesinSight.org*);
 - f. Significant edema in the head and facial area;
 - g. The body must not have undergone any internal exploratory autopsy or tissue removal (biopsies) without prior coordination and approval of our team, and it must be performed in Duke University Hospital Pathology Lab.
 - i. We can, in special circumstances, work with donors who are involved in other Duke research in pre-arranged cases, when doctors request to remove tissue, if performed in Duke University Hospital Pathology Lab, or through pre-approval in coordination with another pathology lab.
 - h. We are open to receiving bodies when brain donation is planned, if pre-arranged with us and closely coordinated; we do not harvest brains in our facility. Duke currently only collects brains of those actively in a Duke Trial.
 - i. We generally do not accept embalmed bodies, with the exception of circumstances when we have pre-approved the body and are working with a funeral home with a pre-arterial embalming if the family requires a funeral – this requires close coordination.

Step 4: Donor Card or Agreement to Donation form

Prior to, or once the donor's body has been accepted, we need a copy of the donor card sent to us via fax or secure email. If there is no existing donor card, we will provide an **Agreement to Donation** form that must be signed by the Next-of-Kin or Health Care Power of Attorney and two, non-partial witnesses. In order to legitimize the donation we must receive a faxed or a securely emailed, signed copy prior to our authorizing transportation to our facility. **We also need the original, signed copies of the donor card or Agreement to donation mailed back to us** or sent with body in the care of the transport service.

Donation documents are HIPPA protected. Hospitals, hospices, nursing homes, and funeral homes may assist you to receive and send faxes. UPS Stores, FedEx Stores have faxes. We can also work with you via secure email if you have a printer.

These are the legal contracts, giving us permission to hold the donor for use in our program until cremation. It also gives the family a choice for where to send the cremated remains, or instructions for us to scatter them at Duke Forest in Durham, North Carolina.

Step 5: Arranging transportation to our facility

A mortuary transport or funeral home with cold storage will need to be involved in case the death occurs over a night or weekend when our facility is closed if the body is not already in a hospital morgue.

1. We recommend researching a transport service of your choice ahead of time if you are planning your donation; call us if you will need financial assistance.*
Different funeral homes and mortuary transport services provide different services at a wide range of costs. It is helpful to provide the phone numbers of your chosen service to family members in your planning documents. We will coordinate with the service to help them get the body to our facility. Our program will do our best to help find a transport option if you have not designated one. But we cannot guarantee the best option for your situation.
**If it is a financial hardship to the family/estate to pay for funeral transport please let us know as soon as possible, we may have resources to assist but cannot guarantee we can pay full costs of some funeral homes.*
2. In the case that we are unable to accept a donor's body due to certain medical conditions, weight, timing or other factors, we recommend having an alternative plan, which may involve cremation or burial.
3. If a donor lives or dies far from North Carolina, we recommend finding an alternative program in your community as transport and logistics may not meet our time limits.

Step 6: Preparation of the death certificate

We do not process death certificates. We require that licensed funeral or mortuary professionals, or Medical Examiners file the paperwork for death certificates. We must have a working copy (we do not require a certified copy) for our files and cremation. Your family/estate may need certified copies to close bank, credit card and retirement accounts, and settle estates, real estate, life insurance, online accounts, and other legal matters. You can arrange to pay for copies with the funeral service or get them online from the Register of Deeds from the county where the death occurred.

Step 7: We provide cremation services after the studies are finished

Step 8: Returning the cremains

You can choose how to receive your loved one's cremains. We mail a letter advising you the study is complete. If we are to mail cremains, we follow up with a call to confirm the address on file; then mail the cremains to the designated family member or internment site. Or we arrange a time for you to pick up them up at Duke Campus. You can also choose for us to scatter cremains at a special site in Duke Forest.

Final step: Memorial service and expression of gratitude

We have historically held an annual memorial service in the Spring/Summer of the year of the donor's cremation for the family members. It is an opportunity for our students and educators to let the families know what impact the donors have on their education and their appreciation for the generous donation. The main contact in your family will receive an invitation in the mail and we ask you to RSVP.

Our students hold their own, private memorial service, as they are deeply touched by the generosity and depth of what they learn and their connection to their "silent teachers."

Thank you for considering whole body donation to Duke University School of Medicine's Anatomical Gift Program.

Please contact us every 2 years for updates to the program.

Please check our website at: <http://agp.som.duke.edu>
email: anatomicalgifts@dm.duke.edu

Please contact us with questions. This document is intended for informational purposes only and is a summary of the donation process. All donations are subject to the completion of the donation process.

If the cost of mortuary transport, with cold storage who can file death certificates, is a hardship to your family, we can often pay all or part of the cost.

Some funeral homes charge more than others. Below is a small sampling of businesses we have worked with and can pay their basic charges. Please reach out to us ahead of time, if possible, to make specific arrangements. We are always happy to add new services to this list if they meet our criteria. Please encourage the service reach out to us.

Durham/Orange/Wake/Chatham/Granville/Franklin/Vance/Person Counties

American Cremation Services/Quality Mortuary

www.americancremationservices.net Durham, NC. Phone: 919-598-1416

AC Removal & Transport, (cash and check) Durham, NC. Phone: 919-428-3481

B&C Mortuary Transport, Apex, NC. Phone: 336-467-1727

City of Oaks Funeral Home and Cremations, Raleigh, NC. Phone: 919-438-1649

Cremation Society of the Carolina's. Raleigh, NC. Phone: 919-571-3300

RM Ferguson Funeral Service. Raleigh, NC. Phone: 919-516-9821

Unity Funeral and Cremation, Raleigh, NC. Phone: 919-212-4200

Hudson Funeral Service, Durham, NC. Phone: 919-596-8269

Outside of the Durham/Wake/Orange County area

Unity Funeral and Cremation, Fayetteville, NC: 910-860-3900

Gibson Mortuary Services, Charlotte area NC & SC. Phone: 704-310-1398

Mid-State Cremation, 304 Lanier Ave, Asheboro, NC. Phone: -336-628-4546

Wise Mortuary Services, Greensboro, NC. Home phone: 336-674-7566; Mobile:335-202-6866

Rouse Mortuary, Greenville, NC. Phone: 252-355-6116

East Carolina Mortuary Services, Greenville, NC. Phone: 252-558-3494

Dart Transport (part of Triad Cremation & Funeral), Greensboro, NC Phone: 336-906-0251

Ackridge Funeral Home, Jacksonville, NC. Phone: 910-322-5580

Farmville Funeral Home, Farmville, NC. Phone: 252-753-3400

Noe Funeral Home, Beaufort, NC. Phone: 252-728-2336

Wilmington Funeral and Cremation, Wilmington, NC. Phone: 910-791-9099

Western Carolina Mortuary Service, Asheville, NC. Phone: 828-254-4880

Asheville Area Alternative Funeral Home. Phone: 828-258-8274

Smoky Mountain Cremations and Funeral Service, Clyde, NC. Phone: 828-565-3024

Hampton Funeral Service, Boone, NC. Phone: 828-264-7100



INTENT TO MAKE ANATOMICAL GIFT

In compliance with the Uniform Anatomical Gift Act of the North Carolina General Statutes and in hope that I

may help others, I, _____
hereby give my entire body intact for anatomical study and research, if needed and medically acceptable, and release protected health information, if available, to take effect upon my death. Signed by the donor and the following two impartial* witnesses (*not family members, beneficiaries or providers) in the presence of each other.

----- Fold here for wallet-size card -----

Signature of Donor

Date Signed

Date of Birth

City & State

Signature of Witness #1

City & State

Signature of Witness #2

City & State

Contact Duke Anatomical Gifts upon death or

pending death: On call phone: Mon 8:30am-Fri 4:30pm

919-812-7430 (closed weekends & holidays)

Representative to assist at the time of my death

Name

Relationship

Phone Number

Alternate Phone Number

Helpful information:

Doctor: _____ Phone: _____

I have chosen this funeral service to transport/hold my body while eligibility for donation is being determined (or hold at hospital decedent care/morgue):

Funeral Home/Transport Service

Phone Number

If this company is no longer operating or available, or circumstances arise that create the need, I authorize, with my signature on the back of this card, Duke Anatomical Gifts Program to arrange transport services in order that it may facilitate the donation of my body. Keep one copy of this card in your wallet & give the other to someone who can assist at time of death.

Check back with us every 2 years for updates in the program: Office phone: 919-681-5471

Please Note: Donor must be 21 days past any positive COVID test, with no symptoms, and verbal confirmation from medical professionals. Updated 5-19-2023

We recommend printing and signing two copies of this card so an original, signed copy is easily available at the time of death



Duke University School of Medicine

The Anatomical Gifts Program

Disposition of Cremains for _____
Donor Name

Please Check One:

- ☐ Scatter in Duke Forest
☐ Pick up at Duke Campus
☐ Mail Cremains

*Even if you chose Scatter, please provide address and telephone numbers. **Do NOT** provide funeral home telephone numbers – we must have Next of Kin or HCPOA numbers.*

Contact and mailing address for ashes and memorial invitation (we also encourage you list at least one additional person and their phone number in case we cannot reach the primary contact:

(PRINT) _____
Name of Primary Contact

Address:
(PRINT)

Phone # _____
Phone # _____
Phone # _____

Name of Secondary Contact

Email Address: _____

Please fax, mail, or secure email this to the staff person along with the signed donor card.

**Anatomical Gifts Program
DUMC Box 3952
Durham NC 27710
FAX # (919) 681-5520**

We reach out to the primary contact when cremains are ready, and before mailing or scattering.

Voluntary Personal Health History

Donor Name: _____ Date: _____

DUKE medical record number*: _____

*If available and you are willing to share. We will remove any identifying information.

Thank you for taking the time to fill us in with information. This is not required, but it is appreciated. This information will be shared, in anonymity, with instructors to enhance learning opportunities for students. Please keep this information in your files and instruct your personal representatives to send it to us at the time of your death. Please note: this does not replace our call to medical professionals at the time of your death to screen for criteria.

1. Childhood Illnesses (please circle if you've had any of the following):Measles Mumps Rubella Chicken Pox Rheumatic Fever Polio
Other _____**2. Do you have any radioactive medical implants? Circle one: Yes No**If yes, date and location of implant: _____
_____**3. Do you have a pacemaker, brain stimulator or other electrical/magnetic device implanted?**

(For knee/hip/skull/orthopedic work, see question #6) Circle one: Yes No

If yes, date, type of device and location: _____
_____**4. Women only:****Have you had a hysterectomy?** Circle one: Yes No**How many live births have you had?** _____**Have you had any Cesarean births?** Circle one: Yes No**5. Please list any medical problem(s), and the age you were when it was diagnosed: (Examples may include, but are not limited to: Diabetes I or II, Asthma, Congestive Heart Disease, COPD, Cancers, Hypertension, Congenital issues, Cirrhosis, Parkinson's, Muscular Dystrophy, Leukemia, Sickle Cell Anemia, ALS, Dementia, Alzheimer's, etc.):** _____

_____**6. Please list and date any knee or hip replacements, or hardware in spine, extremities, skull, other, or amputations:** _____

Voluntary Personal Health History

Anatomical Gifts Program

Donor Name: _____

7. Please list and date any other surgeries, including organ removals or transplants that you have experienced: _____

8. Did your work or activities you engaged in during your life, or things you were exposed to, impact your health? In what ways? _____

9. **Special Notes:** Things you would like us to know about you (or your loved one). Our students and instructors are very grateful to get to know you. What is/was important to you in your life? What would you want to be remembered for?

10. To the best of my knowledge, this information is true and I am willing to share it with instructors and students at Duke School of Medicine to enhance the education of medical professionals so they can benefit from my gift.

Signature of Donor, Next-Of-Kin or Health Care Power of Attorney

Date

Information for Death Certificate for Funeral Home/Transport Service
Body Donation to Duke Anatomical Gifts Program

Anatomical Gifts Program

This document is to gather information prior to death in preparation, or at the time of death. Please keep a copy of this with your Body Donation Information for loved ones/your representative to assist at the time of death. Please give this to the funeral home/funeral transport service, if needed, upon death. Alternatively, your representative can **fax** it to us, at 919-681-5520, and we will fax it to the funeral home/transport service.

Donor's Suffix: _____ First Name: _____

Middle Name: _____ Last Name: _____

Donor's Last name prior to first marriage: _____

Donor's Gender: _____ Donor's Date of Birth: _____ Donor's Date of Death: _____

Donor's Birthplace (County/State/Country): _____

Donor's Marital Status: _____

Donor's Surviving Spouse-if wife, give maiden name: _____

Donor's Usual Occupation (if retired, prior to retirement): _____

Kind of Business/Industry: _____

Donor's Social Security Number: _____

Is the Donor's Residence in a Foreign Country? Circle one: Yes / No

If YES: which Country? _____

Last Residence of Donor: County (or Province): _____

City or Town: _____

Street Address: _____ Inside City Limits: circle: Y / N

State _____ Zip Code: _____

Was Donor Ever in the Armed Forces?: circle: Y / N . If yes, which branch? _____

Donor's Education Level (years of school completed and/or degree. For example: grade of school completed; high school diploma; associate's degree; college degree, graduate school degree):

Is Donor of Hispanic Origin?: _____ Donor's Race: _____

Donor's Father's Name: _____

Donor's Mother's Name Prior to First Marriage: _____

Relationship to donor/decedent, providing this document **at time of death**: _____

Name

Relationship to Donor/Decedent

Representative's Mailing Address: _____

Representative's Phone Number: _____

Alternate Representative and

Phone Number (if applicable): _____

Email address: _____

Flow Chart: What to do under various circumstances for an Anatomical Gift Donor to Duke School of Medicine

Please note, all documents requested below must be sent via secure HIPPA approved means: fax or secure email - ask for help if you need it.

If Donor dies unexpectedly at home or in public:	If Donor goes under hospice care or into skilled nursing facility:	If Donor goes into the hospital:
Call 911	Call the Anatomical Gift Program (AGP) on-call phone: 919-812-7430; or ask the Hospice Social Worker to call us.	Call the Anatomical Gift Program (AGP) on-call phone: 919-812-7430; or ask the Hospital Social Worker to call us.
The emergency team will need to consult the Dr.'s office. Have Dr.'s phone number available.	The AGP representative will need to speak with hospice/facility nurses to verify donor's eligibility, and confirm the plan with them.	The AGP representative will need to speak with hospital nurses to verify donor's eligibility, and confirm the plan with them.
Show the emergency team the donor card, and have them call the on-call phone number: 919-812-7430. If the emergency team decides they need to get the donor to the Medical Examiner's office, please have the emergency team inform the Anatomical Gifts Program (AGP). We will also assess if a post mortem COVID test is required.	The nurses and social workers will assist in getting the proper paperwork to AGP.	The hospital nurses and social workers will assist in getting the proper paperwork to the AGP.
If it is a weekend, and we are closed, and the Medical Examiner does not need to see the donor, have the emergency team call the mortuary transport you chose, and let them know this is a donor for Duke Anatomical Gifts.	Please provide these documents *, to hospice so they can get them to the AGP: 1) The signed donor card; 2) COVID Vaccination card; 3) Information form for the death certificate; 4) and Voluntary Health Information document.	Please provide these documents, * to either the hospital, or work with someone to help get them to the AGP: 1) Signed donor card; 2) COVID Vaccination card; 3) Information form for the death certificate; 4) and Voluntary Health Information document.
Please provide these documents* to the Mortuary drivers so they can get them to the AGP: 1) The signed donor card; 2) COVID Vaccination card; 3) Information form for the death certificate; 4) and Voluntary Health Information document.	When the donor passes away, call hospice. The hospice nurse will declare the death and call the AGP: 919-812-7430; and/or the mortuary transport you chose, if the AGP is closed, and let them know this is a donor for Duke Anatomical Gifts.	When the donor passes away, the hospital nurse will declare the death and the body will go to Decedent Care. Decedent care will call the donor's next of kin and AGP: 919-812-7430. The next of kin will need to verbally confirm let them know which mortuary transport you chose. And then call the mortuary service if the AGP is closed, and let them know this is a donor for Duke Anatomical Gifts. The AGP will coordinate with the mortuary service.
If the donor does not meet criteria for acceptance: Either ask about alternative programs or choose cremation or burial.		
If the donor is accepted, the AGP can pay previously agreed upon mortuary transport costs. Certified death certificates can be ordered through the County Registry of Deeds where the death occurred. the AGP representative will let you know when the body is received at the Medical School.		
Duke Anatomical Gifts holds donors 2 months to 2 years and then cremates. You will be contacted when cremains are ready.		