



MORTUARY RELEASE DOCUMENT

This document is to be completed during handover between the health service mortuary attendant and the authorised person collecting the following deceased person:

Deceased Name: _____ **UMRN:** _____

COLLECTED BY: <input type="checkbox"/> Funeral Director (or authorised delegate) <input type="checkbox"/> Family Member (or authorised delegate)		
Print Name	Signature	Authorised by

FUNERAL DIRECTOR / AUTHORISED DELEGATE DETAILS:			
Funeral Director Company Name	Funeral Director License Number	Photo ID Number	Photo ID Type

FAMILY MEMBER / AUTHORISED DELEGATE DETAILS:		
Funeral Permit Number	Photo ID Number	Photo ID Type

MORTUARY ATTENDANT:			
Print Name	Signature	Release Date	Release Time

CHECKLIST (Completed by Mortuary Attendant)	YES	NO	N/A
Patient Identification and Mortuary Register			
Mortuary Register entry is completed for deceased person			
Patient's UMRN, DOB and Name with the patient's ID band (when available)			
Medical Certificate Cause of Death Presented (non-coroner case)			
Documentation (deceased person must not be released without applicable documentation)			
Funeral Director or Authorised Delegate			
Holds current Funeral Directors License (details provided above)			
Photo Identification (details provided above)			
NOK have approved the release of body in writing			
Family or Authorised Delegate			
Holds a Single Funeral Permit (details provided above)			
Photo Identification (details provided above)			
Suitable vehicle for transporting deceased person confirmed			
Copy of deceased persons entry to property book provided (valuables can only be released to the Executor of the will or designated senior next of kin)			
Other			
Infection Control Precautions explained if required: If yes, please list: _____			
This is a Coroner Case (Coroner Contractor Confirmed):			

Records Management:

Mortuary Register and Mortuary Release document to be kept in a secure folder at each site and managed in accordance with the [WACHS Records Management Policy](#).