
 <div style="text-align: center;"> OSPITAL NG PARAÑAQUE </div> 		Document Code: OSPAR-ADS-MSWS/MC-
ANCILLARY DIVISION APPROVAL MATRIX		Page No. 1 of 5
Policy Title: <div style="text-align: center; font-size: 1.2em;"> RELEASE OF CADAVER </div>		Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
Prepared By: Karl Marx R. Dimayuga, RSW, CMSW Chief, Medical Social Worker	Reviewed By: Joel R. Lombos Head, Civil Watchmen Unit Carmi S. Torio Head, Telephone Operations Meda M. Calderon, RN, MAN Chief Nurse Arnaldo S. Cortez, RN Supervising Administrative Office Catherine Michelle G. Bonifacio, RN, MD Executive Assistant	Noted by: Redentor P. Alquiros, MD, MHM Head, Medical & Ancillary Services Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

CLASSIFICATION: COMPREHENSIVE

OBJECTIVES:



This policy aims to provide the procedures for the proper release of all cadavers from this institution.

COVERAGE:

This policy shall also cover three Divisions of this hospital, namely the Nursing Division, Medical Records Section, and the Civilian Watchman Unit (CWU).

RESPONSIBILITY:

1. It shall be the responsibility of the Head this section to secure the vital information for the proper release of all cadavers.



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2. It shall be the responsibility of the Nursing Staff to inform the MSWS of any death in their area and prepare necessary forms such as Notice of Death, Consent, and Waiver.
3. It shall be the responsibility of the MSWS staff to inform and instruct the Telephone Operators to contact the funeral service provider per relative's consent / for safe keeping in the absence of a relative. Once contacted, the relative will speak to funeral service for direct transaction.

POLICY:



This policy shall ensure that the proper procedures for the release of cadavers as incorporated hereto, and complied by all concerned.

This policy shall protect the rights of the kin to choose the funeral service to attend to their deceased.

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PROCEDURE:

1. The Nursing Staff at the ER, Ward, and NICU shall inform the MSW of any death in their respective areas. They are to instruct the relatives of the policy that only a mortuary service may claim the cadaver.
2. The MSW thru the CWU on-duty informs the mortuary service of choice and secures a consent/waiver from the relatives. An accredited service provider is referred to the relatives if none is preferred, a consent/ waiver is also secured. The Charge Nurse on duty shall accomplish this responsibility in the absence of an MSW.
3. An expired medico legal case patient without a relative is reported by the NOD to MSW, CWU, & Police for referral to an accredited NBI mortuary service for possible autopsy. If with a relative: NOD informs the MSW, CWU, and the relatives themselves to coordinate

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with an accredited NBI mortuary service of their choice. The police or relative will sign a waiver/consent with the CWU.

4. The MSW instructs the CWU/ TELEPHONE OPERATORS to refer and release the cadaver to a mortuary service, for possible safe keeping if without a relative. If with a relative, MSW instructs the relative to coordinate with their choice of mortuary service.
5. The MSW instructs the relatives to secure the death certificate from MRD on the next working day after the hospital charges are settled.
6. The Nursing Staff shall release the cadaver only after the Funeral Service representative has signed the waiver as service provider.

APPENDIX:

- (A) ER / OPD/ Ward Referral Form
- (C) Assessment Tool Form



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Section / Department

MEDICAL SOCIAL WORK SECTION/
MALASAKIT CENTER

Prepared By:

Karl Marx R. Dimayuga, RSW, CMSW
Chief, Medical Social Worker

Reviewed By:

Joel R. Lombos
Head, Civil Watchmen Unit

Carmi S. Torio
Head, Telephone Operations

Reviewed By:

Meda M. Calderon, RN, MAN
Chief Nurse

Arnaldo S. Cortez, RN
Supervising Administrative Office

Catherine Michelle G. Bonifacio, RN, MD
Executive Assistant

Noted by:

Redentor P. Alquiros, MD, MHM
Head, Medical & Ancillary Services

Darius J. Sebastian, MD, MPH, PHSAE
Hospital Administrator

Approved by:

Jefferson R. Pagsisihan, MD, MHM
Hospital Director

- (F) Social Profile
- (H) Social Case Summary
- (G) Progress Notes
- (I) Closing Summary