

**GENERAL GUIDELINES FOR THE HEALTHCARE FACILITY**

- **Prior enrollment (registration) is required.**
  - Confirm that patient is registered with donor program; family and facility should never assume enrollment.
    - Registered donors located out of state at time of death might not be eligible based on mileage.
    - Donation intent is on the individual; however, if unable to sign, POA’s are acceptable and a copy of the POA must be submitted with the application.
- Donor applications are processed within seven (7) business days of receipt.
  - If timeliness is an issue, please contact the program manager, 803-216-3888. In some cases, the application process may be expediated.
  - Paperwork with original signatures must be on file with the program office before donation intent is complete.
- The complete Donor Information packet is also available online at [Link to GOB Program](https://sc.edu/study/colleges_schools/medicine/give_to_medicine/gift_of_body/index.php)  
[https://sc.edu/study/colleges\\_schools/medicine/give\\_to\\_medicine/gift\\_of\\_body/index.php](https://sc.edu/study/colleges_schools/medicine/give_to_medicine/gift_of_body/index.php)

***Acceptance, rejection, denial is based on information provided by the personnel reporting the death.***  
**ACCURATE information is expected and required at the time of death.**  
***Confirmation of details and enrollment can be done at any time, however, the information must be current and accurate when reporting a death.***  
***\*The Gift of Body Personnel will make the decision for acceptance, rejection, or denial.\****

**AFTER PATIENT DEATH, PLEASE**

- Remove any personal items for return to family (jewelry, hearing aid, whistle, etc.)
- Remove any intravenous lines, feeding tubes, catheters, any non-surgically implanted access points, etc. prior to transport.
- Be prepared to provide accurate answers regarding the donor’s comprehensive medical issues, physical appearance, height/weight, etc. before reporting the death to the Gift of Body Personnel.
- During the phone call, the GOB Personnel will establish that the donor is registered with the GOB program. Second, the GOB personnel, through **accurate information** provided by the healthcare personnel, will make the decision if the donor will be accepted or denied into the GOB program.

<b>Business Hours 8:30-5pm, M-F call 803-216-3888</b>	<b>Nights / Weekend / Holidays – call 803-359-1545</b>
1. Call the main office to report the death. 2. Provide comprehensive and accurate medical information. 3. Initiate issuance of the BRT Permit from Security office, Morgue or County Coroner <i>(see note below)</i> 4. Have BRT permit faxed to 803-216-3848	1. Call the afterhours number to report the death. 2. Provide comprehensive and accurate medical information. 3. Initiate issuance of the BRT Permit from Security office, Morgue or County Coroner <i>(see note below)</i> 4. Have BRT permit faxed to 803-216-3848
Once confirmation of donation has been granted, the GOB program will arrange transportation from where death occurred to the University of South Carolina School of Medicine in Columbia.	
GOB program personnel will follow-up with the family to address any questions or concerns.	

**NOTE: Information regarding issuance of the BRT (Burial/Removal/Transit) Permit**

- If a facility or County Coroner is issuing the BRT, USC School of Medicine would be listed as the “Funeral Home”; (when applicable) original BRT’s **must** accompany the body during transport.