


Name of Policy: Release of a Body from the Morgue Policy Number: 3364-107-110 Approving Officer: Medical Director, Clinical Pathology Responsible Agent: Director, Clinical Pathology Administrative Director, Lab Scope: Pathology Laboratory University of Toledo Medical Center		 Effective date: 01/04/2025 Original effective date: 07/25/2001	
Key words: Morgue, access, body, morgue log, coroner.			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The laboratory has a policy for access to and release of a body from the morgue. Laboratory staff will be responsible for restricting access to the morgue and instructing mortuary employees on proper procedure for releasing a body from the UTMC morgue.

(B) Purpose of policy

To ensure proper access, documentation of release and identification of body prior to transport from UTMC morgue.

(C) Procedure

1. The UTMC morgue is locked at all times. Access to the morgue is restricted to Pathology employees. A Pathology employee must accompany other staff requiring access to the morgue. A sign will direct mortuary and Coroner employees to the Laboratory Central Office.
2. The laboratory employee will confirm credentials of the presenting mortuary or Coroner's employee.
3. The laboratory employee will verify that the requested body has been signed into the log and that the body has been released if an autopsy was requested. If the body is indicated as a Coroner's case, it shall only be released to the Coroner's transport. The Lab employee will direct the mortuary/Coroner employee to complete the requested morgue book information, provide signature, date, and record time the body is picked up. The laboratory staff assisting the mortuary/Coroner's employee will also initial the log.

4. The laboratory staff must accompany/meet the mortuary/Coroner employee at the morgue with the key to release the body. The laboratory staff shall not give the morgue key to mortuary/Coroner employees.
5. The laboratory staff will unlock the door and confirm the identification on the body bag matches the body signed for in the log prior to removal for transport.
6. The laboratory staff will ensure the door to the morgue is locked after the body has been removed.
7. Concerns regarding identification will be resolved prior to moving the body. The autopsy person on-call will resolve any issues

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology</p> <p>1/10/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Joshua Otiso, Administrative Director, Lab</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>OP-10</i> <p>Initial effective date: 07/25/2001</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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