

## MUSC Anatomical Gift Program

Contact phone numbers:

Business Hours, M-F, 9 AM-5 PM:

(843) 792-3521

Nights, Weekends and Holidays:

(843) 792-3521

or (843) 792-2123 (MUSC paging operator)

*Listen to the **entire** message for appropriate directions.*

### INSTRUCTIONS PERTINENT TO THE UNIFORM ANATOMICAL GIFT PROGRAM FORMS

1. Each copy of the enclosed Uniform Anatomical Gift Program form must be signed by the donor in the presence of two adult witnesses. It is imperative that both witnesses and the donor who sign the form affix their signatures in the presence of the donor and each other.
2. One copy **must be returned** to the Cell Biology and Anatomy Department, Medical University of South Carolina. The other form should be retained for the donor's files. Upon receipt of the completed form, review and acceptance into the program, the Medical University will send a donor card to the new donor. A copy of the bequest should be given to a responsible relative, physician, clergyman, or other person, so that he/she may notify the Medical University at the time of the donor's death.  
**NOTE: The donor is not registered with the program until the completed, signed, and witnessed forms are returned to MUSC.**
3. The Donor Information sheet should be completed and returned along with the Anatomical Gift Program form. The information requested is required to complete the Death Certificate.
4. **Upon the death of the donor during regular business hours (M-F, 9 AM – 5 PM):** the responsible individual should **call (843) 792-3521**, listen to the entire menu, follow the appropriate prompts and provide the staff member on duty the full name, spelling of last name and social security number (if available) of the deceased. **After hours, weekends and holidays,** the responsible individual should **call (843) 792-3521** and **listen to the entire message for appropriate instructions or call the MUSC paging operator at (843) 792-2123.** Callers will be asked to leave a message of their name and phone number and the full name, spelling of last name, and social security number (if available) of the deceased. The staff member on duty will return the call as soon as possible. We do not have a 24-hour answering service or transportation service available to us, so it is the responsibility of the family or healthcare unit to make temporary arrangements for disposition of the decedent until the transportation service arrives.
5. The attendant expenses such as preparation of the remains, embalming, storage and cremation (unless a return) will be the responsibility of the Medical University of South

Carolina. **Transportation to MUSC facilities, which is contracted with a local livery service, is the responsibility of the donor's estate or family. (If death occurs at home, or at a facility without refrigeration, the family will have to accept the expense of moving the donor to the nearest appropriate or licensed facility as well.)** If the donor is out of South Carolina at the time of death, the nearest medical school in that state/country should be contacted to receive the donation. If the family wishes to have the body transported back to South Carolina for use specifically by the Medical University, the family must pay for all associated costs.

6. Religious services, if they are to be carried out with the body present, should be conducted before the Medical University takes possession of the remains. However, it is urged that the donated remains be transported to the Medical University as soon as possible after death. The Medical University conducts a service annually for all donors in the University Chapel.
7. The donated body **should not be embalmed or autopsied**, but should be placed under refrigeration in a standard facility until arrangements for transporting the remains to the Medical University are completed.
8. The Medical University of South Carolina considers the donation to be the family's final responsibility for the disposition of the remains. The Cell Biology and Anatomy Department will make arrangements with a local funeral home for cremation, and the cremated remains will be interred in a local cemetery. Individuals desiring to have their cremated remains returned to their family or designee must indicate so at the time of enrollment. This service is provided by a local funeral home for a fee of \$600.
9. The Medical University of South Carolina is under no obligation to perform postmortem examinations.
10. If at any time you wish to withdraw your donation, please return your form and card to the Department of Cell Biology and Anatomy at the Medical University of South Carolina. We will then remove your name from our active database.
11. Each year there is a Service of Commemoration for those individuals who have donated their physical beings to medical education, held in the Medical University Chapel of St. Luke (at the corner of Ashley Avenue and Bee Street in Charleston). Families of the donors will be notified of the exact date of this service.
12. Please retain these instructions in your files.

**IMPORTANT**

**The Medical University of South Carolina reserves the right to refuse donations depending upon the condition of the body and/or the needs of this institution. Please have alternative contingency plans made to cover this possibility.**