

NMH AUTOPSY CONSULTATION CHECKLIST FOR NM PARTNERS

Type of autopsy requested:

- Adult Perinatal [*Liveborn* *Stillborn*] Brain only Brain removal only
 Other special circumstances: _____

Patient / Decedent's Name: _____

Institution: _____

Requesting Pathologist: _____

Phone Number: _____

Fax Number for Autopsy Reports: _____

Requesting Clinician, if known: _____

Phone Number: _____

Fax Number: _____

Billing information:

NM partner: _____

- Initiate the transportation of the body to the Northwestern Memorial Hospital Morgue via funeral home or courier service. Heights Crematory can be contacted at 708-755-0600. The client is responsible for all fees associated with the transportation of the body.

Address: Northwestern Memorial Hospital
Feinberg Pavilion, LC
251 E. Huron Ave.
Chicago, IL 60611

- Send all required documents to NMH. Refer to the following page.**

QUESTIONS? Contact information:

1. **Autopsy Service (includes Medical Records and HOA) e-mail (for any questions):**
AUTOPSYPERMIT@nm.org
2. **Autopsy Office and Staff:** 312-926-3212
3. **Autopsy Director:** Elisheva Shanes, MD, Phone: 312-926-7406,
Email: elisheva.shanes2@nm.org
4. **Neuropathology Autopsy Director:** Craig Horbinski, M.D., Ph.D. Phone: 312-503-6127,
Email: craig.horbinski@northwestern.edu
5. **Medical Records at NMH (Expirations Line):** Phone: 312-926-2049. Fax: 312-926-4786.
6. **Anatomic Pathology Resident on call:** 312-695-3419

Requirements:

- Complete all forms and obtain the necessary signatures:
Northwestern Memorial Hospital Postmortem Examination Consent Form
(includes Consent for Release - NMH Policy 5.03)

Note: The form must be completely filled out to be rendered valid and must include:

- List of major clinical problems and diagnoses.
- Specific questions for the autopsy pathologist.
- Name of treating physician with contact info.
- PAD will be provided within 2 working days of the autopsy.
- Final autopsy report will be provided within 60 working days of the autopsy

- E-mail completed NMH Postmortem Examination Consent Form and this checklist to autopsypermit@nm.org.
- Ensure that personal belongings do not accompany the body.
- The body should be kept refrigerated (not frozen) at all times.
- Medical Records:** Collect all relevant medical records from the referring physician/institution. Include at a minimum:
1. Admission note
 2. Recent progress notes
 3. Procedure notes
 4. Death note

Medical Records may be transmitted to NMH by one of the following methods:

- Photocopies of the medical records sent with the body
 Scanned copies of the medical records emailed to autopsypermit@nm.org

- Ensure that the body is properly identified (wristband or toe tag **MUST** be attached to the body and include two identifiers such as name, and date of birth, hospital number, etc) and that the body is properly contained in a body bag.

REMAINS NOT PLACED IN BODY BAGS WILL NOT BE ACCEPTED.

- For perinatal autopsies, include the Placenta labeled with the mother's information (name and date of birth at minimum).
- The placenta is in (please check): Formalin Saline Fresh
***Note: If sending placenta fresh, prior refrigeration is required.**

- Karyotyping or other genetic testing:** It is best that appropriate samples (amniocentesis, skin and/or placental tissue) be obtained at the institution requesting the autopsy and sent directly for analysis.
- Material already sent by the requesting physician
 Material not sent by the requesting physician and to be sent by NMH
 Karyotyping/Genetic testing not required

Note: If the institution is requesting that genetic test be ordered/collected by NMH pathologist, please include the following information:

Genetic test to be ordered: _____

Additional notes:

- Any karyotyping or genetic testing requested for a send-out by NMH pathologist will incur additional cost.
- The placenta will be treated as a surgical specimen and therefore NMH will bill the mother's insurance for the examination.