

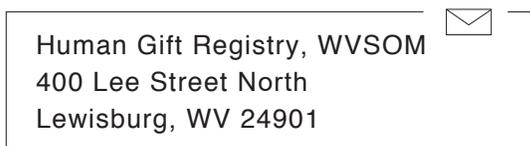
Self – Registration Instructions

To make a body donation to the WV School of Osteopathic Medicine (WVSOM) Human Gift Registry (HGR)

1. Please complete the enclosed General Information and Donor Registration Forms.

This information is necessary to complete the death certificate at the appropriate time and will be held in strict confidence according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines. Please answer all questions if known. The second page should be signed and dated by the donor in the presence of two witnesses, who then should sign in the presence of the donor.

2. Mail the original signed and completed forms to:



After we receive and process the General Information and Donor Registration Forms, the Registry will send the Donor an identification card that should be carried with them. The Donor should make sure that others (family members, clergy, physician, etc.) are aware of the gift and know how to notify the Registry at the time of death.

When death occurs, a person having knowledge of the decision of the donor should contact the Human Gift Registry at 304-647-6208. Outside normal office hours the call will be processed by a local funeral home that has a 24 hour answering service. It is essential to notify the Registry as soon as possible to ensure that the body will be properly handled for donation. There are guidelines that must be verified for acceptance of each donation. A few of the questions that are asked that could exclude an acceptance include, but are not limited to:

- a Was this an unattended death (knowing the time of death is imperative due to the six (6) hour window to have a body placed in a morgue with cold storage)?
- b Does the deceased have any contagious diseases (AIDS, Hepatitis, Sepsis, Herpes, etc.)?
- c Has the deceased had surgery within the last three weeks?
- d Does the deceased weigh over 200 pounds?

A signed death certificate must be obtained before the body can be transported. This certificate is normally provided by the funeral director, hospital, nursing home, medical examiner, etc.

The Human Gift Registry will arrange for appropriate transport of the body once the signed death certificate is obtained.

The Donor must decide the disposition of their cremated remains. You may wish to have the ashes interred at the Mausoleum/Memorial Gardens of the chosen Human Gift Registry, or specific individuals may be designated to receive the ashes after cremation. If specific individuals are designated, their willingness to receive the ashes should be confirmed at the time of donation. After the study period is completed (which could take up to three years), the HGR will contact the first person on the list. If we are unable to make contact by phone, email or standard mail within 10 business days, the next person on the list will be contacted, and then the third person on the list. Designees have the right to decline to accept the ashes, in which case subsequent names on the list will be contacted. If none of the designated individuals agree to accept the ashes, the ashes will be permanently interred in the Mausoleum/Memorial Gardens of the HGR where the donation was made. Returning ashes is not a legal obligation, however, reasonable efforts will be made to comply with requests based upon our current guidelines.

In some circumstances, selected body part(s), such as a lung, heart, kidney, etc. may be separated indefinitely for specific purposes such as special educational needs, unique anatomical patterns, or demonstrations of human diseases or surgical modifications. In such cases, the body may be cremated without including the removed parts. The separated parts could be retained permanently at the HGR. The ultimate disposition will be conducted in a respectful and dignified manner.

If you have any questions, please contact the Human Gift Registry at 304-647-6208, between the hours of 8:00 a.m. and 4:15 p.m., Monday - Friday.

The Human Gift Registry is **under no obligation to accept an anatomical gift and reserves the right to decline any donation.** We suggest having a backup plan in place.