

Willed Body Program

Information Letter

University of Washington School of Medicine
Department of Biological Structure
Box 357420, Seattle, WA 98195-7420
Telephone #206-543-1860 (Alternate number #206-598-3300)

Dear Prospective Donor:

Thank you for requesting information about donating your body to the University of Washington's Willed Body Program. We have prepared the following Information to answer any questions you may have. We understand that this letter states many conditions and refers to legal requirements. In order to fully benefit from the exceptional gift you are providing, it is important that you, your family and the University have a mutual understanding and agreement about the donor process. Please review the following carefully. (References to "The University" refer to the University of Washington).

How do I become a registered donor to the Willed Body Program at the University?

To begin the process to donate your body after death to the School of Medicine you must completely fill out, sign and return the accompanying Donor Registration Form. When we receive your completed form we will send you an acknowledgement memo and a card that identifies you as a registered body donor and provides the phone number to call to report your death. We feel the best place to keep your Donor Registration Card is in your wallet. The form must have two witness signatures but *no notary* is required; incomplete forms will delay your registration. Please ask any questions before you sign and return this form. We want you to have a clear understanding of how the program works. NOTE: This is a registration form only and not a guarantee into the program. We cannot guarantee in advance that your body will be accepted for donation. Page #2 of this letter explains the determination process of becoming a donor. Once you have completed and signed the Donor Registration Form send the original to us and make a copy to keep with your personal records. Give a copy to your next of kin and we recommend giving copies, if applicable to your care giver, hospice, doctor, executor of your estate, your power of attorney, attorney, and/or a close family friend if you have no family. If you have Organ Donor on your driver's license, you do not have to take it off, but please know that you cannot be a part of both programs; our program is whole body donation after death for medical research and education.

We encourage you to discuss your desire to donate your remains after your death with your family, this will help prevent any misunderstandings and not become a sudden unexpected plan that can develop into a stressful situation. You may also want to discuss your plans to donate your body with your physician or your attorney, if applicable.

Can I change my mind about giving my body to the University?

You can withdraw your donation at any time by a written request signed by you. Our mailing address is located at the top of this page. Also, if a potential donor/family member doesn't call us at the time of death, the donation is effectively canceled.

Can the family request an early return of the remains once a donor is in our program?

Unless the remains are requested by the Medical Examiner for legal purposes, remains may not be requested for an early return.

Is there any reason the University may not be able to accept my body?

It is important to understand and share with the family some of the reasons for which the School of Medicine may be unable to accept a donation.

The School of Medicine may refuse a body for certain legal and medical reasons or needs of the University. The reasons for which a donation may be declined include but are not limited to:

- The cause of death mandates intervention by the Medical Examiner as provided by state law
- Dispute by the legal next of kin to donate
- Decomposition of the body because of time or place of death
- Severe trauma to the body (car accident, fall, etc.)
- Infectious diseases, including but not limited to HIV (Human Immunodeficiency Virus), Hepatitis, TB (Tuberculosis), MRSA (Methicillin-resistant Staphylococcus aureus), VRSA (Vancomycin-resistant Staphylococcus aureus), C-Dif (Clostridium Difficile), Sepsis (Blood Infection), STD (Sexual Transmitted Disease), Shingles
- Significant bedsores, skin ulcers, extensive burns, gross fungal or other skin conditions
- Obesity, emaciation and edema
- Autopsied or embalmed remains

- Jaundice
- Recent surgeries and multiple illnesses
- No medical history

NOT EXCLUSIONS: Cancers, Dementia (Alzheimer 's disease), Parkinson Disease, Transplants, Artificial Limbs, Pace Maker. Death With Dignity. Please call our office if you have any questions with other exclusions not listed.

GOLD TEETH: For the benefit of those who may ask; we do not remove gold teeth from a deceased donor to give to the family; this is never an option.

NEEDS OF THE UNIVERSITY: The School of Medicine has a continuing need for donations to the Willed Body Program and accepts donations anywhere in Washington State *only*. There is no age limitation from 18 years and older. The Willed Body Program reviews all possibilities to utilize donations for educational or research purposes before refusing a donation.

We cannot guarantee in advance that your body will be accepted for donation. We urge you to have a backup plan (Plan B) and please inform your family of the donation procedures so there will be no misunderstandings in the event your donation is declined.

Does my family need to do anything after I die? Who takes care of transporting my body?

To report a death our phones are operational 24 hours a day, 7 days a week #206-543-1860, if no answer call #206-598-3300. We need to be notified immediately after your death. If your body is accepted, we will make all the arrangements for the transportation of your body to our facility.

We need to be called immediately after your death. This is the time when we begin our brief screening process that will determine if you are a candidate for our program. *We cannot guarantee in advance, prior to your death, if you will be accepted for donation.* We do not come out to screen the body and we don't bring the body to our facility for screening; everything is done over the phone. The screening process can only take place at the time of death; it takes just a few minutes as we ask a few medical questions to anyone that has the information. The screening process is to evaluate your current medical condition to determine whether you meet the program criteria. Shortly after the screening process your family will be advised of the decision for acceptance/non-acceptance. If the donation is accepted we will make all arrangements for transportation of your remains to our facility. If the donation is not accepted your family will need to make private burial arrangements. We urge you to set up an alternate Plan B in advance and inform your family about the screening process of our program; sharing this letter with them would be beneficial as we would like your family to be familiar with our program as much as possible

Transportation Costs: Effective August 31, 2015 the University pays 100% of the transportation costs.

For your donation to be considered, your death has to occur in Washington State. Under no circumstances can we accept bodies outside of Washington State regardless if you are registered with our program, or if the family offers to pay the transportation costs.

FUNERAL SERVICE - Since we need to receive your body as soon as possible, after death, this precludes a funeral service with the body. Your family, of course, may make any arrangements they desire for a memorial service. The University, however, does not pay for the cost of these services.

STUDY RESULTS - Will my family be told of anything discovered or learned about during the study of my body?
Details on how your remains have been used in the Willed Body Program are confidential and will not be disclosed to your family.

DESIGNATED STUDIES ARE NOT OPTIONAL: Specifying where or what you would like your remains studied for is not an option. The program is for medical education and research, and, is conducted at the discretion of the University. The program does not perform autopsies or research any specific medical conditions the donor may have had.

The Death Certificate: The University will handle the processing of the death certificate and obtain the signature of the physician. We do not keep copies or send copies to families. The availability of a certified death certificate can take up to 10 working days (12 days if out of King County). Certified copies of a death certificate are only available at the Vital Records Facility in the County where the death occurred. For King County Vital Records the number is #206-897-4551. If you need the telephone number to order copies in another county, please contact our office for the phone number or call the King County office and they will give you the number you need.

How long can my body be retained for studies and what are the options for burial when studies are completed?

The length of study cannot be determined in advance at the time of donation, but, can range from 2 weeks up to 3 years. You can call our office periodically for status on when studies will be completed and we will try to give you what information we have available. If you choose to have the cremains returned to you for private burial, we will notify you prior to sending the cremains. If you choose to have your cremains buried in the UNIVERSITY'S community plot, notification will be sent to your family regarding the date and time of our annual burial ceremony. THIS NOTIFICATION will be the only indication to the family that studies have been completed, unless your family inquires earlier by telephone.

ALL DONATIONS are considered extremely valuable and a gift beyond measure. The length of study does not determine the value of any particular donation. The length of study depends entirely upon how, where, and, what type of study your remains are used for. Early return of your remains cannot be requested. There are two alternative procedures for the final disposition of your cremated remains; referred to as Option 1 and Option 2.

Option 1: Burial in the University community plot at Evergreen-Washelli Cemetery involves no cost to you or to your estate. This is a community grave site marked by a plaque inscribed: "*In dedication to those who have donated their remains for the advancement of medical science and education*". Burial of cremated remains are considered final as the cremated remains are not recoverable. The university does not place individual markers, but there is a community grave stone available at the site for engraving. If the family wishes to have individual memorialization (engraving) they can arrange this with the cemetery business office at #206-362-5200 and at the expense of the family or estate. Engraving includes your name and date of birth and death. NOTE: The cemetery does not keep a list of names of University donor's that are buried in the community plot; this record is only with the University. When you receive notification regarding the date and time of the annual ceremony and burial service, this is will be your only indication that studies have been completed with the donor. Ceremony notifications are sent approximately four weeks prior to the date.

Option 2: The cremated remains will be sent to the person, or, cemetery that the donor designated on the Donor Registration Form. Cremains are sent by USPS Priority Express Mail. This person/place will be notified by mail or phone before the cremated remains are sent. The cost of transporting your cremated remains is paid for by the University of Washington. We only send cremains to residents or cemeteries within the US, and Canada. When studies are completed the annual ceremony notification will be sent 4 weeks prior to the date of service.

Annual Burial Ceremony

The University of Washington has an annual burial ceremony at Evergreen-Washelli Cemetery and Funeral Home in their Chapel. The ceremony is generally held in September, but, this could change. Generally, the date is set approximately 2 months prior to the date of service and notifications go out approximately 4 weeks prior to the date. This ceremony gives the university an opportunity to show our deep gratitude and appreciation to all donors and help provide closure to the beloved families who have been graciously patient and understanding during the donation process. The annual ceremony is to bury those donor's that have recently completed studies. Whether your loved ones cremains are buried in the community grave site, or you received them for private burial, this annual ceremony is open to everyone that would like to attend; we welcome you, your family and friends to this beautiful service. You may have your loved one's name and date of birth and death engraved on the community plaque, whether or not they were interred in the community gravesite, but, were a part of the donor program. (Evergreen-Washelli Cemetery, 11111 Aurora Ave. N., Seattle, WA 98133, #206-362-5200, please contact them for arrangements and pricing on engraving.)

We are grateful to you for your generosity and thoughtfulness in considering the donation of your remains to the Willed Body Program. If you have any questions please contact our office at #206-543-1860.

Sincerely Yours,



Mavis Carpio Montgomery
Program Operations Manager
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Office #206-543-1860, Fax# 206-543-0601

CHECK LIST

1. I will notify you immediately if I move with my new address, or if my phone number changes
2. I will provide a copy of my Donor Registration Form and Information Letter to:
 - My family member/s (spouse, children, siblings, parents, etc.) who will be handling matters for me after my death
 - If applicable we suggest you give copies to your attorney, care facility, caregiver, hospice or close friend if you have no relatives
 - If applicable we suggest you give copies to your primary care physician and to any hospital or rehabilitation facility social worker or important affiliate upon your admission
3. Be sure to discuss the conditions for acceptance and who and when to call at the time of your death, etc.
 - I have informed my family and physician about my decision to donate my body to the Willed Body Program after my death
 - I have informed my family of the conditions for acceptance of my body for donation indicated in the Information Letter
 - I have discussed with my family what to do at the time of my death and who needs to be called immediately
 - I have discussed what my wishes are for the final resting place of my cremated remains
 - I have discussed my alternate plans for burial, Plan B, if my body is not accepted as a donation
 - I confirm that I have completed and signed this Donor Registration Form in its entirety
 - I confirm that I have provided 2 required witness signatures that are mandatory
 - I confirm that I provided my family information of what is applicable to me regarding my spouse, children, siblings, etc.
 - I understand that it is beneficial to list a second family member in the event my first listed family member is not available due to a medical condition, inability to contacted, unexpected death, etc.

IMPORTANT: If the perspective donor is medically unable to sign the Donor Registration Form, the legal next of kin will need to call our office before mailing in the Donor Registration Form to get specific instructions. Signing this form and returning it to us without calling to receive detailed instructions may delay your registration.

A designated person with notarized Power of Attorney documentation can sign a Donor Registration Form if the perspective donor is medically unable to sign for themselves. The designated POA signs their name and a copy of the Power of Attorney document (showing the notary stamp) has to accompany the Donor Registration Form.

Please mail the ORIGINAL completed and signed copy of the Donor Registration Form and POA documents if applicable to the Willed Body Program, Dept. of Biological Structure, University of Washington, Box 357420, Seattle, WA 98195-7240.