

# ARRIVING AUTOPSY CHECKLIST

INTERNAL



## Michigan Medicine Laboratories (MLabs)

mlabs.umich.edu  
800.862.7284  
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### SPECIMEN SHIPMENTS ONLY:

N-LNC Specimen Processing, 2800 Plymouth Rd,  
Bldg 35, Ann Arbor, MI 48109-2800

### CSR INSTRUCTIONS

1. All Autopsy paperwork must be faxed to MLabs and approved by Dr. Dahl or Dr. Wilson before calling Heritage for pick up. Instruct the caller that we will arrange for transport once paperwork has been received and approved. If we do not receive or are missing part of the paperwork MLabs will contact the client with a follow up request.
2. Once paperwork is received, review the below check list to ensure all items are received and complete.
3. When all paperwork is complete, attach all paperwork and the completed checklist to the Autopsy Request outlook template.
4. If there is no response within 30 minutes, call Dr. Dahl's cell phone 901-820-6876 and notify her that a request has been sent for review.
5. Once the case has been approved, call Heritage Services 586-291-1414 to request transport.
6. Attach all paperwork and the completed checklist to the Autopsy Arriving outlook template.

### OBTAIN FROM THE CLIENT

Decedent:  Fetal/stillborn  Neonatal/pediatric  Adult

Patient Name:

Mother's Name (Fetal/Neonatal Autopsy):

Ordering Clinician Name:

Ordering Clinician Phone #:

### CHECKLIST: REQUEST AND REVIEW PAPERWORK

- Completed MLabs Autopsy Requisition that includes:
  - Requesting clinician name, address, phone number, and fax number.
  - Cause of death information including specific questions to be addressed.
  - Disposition instructions (e.g., funeral home to which decedent is to be released after the autopsy is completed).
- Signed legal authorization by the decedent's next of kin or other approved entity permitting the autopsy to be performed.
- Complete history and medical records (physician's notes, obstetric history, labor and delivery, neonatal admission and exam, admission and discharge summary, laboratory, and/or ultrasound reports as applicable).
- Notification if the patient is positive for COVID-19 or any other infectious etiology that may put technical personnel at risk.