This form is to serve as a guide to ensure the collaboration between Iowa Donor Network (IDN), hospital staff, and funeral directors successfully meets the goals of individuals and families that wish to donate organs and/or tissues after death. Mutual support and recognition of each other’s role is imperative to serving individual and family wishes throughout the donation process.

**Hospital Death Notification:**

- Notify IDN within 1 hour of patient death AND before notifying the funeral home.
  - IDN will assess donation candidacy and update the hospital of the donation status
- Notify funeral home (FH) of patient death according to hospital policy.
  - If donation status has not been determined and the FH is being notified of the death, please inform the FH that the body is NOT ready to be picked up.
  - If it has been determined that donation will NOT occur, the hospital can notify the FH that the body is ready to be picked up.
  - If donation will occur, IDN will communicate directly with the FH to make arrangements for the body to be picked up unless the recovery will occur at the hospital.
- If the FH arrives at the hospital to pick up the body and the status of donation is still pending, the FH can make the removal. Please notify IDN **immediately** that removal has been made so that IDN can contact the FH.

**How to Assist Funeral Directors**

- Place head block or pillow under decedent’s head to prevent fluid pooling.
- Transport body to morgue or double bag and place ice as requested by Iowa Donor Network and document when cooling time is initiated. (Reference Guide to Cooling)
- Lower the foot of the bed/table if possible to prevent pooling of fluids.

**IDN 24-Hour Notification Line: 800-831-4131**

*Working together to transform lives through organ and tissue donation.*
*For more information visit [www.IowaDonorNetwork.org](http://www.IowaDonorNetwork.org)*