



# ANATOMICAL DONOR PROGRAM

UNIVERSITY OF NEW ENGLAND  
COLLEGE OF OSTEOPATHIC MEDICINE  
11 Hills Beach Rd  
BIDDEFORD, ME 04005  
(207) 602-2202

## INSTRUCTIONS AND INFORMATION

### PURPOSE OF THE DONATION PROGRAM

The Anatomical Donor Program at the University of New England College of Osteopathic Medicine (UNECOM), provides anatomical material that is essential for the pursuit of new medical knowledge. Most of the donors are used for teaching anatomy to medical students, resident physicians, and students in other health professions such as physical therapy, occupational therapy, physician assistants, athletic training and nurse anesthesia. Other donors are used for biomedical research and advanced training of physicians and surgeons. In addition to providing anatomical material to educational programs at the University of New England, the Anatomical Donor Program also provides material to other universities and colleges in the New England area that have medical and allied health programs, including Northeastern University, Boston University, and Husson College.

### RESPECT AND GRATITUDE

Family may derive comfort from knowing that the respect and dignity for those who have donated is maintained at all times. The generous contribution that participants in the Anatomical Donor Program have made is fully recognized and appreciated. The anatomy facilities are restricted areas and only medical students, health profession students, physicians, faculty and staff are authorized to access the laboratories. Confidentiality and anonymity of the donors is a high priority and is maintained at all times.

### HOW TO COMPLETE FORMS

Enclosed are copies of the following 6 forms:

- Anatomical Donor Form (4 sheets)
- Supplemental Information Form
- Special Use Form
- Disposition Form
- Medical Records Release Form
- Authorization to Release Health Care Information form

The Anatomical Donor Form requires that you obtain three (3) additional signatures: signatures of two (2) witnesses and the signature of your next-of-kin/executor. Witnesses can be family members or friends who are at least 18 years of age. Following completion of all forms with the necessary signatures, please submit the **WHITE COPY** of the **Anatomical Donor Form**, the **Supplemental Information About Donor Form**, **Special Use Form**, **Disposition Form**, **Authorization to Release Health Care Information form**, and **Medical Records Release Form** to the address at the top of this page.

It is your responsibility to give the other copies of the Anatomical Donor Form to the following individuals: **ONE COPY** is for you the donor to keep for records; **ONE COPY** is for the witness and/or executor; and **ONE COPY** is for your physician

Upon receipt of completed forms, your application will be reviewed. If you meet the criteria of the Program, you will be accepted into the Program and will receive a Donor Wallet Card. **NO ONE is considered accepted into the Anatomical Donor Program UNTIL they have received the donor**

**wallet card from us.** The wallet card identifies you as a participant in the Program and contains relevant phone numbers. It is very important that you inform family, close friends, clergy, your physician and attorney, of your wishes to donate to the program. Be sure they are familiar with the program and the information contained in this instruction sheet; particularly the information in the sections **When Death Occurs** and **Disposition Form**.

Upon entering a hospital, request that a copy of your Anatomical Donation Form or a copy of your Donor Wallet Card be attached to your medical chart. Should you have any questions regarding the enclosed forms or the Anatomical Donor Program, please do not hesitate to call the Anatomical Donor Program at the University of New England (207-602-2202).

Your Donor form will remain on file until your death. There is **NO NEED** to renew your card. Please update changes of address with our office. If you wish to cancel the donation in the future, please contact us in writing and we will remove your file from our records. We will **NOT** take a cancellation request over the phone.

### **EXCLUSIONS**

Under the terms of the Uniform Anatomical Gift Act of 1969, the Anatomical Donor Program at the University of New England has the right to accept or to reject a body dependent upon the acceptability of the body for the purposes intended. Examples of body rejection would include but not be limited to:

- Bodies that have been autopsied or mutilated
- Decomposition of bodies prior to embalming or bodies previously embalmed
- Bodies that have had organs or parts removed for donation (other than eye donation)
- Bodies missing limbs and/or major organs (arm, lung, spleen, etc.)
- Delivery of remains 48 hours or more after death
- Contagious disease including but not limited to:
  - hepatitis, herpes, tuberculosis, methicillin-resistant Staphylococcus aureus (MSRA), autoimmune deficiency syndromes (HIV), dementias such as Creutzfeldt-Jacob type
- Obesity, emaciation, body contractures, or bodies deemed too heavy
- Bodies in conditions not acceptable for the purposes of anatomical study
- Dispute of donation by family members

In addition, due to increased enrollment, we must reserve the right to decline the body donation if our facility is full. There is no way we can predict such a situation, and we mention this to you now so you and your family can make alternative plans if the need arises.

### **DISPOSITION FORM**

Normally, our studies take from one to four years. After our studies are completed, all bodies are individually cremated **WITHOUT EXCEPTION**. The cremated remains will then either be returned to the family or buried in the University Cemetery, in accordance with the donor's selection at the time of enrollment. Please be sure to complete the **Special Usage** and **Disposition Forms** enclosed within this packet.

There is no charge for the cremation and burying of the cremated remains at the University Cemetery. However, if at a later date the family wishes to have the buried cremated remains returned, the family will be responsible for all costs associated with exhumation.

There is no charge for the cremation and return of the cremated remains to family. However, the families are then responsible of all costs of burying or scattering of ashes. Remains are returned in a container provided by the crematorium. Urns are **NOT** provided. Prior to mailing of the cremated remains, the designated next-of-kin, or executor, will be notified by a letter from the Anatomical Donor Program indicating that the remains are ready to be mailed. All cremated remains will be sent

to the designated next-of-kin, executor, or specified funeral home by registered mail with the United States Postal Office. Please be sure to specify if the remains are to be returned directly to family member/executor or to a local funeral home on the **Disposition Form**. Cremated remains **CANNOT** be picked up at the University of New England.

### **MEDICAL RECORDS RELEASE FORM**

For educational purposes it beneficial for the students and faculty to have detailed knowledge of the donor's medical history. This information will give students a better understanding of the donor's anatomy and any surgeries that the donor underwent. The **Medical Release Form** allows the Anatomical Donor Program to obtain copies of your medical records and images (e.g. X-rays, MRI's) following your death. Be assured that all medical information received will remain confidential and will only be used for educational, research, and scientific purposes. Please understand that our educational/research activities do not include doing an autopsy or determining cause of death. No such reports are ever generated by our educational/research activities.

### **WHEN DEATH OCCURS**

At the time of death, the family should immediately notify the donor's physician and Hope Memorial Chapel, which works with the Anatomical Donor Program, to arrange immediate pick-up and transport of the **unembalmed** donor. The Hope Memorial Chapel 24-hour phone number is **207-282-6300**. If the donor has registered with the New England Eye Bank (617-523-3937, 24 hours/day), their office should be contacted before Hope Memorial Chapel.

### **HOW TO OBTAIN A DEATH CERTIFICATE**

Certified copies of the Death Certificate can be acquired from the clerk's office in the town or city of death. Certificates are not normally available until five to eight working days after the date of death. The Anatomical Donor Program does not provide death certificates.

### **IMPORTANT INFORMATION ABOUT RESIDING OUTSIDE OF MAINE**

Many registered donors periodically travel to other parts of the United States to visit family and friends, or live part of the year elsewhere. If you do, we strongly suggest that you join a body donation program in the area of travel to provide coverage while away. **IF DEATH OCCURS OUTSIDE THE STATE OF MAINE**, medical personnel or your family are to contact the nearest medical school or Anatomy Board to make the donation in that State. We will not make arrangements for your body to come back to Maine. If you relocate your residence outside of the State of Maine, please notify the Anatomical Donor Program **immediately** in writing so that we may withdraw you from our program and assist with your enrollment in a program in your new state of residence. For assistance with finding a local body donation program outside the state of Maine please contact the Anatomical Donor Program at the University of New England (207-602-2202) or the Living Bank in Houston, Texas at 800-528-2971.

### **MEMORIAL SERVICE**

Each Fall the Anatomical Donor Program conducts a non-denominational memorial service for those donors who have been cremated that year. The donor's next-of-kin will be notified the year that the study of their loved one has been completed and the scheduling of the next memorial service.

## **PLEASE SAVE THIS INFORMATIONAL SHEET FOR FUTURE REFERENCE**

**Do not hesitate to contact the University of New England Anatomical Donor Program if you have any questions  
207-602-2202**