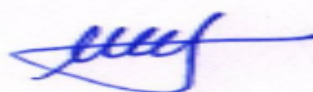
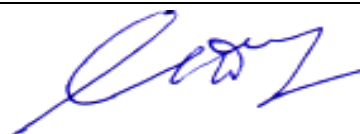




MORTUARY MANNUAL

Annual Documents Adequacy & Change Requirements Review

Sr. No	SOP /Doc No	Documents Name	Issue. No	Rev. No	Review Date	Change	Rev No	Revision Date	Reason for Change	Amendment
1	SDH/MSM/1	Mortuary Services	1	2	01-Jan-25	No Any change review completed	2	01-Jan-26	No Any change review completed	No Any Amendment History
		Original Date	Effective Date		Next date of revision		Issue NO			
		01-Nov-21	01 January 2026		01 January 2027		1			
Reviewed & Prepared By			Recommended By				Approved By			
Dr. H. Kalgaonkar		Mrs. Renuka Sonawane	Dr. H. Kalgaonkar				Dr. S. S. Deepak			
Quality Head		Quality Co-ordinator	Quality Head				Chairman & Managing Director			
										

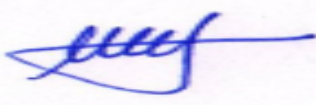
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1	SDH/MSM/1	Mortuary Services	1	1	20-Nov-23	No Any change review completed	1	20-Nov-24	No Any change review completed	No Any Amendment History
		Original Date	Effective Date		Next date of revision		Issue NO			
		01-Nov-21	20 November 2024		20 November 2025		1			
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1. PURPOSE

It is the responsibility of the hospital to dispose of the dead body in a proper way. Therefore it is necessary to have a clear guideline regarding the preservation and disposal of the dead body taking into consideration the medico legal aspects in various situations and circumstances.

2. SCOPE

It covers all expires either while receiving treatment in hospital or was brought dead.

3. PROCEDURES

Preservation of Dead Body

Mortuary deals with the preservation of the dead body so that the pathologist (clinical or forensic) may investigate the cause of death and make other scientific investigations; bodies may be viewed and identified by relatives and friends (unidentified body), and bodies may be kept until burial can be arranged. The mortuary should preferably be near the pathology department and easily accessible from the ward and emergency department. A hearse approach, screened from the view of patients and public, is essential.

(a) The types of dead body preserved in the mortuary can be classified as

Non-Medical

- Identified
- Unknown

Medical

- Identified
- Unknown

Documentation In Mortuary

The maintenance of a full and accurate record of the body brought to the mortuary and its effect is one of the most important tasks of the mortuary technician. Department keeps a

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mortuary register. The following details of each dead body brought into the mortuary should be recorded in this register.

- Give a number to each body.
- Name, sex, age of the deceased person.
- Date and time of death
- Identification marks of the deceased and finger impressions may also be noted.
- Details of near relatives e.g. name, relationship, address and phone number should be noted.
- Whether or not an autopsy was carried out.
- If autopsy done, then date and time of autopsy and name of the autopsy surgeon.
- Date and time when the body is placed in the cold storage.
- Length of the body and breadth across the shoulder (helps in making coffin of correct size).
- A list of valuables, which have not been removed from the body such as rings, bangles and others.
- Signature of the mortuary technician who allows body to be taken away.
- Date and time when the body is removed.
- Documentation if feasible should be computerized.
- Name of the relatives or police collecting the body.

Cold Storage Room

- The proper maintenance of the cold storage room is an important responsibility of the concerned hospital authority and the mortuary technician. The body should not be brought directly into the cold storage room of the mortuary.
- There should be open space outside the cold storage room, where the bodies can be brought in, to wait for preparation of the cold storage tray. The bodies should be brought to the morgue on stretcher and preferably be left on the stretcher in the cold room until disposed off.
- Within the cold storage area doors should be wide enough to allow easy entry and exit of corpses. It is better to have a room with cold storage on each side, opening into a central wide area. Each cold storage door should bear a holder for an identification ticket. The name of the deceased should be written on a board on the wall of the room which lists each cold storage compartment.

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- The temperature of the cold storage room must be kept at + 4 Degree Celsius.
- It is the responsibility of the technician to ensure that this temperature is maintained. It should not be allowed to fall below 0 Degree Celsius freezing point, because this will cause ice to form in the body tissues and the cells will be destroyed.
- Any subsequent microscopic examination of tissues that may be required after the autopsy will then be of little value. In case the body becomes frozen, there should be a boiler in the mortuary to provide hot water to defreeze the body. The frozen body become stiff and solidified and is difficult to conduct autopsy on it. To preserve the body for long periods, it must be deep-frozen. Therefore one compartment must be kept at -20 Degree Celsius. This is also helpful to store the decomposed body, which reduces the foul smell.
- The body should not be put into this cabin until the autopsy has been carried out, the tissues taken for histological examination.
- Before a body is placed in the -20 Degree Celsius compartment, a linen sheet should cover the metal tray on which the body is to lie. If this is not done, the body may adhere firmly to the tray and be difficult to remove.

Disposal of Dead Body

A. Death occurring in the Hospital

Once the death occurs in hospital ward or casualty, the doctor (registered medical practitioner) who has attended the deceased in his last illness should issue the death certificate in a prescribed format issued by the government. Ideally there should be 4 to 5 copies of death certificate for non-medico legal case and medico legal case respectively

- for relative,
- for medical record,
- for municipal board for issue of formal death certificate,
- for autopsy request if required,
- for police, if M.L.C.

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- The doctor on duty or nurse on the behalf of the doctor should intimate the mortuary technician and send the body to mortuary along with a copy of death certificate.
- The body should be transported by stretcher. It should be covered by a shroud and then wrapped in a sheet.
- A standard label must be fixed to the winding cloth over the upper part of the body, so that when it is taken out of the mortuary cold storage room, head first identification is easy.
- The death certificate and the label should be marked "M.L.C." in bold letters for medico legal cases. The label should have the following information on it: Patient's name, address, the age and sex, hospital registration number, date and time of death and when the body was placed in the mortuary cold storage. The body should also have identity wrist bands, which serves as a ready means of identification.
- The best label in a plastic waterproof type that clips on the patient's wrist. It should carry as much information as possible, but should always include the patient's full name, age and hospital registration number. The surname alone is inadequate.
- There maybe three or four corpses bearing the same surname in the mortuary at any one time. This can lead to serious confusion.
- If there are no relatives or friends, or they decline to receive it, the police shall decide wherein the body to the buried or burnt according to the rules framed in this behalf by the district magistrate. The mortuary technician should also make sure that is identified beyond doubt by police and relatives before handing over the body to them.
- In case of Non-M.L.C. bodies it is kept at the risk of the relatives concerned. The hospital shall not be responsible for any decomposition or other physical changes in the body, which could happen due to sudden current failure or contamination with other bodies in spite of all precautions. The risk should be properly explained to the relatives.

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B. Death occurring outside hospital

The non-M.L.C. bodies from outside maybe permitted to be kept in the mortuary for storage on the request of the relatives on the following conditions:

- Cold storage room must be in working condition.
- Space must be available for the body.
- Proper application along with a copy of death certificate, embalming certificate, if embalmed and no objection certificate from the police.

The body shall be kept at the risk of the concerned relatives. In case of the M.L.C. the investigating officer should come with an application along with a copy of death certificate.

RECORDS MAINTAINED:

- MLC registers
- Death register
- Mortuary register

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