



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

| | | | |
|--|--|---|-----------------------------|
| DEPARTMENT: Nursing Service Division | | POLICY NUMBER: DPOTMH-MPP-NSD-P021-(01) | |
| TITLE/DESCRIPTION: MORGUE MANAGING POLICY | | | |
| EFFECTIVE DATE: September 13, 2024 | REVISION DUE: September 12, 2027 | REPLACES NUMBER: N/A | NO. OF PAGES: 1 of 9 |
| APPLIES TO: Morgue staff: Pathologists, and medical examiners, Orderly and Security Guard | | POLICY TYPE: Multi Disciplinary | |

PURPOSE:

The RMCI morgue facility is established to ensure respectful, legal and hygienic management of the deceased individuals for efficient handling consistent with the guidelines of the Department of Health.

DEFINITIONS:

Morgue – a facility or section of a hospital where deceased individuals are stored, examined and prepared for burial or cremation.

RESPONSIBILITY:

This policy applies to all personnel involved in the handling, transport, and disposition of cadavers, including healthcare providers, mortuary staff, law enforcement, and public health officials.

POLICY:

In compliance with the DOH guidelines and the Infection Prevention and Control Unit (IPCU) of the Riverside Medical Center, Incorporated (RMCI) the body of the deceased individual must be placed in a safe and secured structure equipped with a refrigeration unit outside the hospital building to be managed by the Administrative Support Unit of the Nursing Services Division (NSD) under the supervision of the Orderly Supervisor.

1. Transport and Endorsement of Cadaver

- 1.1 The Orderly Team Leader must notify the Nursing Supervisor and Guard on duty of the transport of cadaver to the morgue facility.
- 1.2 The Guard on duty must be notified of the presence of cadaver at the morgue facility and record the same on their logbook.
- 1.3 The Guard on duty is responsible for informing the Information, in case the mortuary facility or its designated representative/folks will pick up the cadaver.



2. Storage and Temperature

- 2.1 The morgue is a separate structure adjacent to the chapel, equipped with a storage room suitable for 3 -5 cadavers, including two (2) chambers for cadaver refrigeration.
- 2.2 The facility shall be managed by the Support Services Unit (Orderly) who is responsible for maintaining the required temperature essential to maintain the preservation of the cadaver prior to pick up and turn-over to the authorized mortuary facility.



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

| | | | |
|--|--|---|-----------------------------|
| DEPARTMENT: Nursing Service Division | | POLICY NUMBER: DPOTMH-MPP-NSD-P021-(01) | |
| TITLE/DESCRIPTION: MORGUE MANAGING POLICY | | | |
| EFFECTIVE DATE: September 13, 2024 | REVISION DUE: September 12, 2027 | REPLACES NUMBER: N/A | NO. OF PAGES: 2 of 9 |
| APPLIES TO: Morgue staff: Pathologists, and medical examiners, Orderly and Security Guard | | POLICY TYPE: Multi Disciplinary | |

2.3 The air conditioning unit of the room must be kept at a standard temperature set at 20 degree celsius in order to preserve the body.

2.4 The refrigeration chamber temperature must be maintained at 2 to 4 degrees Celsius (35.6 to 39.2 degrees Fahrenheit) whenever in use.

3. The body must be transported from the station/area within one (1) – two (2) hours to the morgue facility and must be stored for:

3.1 Short term

The cadaver must be picked up by the mortuary facility within 2-4 hours. The Shift Supervisor on duty must make sure that the designated Mortuary and folks is informed of the maximum duration of storage, otherwise, it will be stored in the refrigeration chambers, subject to additional cost per hour in excess of 4 hours.

3.2 Long Term

In cases that extended refrigeration is necessary for examinations, procedures, or for any other reasons, the NSD Supervisor shall be responsible for elevating the concern to the Medical Director/VP-Chief Medical Officer (CMO) for approval. Additional charges per day shall apply subject to the guidelines set by Finance.

*for Covid cases, policy on transport and storage of body shall follow according to DOH standard or protocol

4. Should an autopsy be required to determine the cause of death, it is performed by a qualified or Licensed pathologist or medical examiner with the approval of the Attending Physician.

4.1 The Nursing Service Supervisor must be informed about this request/procedure.

4.2 Pertinent requirements as prescribed by law and regulatory bodies must be complied with and presented by the folks or authorized representative.

4.3 Once the checklist of requirement is completed this must be submitted to the General Services Unit through the Shift Supervisor, who will then notify and secure approval to proceed from the Medical Director.

(See Standard Operating Procedure: DPOTMH-I-P05-S12 – Requesting An Autopsy)

5. When the Mortuary facility arrives for pick up of cadaver, the Guard on duty must notify the Nursing Unit who will advise the concerned nurse and the Orderly Team Leader to initiate release. Refer statement 1.3.

MASTER COPY



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

| | | | |
|--|--|---|-----------------------------|
| DEPARTMENT: Nursing Service Division | | POLICY NUMBER: DPOTMH-MPP-NSD-P021-(01) | |
| TITLE/DESCRIPTION: MORGUE MANAGING POLICY | | | |
| EFFECTIVE DATE: September 13, 2024 | REVISION DUE: September 12, 2027 | REPLACES NUMBER: N/A | NO. OF PAGES: 3 of 9 |
| APPLIES TO: Morgue staff: Pathologists, and medical examiners, Orderly and Security Guard | | POLICY TYPE: Multi Disciplinary | |

6. It is the primary responsibility of the Nurse in-charge to release the cadaver to the Mortuary facility/claimants along with the Orderly Team Leader on duty who acts as witness to the release process.
7. Should the cadaver require refrigeration or extended storage, the Nursing Service Shift Supervisor must notify the Orderly Team Leader on duty to initiate the refrigeration, transfer the cadaver to the refrigeration chamber and regulate the refrigeration chambers as stipulated in 2.4 of this policy.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

| | | | |
|--|--|---|-----------------------------|
| DEPARTMENT: Nursing Service Division | | POLICY NUMBER: DPOTMH-MPP-NSD-P021-(01) | |
| TITLE/DESCRIPTION: MORGUE MANAGING POLICY | | | |
| EFFECTIVE DATE: September 13, 2024 | REVISION DUE: September 12, 2027 | REPLACES NUMBER: N/A | NO. OF PAGES: 4 of 9 |
| APPLIES TO: Morgue staff: Pathologists, and medical examiners, Orderly and Security Guard | | POLICY TYPE: Multi Disciplinary | |

PROCEDURE (SOP):

1. Storage

- 1.1 The Orderly Team Leader assigned places the cadaver at the morgue facility and transfer the same in the cadaver table, then notify the Guard on duty to log the storage date and time at the logbook.
- 1.2 The Orderly Team Leader also logs the same on the morgue logbook with the name, sex, and station/unit of origin of the cadaver.
- 1.3 The cadaver is placed safely in the designated cadaver table while inside the morgue facility, then the air conditioning unit must be turned at a minimum setting of 20 degree celsius.
- 1.4 The Nurse in charge notifies family member or next of kin of the transport and the location of the cadaver with detailed instructions for pick up before within 2-4 hours.
- 1.5 Should the family requests for an autopsy, the Nurse on duty must inform the Nursing Supervisor on duty who will notify the Medical Director and check the legal documentary requirements for compliance.

2. Release of Cadaver

- 2.1 When the pick-up vehicle arrives, the Guard on duty informs the RMCI information.
- 2.2 The Information staff on duty notifies the Nursing Services Supervisor who will in turn advise the nurse in-charge to initiate release of cadaver.
- 2.3 The Nurse on duty accompanied by the Orderly Team Leader who acts as custodian of the morgue facility, will open the morgue and witness the release of the cadaver to the Mortuary facility chosen by the folks.
- 2.4 The nurse on duty requires a valid government valid government ID as proof of identification prior to the release of cadaver from both the folks or authorized representative and the Mortuary facility representative.
- 2.5 Receiving parties completely fill out and sign the authorization to release form for documentation.
- 2.6 The nurse on duty then gives the recipient a copy of the temporary death certificate (Data for Death Certificate).





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

| | | | |
|--|--|---|-----------------------------|
| DEPARTMENT: Nursing Service Division | | POLICY NUMBER: DPOTMH-MPP-NSD-P021-(01) | |
| TITLE/DESCRIPTION: MORGUE MANAGING POLICY | | | |
| EFFECTIVE DATE: September 13, 2024 | REVISION DUE: September 12, 2027 | REPLACES NUMBER: N/A | NO. OF PAGES: 5 of 9 |
| APPLIES TO: Morgue staff: Pathologists, and medical examiners, Orderly and Security Guard | | POLICY TYPE: Multi Disciplinary | |

WORK INSTRUCTION:

| KEY TASKS | PERSON RESPONSIBLE |
|---|--------------------|
| 1. Transport the cadaver to the morgue facility, log the transfer and storage, notify the guard on duty. 2. Regulation of AC and refrigeration temperature. | Orderly |
| 3. Notifies the family member or next of kin of the deceased individual's location and the status of arrangement for the release of the body to the Mortuary facility. 4. If family requests for Autopsy, the nurse on duty must also advise the family member to coordinate with the City Health office and notify the Shift Supervisor on duty and the Attending Physician of this request. 5. Release of the cadaver to the Mortuary facility/authorized entity 6. Issuance of temporary death certificate. | Nurse on duty |
| 7. Should the autopsy proceed, review and ensure completeness of the documentary requirements and inform the Medical Director/VP Chief Medical Officer of the date and time of the procedure. | Nursing Supervisor |
| 8. Cleaning and Maintenance. | Housekeeping |





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.

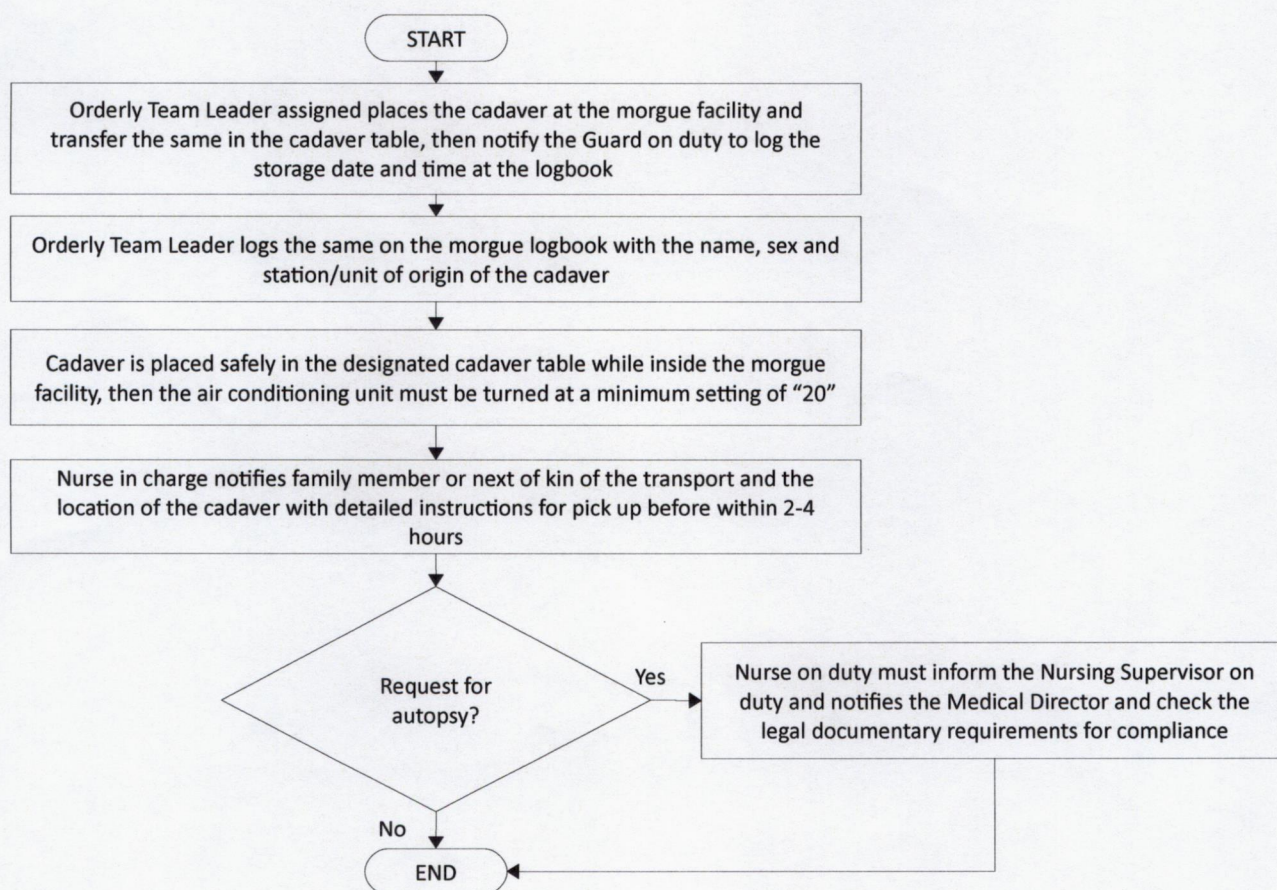


METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

| | | | |
|--|--|---|-----------------------------|
| DEPARTMENT: Nursing Service Division | | POLICY NUMBER: DPOTMH-MPP-NSD-P021-(01) | |
| TITLE/DESCRIPTION: MORGUE MANAGING POLICY | | | |
| EFFECTIVE DATE: September 13, 2024 | REVISION DUE: September 12, 2027 | REPLACES NUMBER: N/A | NO. OF PAGES: 6 of 9 |
| APPLIES TO: Morgue staff: Pathologists, and medical examiners, Orderly and Security Guard | | POLICY TYPE: Multi Disciplinary | |

WORK FLOW:

STORAGE OF CADAVER



MASTER COPY



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

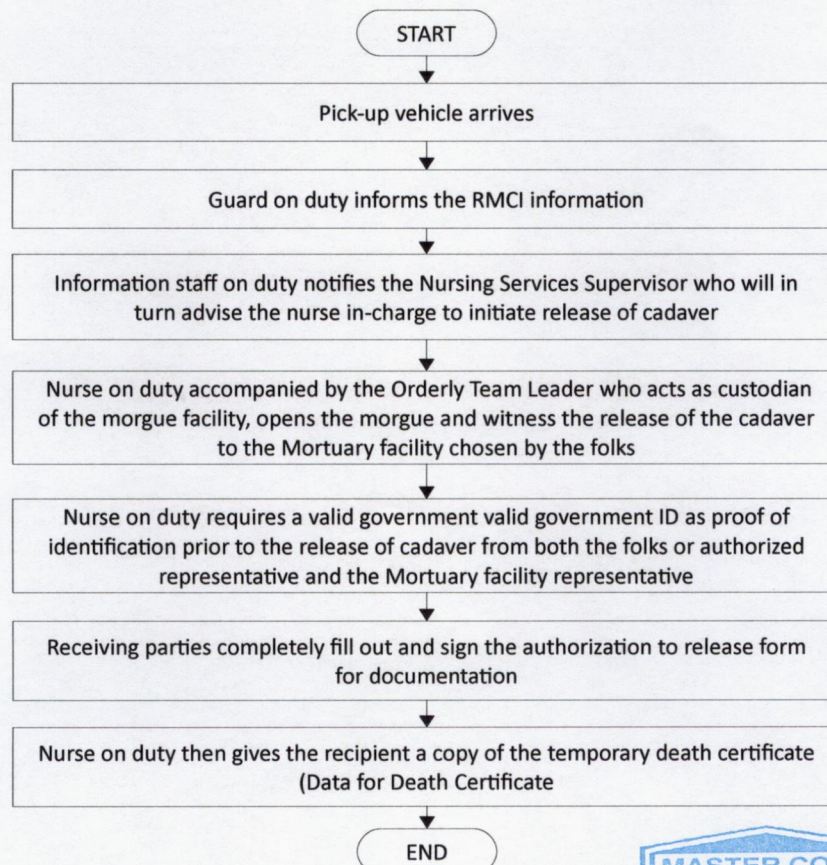
RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

| | | | |
|--|--|---|-----------------------------|
| DEPARTMENT: Nursing Service Division | | POLICY NUMBER: DPOTMH-MPP-NSD-P021-(01) | |
| TITLE/DESCRIPTION: MORGUE MANAGING POLICY | | | |
| EFFECTIVE DATE: September 13, 2024 | REVISION DUE: September 12, 2027 | REPLACES NUMBER: N/A | NO. OF PAGES: 7 of 9 |
| APPLIES TO: Morgue staff: Pathologists, and medical examiners, Orderly and Security Guard | | POLICY TYPE: Multi Disciplinary | |

RELEASING OF CADAVER





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

| | | | |
|--|--|---|-----------------------------|
| DEPARTMENT: Nursing Service Division | | POLICY NUMBER: DPOTMH-MPP-NSD-P021-(01) | |
| TITLE/DESCRIPTION: MORGUE MANAGING POLICY | | | |
| EFFECTIVE DATE: September 13, 2024 | REVISION DUE: September 12, 2027 | REPLACES NUMBER: N/A | NO. OF PAGES: 8 of 9 |
| APPLIES TO: Morgue staff: Pathologists, and medical examiners, Orderly and Security Guard | | POLICY TYPE: Multi Disciplinary | |

FORMS:

1. NSD-F034 (01)-Authorization For Release Of Body
2. MRD-F005-Data For Death Certificate

EQUIPMENT:

Stretcher, Cadaver Table and Morgue Freezing Unit for Cadaver

REFERENCES:

1. <https://elibrary.judiciary.gov.ph/thebookshelf/showdocs/10/39324>. Implementing Rules and Regulations on the " Disposal of Dead Persons" Of the Code of Sanitation, 1997.
2. National Association of Medical Examiners (NAME) Guidelines on Standards for Medical Examiners and Coroners
3. Centers for Disease Control and Prevention (CDC). Guidelines on Infection Prevention and Control in Health Care Settings
4. World Health Organization (WHO). Guidelines on Management of Deceased during Pandemic and Other Health Emergencies.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

| | | | |
|--|--|---|-----------------------------|
| DEPARTMENT: Nursing Service Division | | POLICY NUMBER: DPOTMH-MPP-NSD-P021-(01) | |
| TITLE/DESCRIPTION: MORGUE MANAGING POLICY | | | |
| EFFECTIVE DATE: September 13, 2024 | REVISION DUE: September 12, 2027 | REPLACES NUMBER: N/A | NO. OF PAGES: 9 of 9 |
| APPLIES TO: Morgue staff: Pathologists, and medical examiners, Orderly and Security Guard | | POLICY TYPE: Multi Disciplinary | |

| APPROVAL: | | | | |
|--------------------|--|-----------|---------------|-----------|
| | Name/Title | Signature | Date | TQM Stamp |
| Prepared by: | ANTONIO O. LINACERO Policy Development and Compliance Specialist | | 8/29/24 | |
| Reviewed by: | WENDY MAE D. GOMEZ Accreditation & Documentation Manager | | 9/4/24 | |
| Approved by: | MARIA LIZA C. PERAREN Assistant Chief Nurse | | 9/4/2024 | |
| | HANNAH KHAY S. TREYES Chief Nurse | | 9/5/2024 | |
| | JOSE PEPITO B. MALAPITAN, MD Medical Director | | Sept 10, 2024 | |
| | MA. ANTONIA S. GENSOLI, MD VP Chief Medical Officer | | 9-11-24 | |
| Final Approved by: | GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer | | 9/19/24 | |

MASTER COPY