

<b>Standard Operating Procedures of Department Policy Pending #</b>	
Section: 7 Operations <b>Currently In-Active</b> <b>Effective after SAB Approvals</b>	Responsible Vice President: Include the <i>title</i> of the vice president responsible for overseeing development, implementation, and revision of the policy.
Subject: 7.01 Administrative Procedures  Policy: 7.01.01 Processing Requests for Wills and Donations to the UTMB WBP	Responsible Entity: Willed-Body Program – Department of Neuroscience Cell Biology and Anatomy  Cristiana Rastellini, M.D. Florence McMillian

### **I. Title**

*Processing Requests for Wills and Donations to the UTMB Willed-Body Program (WBP)*

### **II. Policy**

For all Pre-Willed (PRW) and Donated Bodies, the Willed-Body Program Office should be contacted: (409) 772-1293 or Toll Free: (800) 828-1402. The information can also be found at [www.utmb.edu/willedbody](http://www.utmb.edu/willedbody). The below procedures will be followed.

### **III. Procedures**

#### **Inquiries Received by WBP office or other UTMB Departments**

Any general inquiries (GEN) received or inquiries from someone who is pre-willed to our program, should be referred to the WBP main office phone number: **(409) 772-1293**. The general inquirers will need to leave their contact information to receive a Will Form Information Packet and to be added to the notification list. The pre-willed participants will need to verify that the information we have on file is correct. The phone list of all State of Texas Willed-Body Programs will be sent to them along with a new wallet card if requested. Information can also be found at [www.utmb.edu/willedbody](http://www.utmb.edu/willedbody).

If the request is made by phone, mail, email or fax, obtain the person’s name, phone and address or any other pertinent contact information to which the packet is to be mailed, emailed or faxed. If the request is made in person; simply give the packet and cover letter to the person and confirm all pertinent information is correct.

Prepare customized letter to requester using the “cover letter” template located on the shared drive and addressing any specific questions on their inquiry. The name and address is obtained from the request. Sign and copy cover letter.

#### **General (GEN) Inquiries**

A Will Form (WF) Information Packet will be mailed to the General Inquirer

The Packet Contents are:

- Customized letter written by the WBP administrative specialist
- The updated WBP brochure
- Will Form Application
- A Wallet Card

- The WBP poem
- The phone list of all State of Texas Willed-Body Programs

A copy of the cover letter will be kept for the data entry on the notification table to keep a record of how many WF packets and to whom they are given. The cover letters are kept alphabetically in the ‘Notification File’ (NF), then added to the PRW Active files when complete.

#### **Pre-Willed (PRW) Inquiries (Active Files)**

The WBP office staff will confirm current information is correct.

The WBP office staff will update the WF files and database as necessary.

The pre-willed participant will be instructed what to do when death occurs.

The WBP office staff will compose the customized letter to send to the PRW participant for confirmation that their WF file is current. They will also receive a new wallet card if requested. The cover letters are kept alphabetically in the ‘Notification File’ (NF), then added to the PRW Active files when complete.

#### **Processing Completed Will Forms Received**

Upon receipt, verify address on envelope with Will Form.

Stamp the Will Form on the back of the form, in the lower right hand box labeled “WBP USE ONLY with the Date Stamp.

Verify validity of the Will Form:

- Signed by the person willing his body.
- Signed by two (2) adult witnesses.
- Return of ashes statement answered or written letter of request accompanying WF.
- Transfer of body question answered.
- If the form is invalid, the WBP staff will copy the WF and send the original to applicant with correspondence requesting the corrected or missing information. This correspondence should be filed back alphabetically in the NF until received complete.

Pull the cover letter from the NF and attach it to the WF.

Enter the applicant (future decedent) into the database. (Willed Table).

Print file coversheet from the database coversheet query and staple to the top of all paperwork. File alphabetically in the “PRW” Files.

#### **IV. Definitions / Acronyms**

The notification list is a contact list on the database for notifying inquirers of any updated information issued by the UTMB Willed-Body Program.

UTMB – University of Texas Medical Branch

WBP – Willed-Body Program

PRW - Pre-Willed

UTHSCH – University of Texas Health Science Center Houston

GEN – General Inquiries

WF – Will Form

NF – Notification Files

**V. Relevant Federal and State Statutes**

1. Texas Administrative Code, Title 25, Part 4, Texas Anatomical Board
2. Texas Health and Safety Code, Chapter 691, Anatomical Board of the State of Texas
3. Texas Health and Safety Code, Chapter 692, Texas Anatomical Gift Act

**VI. Relevant System Policies and Procedures**

N/A

**VII. Related UTMB Policies and Procedures**

N/A

**VIII. Additional References**

N/A

**IX. Dates Approved or Amended**

Include origination date, dates of major or minor revisions and dates reviewed without changes.

<i>Originated: 06/11/2003</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
03/30/2018 (WBP–Dr. Cristiana Rastellini and Florence McMillian)	

**X. Contact Information**

Willed-Body Program Office: (409) 772-1293 or Toll Free: (800) 828-1402