



NYC
Office of Chief
Medical Examiner

Elissia Conlon
Deputy Director
Forensic Operations Division
econlon@ocme.nyc.gov
specialoperationsdivision@ocme.nyc.gov

421 East 26th Street
New York, NY 10016
Tel: (212) 323-1587
Cell: (347) 865-2187
Fax: (646) 500-6044

Memorandum

Date: February 7, 2015
To: All New York City Health Care Facilities
From: Elissia Conlon
Deputy Director,
Forensic Operations Division
Office of Chief Medical Examiner (OCME)
Re: **Reporting Claim Only Cases to the Office of Chief Medical Examiner**

Clarification and instructions on the reporting of CLAIM ONLY cases to the Office of Chief Medical Examiner:

1. The reporter will be required to answer all of the following 5 "screening" questions prior to NYC OCME Communications scheduling a "claim only" case pick up by the Medical Examiner Transport Teams (METT):
 - Does the decedent have any type of head trauma including a subdural hematoma?
 - Does the decedent have any type of spinal cord injury, hip fracture or any other injury or trauma?
 - Did the decedent die from an overdose or intoxication from drugs, alcohol or prescription drugs?
 - Did the decedent have any type of medical or surgical procedure?
 - Is the decedent under police custody?
2. A completed health care facility **face sheet** with all pertinent information including demographics, family contacts, and physician information for the decedent must be faxed to the OCME Communications Unit at (646) 500-5762 prior to accepting a case for METT pickup.
3. A competent, **work copy of a signed death certificate** shall be faxed to the OCME Communications Unit at (646) 500-5762 prior to accepting case for METT pick up.
 - Or a competent "Certificate of Spontaneous Termination") shall be faxed to the OCME Communications Unit prior to accepting case for METT pick up. DCs for Spontaneous Termination shall be completed as follows:
 - Method of Disposition is **City Burial Potter's Field**
 - Place of Disposition is **City Cemetery Hart Island**
 - For assistance filing a death certificate, please contact the NYC Bureau of Vital Statistics by calling 646-632-6705 or emailing evers@health.nyc.gov.
4. A competent **burial permit** with the appropriate interim disposition shall be faxed to the OCME Communications Unit at (646) 500-5762 prior to accepting case for METT pick up.

- If OCME is being asked to hold the body for Claim then:
 - Method of Disposition is **Other - Interim Disposition**
 - Place of Disposition is **OCME Morgue**
 - If OCME is being asked to facilitate City Burial on behalf of the family then:
 - Method of Disposition is **Interment**
 - Place of Disposition is **City Cemetery at Hart Island**
 - Burial permits for Infants (death event) may be filed with an Interim Disposition as the Method of Disposal to OCME or City Burial, if requested.
 - Burial permits for Spontaneous Termination shall be completed as follows:
 - Method of Disposition is **Interment**
 - Place of Disposition is **City Cemetery at Hart Island**
 - For assistance filing a burial permit, please contact the NYC Bureau of Vital Statistics by calling 646-632-6705 or emailing evers@health.nyc.gov.
5. For City Burial cases, a **signed letter from the NOK or person authorized to direct disposition requesting city burial** shall be faxed to the OCME Communications Unit at (646) 500-5762 prior to accepting a case for METT pick up.
- **Exception: Once documented authorization for City Burial is received, OCME will waive the 7 day hold requirement and schedule METT pick up on the day that all competent required documents have been received.**
6. For Fetus* / Infant Claim cases, a **signed letter from the mother requesting city burial** shall be faxed to the OCME Communications Unit at (646) 500-5762 prior to accepting a case for METT pick up.
- *Note - OCME will **only** accept fetus claim cases when the fetus is greater than or equal to 24 weeks gestation
7. If any of the above requirements are not met the case cannot be accepted by OCME. The hospital shall be directed to call back when all paper work is ready for review.
8. The health care facility must also provide hard copies of all documents at the time of removal.
9. Hospitals are encouraged to release cases to funeral directors if arrangements are made.