PROCEDURE FOR DONATION OF BODIES TO THE ANATOMICAL GIFT PROGRAM FOR MEDICAL EDUCATION AND RESEARCH

1. Complete Paperwork: Fill out the body donation consent form. Mail a copy to – NYU School of Medicine, Body Donation Program, Office of Medical Education, 545 First Avenue GBH 6H, New York, NY 10016

2. In order to facilitate your wishes, copy(ies) should be given to a relative, friend, lawyer, or to whomever will be the contact person.

3. Contacting NYU School of Medicine : At the time of death, it is of great importance that the Office of Medical Education be notified as soon as possible. The office hours are 9 AM to 4 PM Monday – Friday (212) 263-5378.
   If the donor’s passes away after office hours, weekends, or holidays, the telephone answering machine message will provide a contact number for the NYU School of Medicine contracted funeral service. Please listen to the entire message.
   If you are unable to dial or contact the Medical Education office, please contact Metropolitan Funeral Service at 800-332-1880.

4. The Office of Medical Education will arrange for the removal and transportation of the donor remains by the NYU contracted funeral service. If the death occurs within either New York City limits or Long Island, there is no expense to the family or estate only when the remains are removed and transported by the NYU contracted funeral service. NYU School of Medicine will not reimburse any transportation or other charges that are incurred by the family or estate when the donor’s remains are removed and transported by any funeral service other than Metropolitan Funeral Service.

5. Usage and Study of the Remains: The donor’s remains will be at the School of Medicine for a approximate period of 24 months. When the Anatomical study nears completion, the Office of Medical Education will contact the next of kin or the executor for the return of the donor’s remains in a timely and proper manner.

6. Final Disposition (Please see Anatomical Donation Form)
   A. The remains will be cremated by the School of Medicine at no expense to the family or estate and the ashes will be returned to the family or designated person.
   B. The cremated remains will be buried by the City of New York (If we have not received a response from the family after a period of 90 days from the date of the release notification letter, the remains will be relinquished to the City of New York.)

(over – see other side of page)
The Medical School morgue is open from 10 A.M. to 4 P.M., Monday through Friday. If a body must be delivered when the Anatomy morgue is closed, then the University Hospital morgue (same address) will accept delivery.

The body should be delivered, un-embalmed and non-autopsied, to:
Anatomy Morgue
New York University School of Medicine
31st Street and East River Drive
New York, NY 10016

It is the Office of Medical Education’s policy not to accept the remains of any individual who has died of crushing injuries, sepsis, extreme obesity, or an infectious disease (i.e. hepatitis) or where the remains are unsuitable for medical education or research.

The NYU School of Medicine has no legal claim upon the donor’s remains.

If you wish to donate your eyes, please contact the Eye Bank:

   The Eye Bank for Sight Restoration, Inc.
   120 Wall Street New York, NY 10005
   Tel. # (212)-742-9000

If you have any questions, please contact us: (212) 263-5378

   Body Donation Program  NYU School of Medicine
   Office of Medical Education  545 First Avenue
   Greenberg Hall Suite 6H  New York, NY 10016