




**NYC**  
**Office of Chief**  
**Medical Examiner**

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**MEMORANDUM**

**DATE:** February 2, 2015

**TO:** NYC NURSING HOMES AND OTHER LONG TERM CARE FACILITIES

**FROM:** Jason Graham, MD  
Acting First Deputy Chief Medical Examiner 

In an effort to better serve decedent's families, effective Sunday, February 8, 2015, the NYC OCME will require that nursing homes and other long term care facilities make every effort to release on demand all "claim only" decedents who die while in the care of their facility directly to the funeral home prior to contacting the OCME. If the decedent's body remains unclaimed after a reasonable period of time but no less than 24 hours after death, the OCME may be contacted for purposes of City burial.

In addition, effective same date, any "claim only" case to be removed from a nursing home or other long term care facility must have the following documents faxed to the OCME Communications staff at the time the case is called in to OCME: 1.) Work copy of the signed and competent death certificate, 2.) "Face sheet" or admission record (or equivalent documents to include personal demographic, contact and address information, next of kin/family information and physician information for the decedent), and 3.) Burial permit indicating interim disposition/city burial. Paper copies of these documents must also be made available to OCME personnel in all cases at the time the body is removed from the nursing home. The requirements described above do not apply to Medical Examiner (ME) cases, with the exception of the faxed and paper copies of the "face sheet".

Please provide this information to your staff, and should you have any questions, please feel free to contact me with your concerns. Thank you for your cooperation.