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*Mullins Memorial*

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**FUNERAL HOME & CREMATION SERVICE**

**1056 NE 7<sup>th</sup> Terrace, Cape Coral, Florida 33909  
(239) 242-0909**

**3654 Palm Beach Blvd Fort Myers, FL 33916  
(239) 288-7000**

**August 1, 2013**

## **WRITTEN PROCEDURES...PRE-Cremation**

**Mullins Memorial follows the following procedure when a deceased individual enters the facility for the first time and also enters the crematorium side of the facility for the first time.**

**The precise procedure for cremation individuals follows:**

- 1.) Name of deceased, date, time and associate name entering are entered into the “FAMILIES SERVED LOG IN” binder (copy of form follows.)**
- 2.) Name of deceased, date of death, date of birth if available and Mullins Memorial is written on the white ID tag and placed around deceased’s ankle (example of tag follows.)**
- 3.) Deceased is then placed in refrigeration**
- 4.) Once all authorizations are received for cremation and legal time frame elapsed, the body is then signed *out* of refrigeration in the Families Served Log In, placed in the**

**appropriate container and transported into the crematory side of the building.**

- 5.) Once inside the crematorium the operator will remove a numbered metal disk out of the top drawer of cabinet and assign this number to the deceased by placing the number on the executed CREMATION AUTHORIZATION form the funeral home has provided. This cremation authorization form will be accompanied by the transit permit, Medical Examiner's permission form or number and a blank form for four ID verification checks (copy follows.)**
- 6.) The operator will verify that the name and date of death information is a match when reviewing the following:
  - a. Cremation Authorization**
  - b. Transit Permit**
  - c. Medical Examiner Permission**
  - d. Name on white tag on ankle****
- 7.) The operator will then fill out the CREMATORY LOG completely with the exception of the last box, "date retrieved" which will be filled out by administration in red ink (copy of form follows.)**
- 8.) The deceased is then placed into the crematory chamber along with the metal disk containing the unique identifying number and the cremation started accordingly.**
- 9.) Once cremation is complete, please see OPERATIONAL PROCEDURES for removal of cremated remains and Post Cremation Procedures**