



# Donor Referral Protocol



## DEFINITIONS:

ALS	Advance Life Support
A/S/R	Age, Sex, Race
BLS	Basic Life Support
CME	County Medical Examiner
CMS	Center Medicare Services
DOB	Date of Birth
EMS	Emergency Medical Services
HIPAA	Health Information Portability Accountability Act
IDN	Iowa Donor Network
LTKA	Last Time Known Alive
ME	Medical Examiner
MEI	Medical Examiner Investigator
MOI	Mechanism of Injury
NOI	Nature of Illness
NOK	Next of Kin
OOH	Out of Hospital
PCR	Patient Care Report
TOD	Time of Death

## COLLABORATING PURPOSE:

OOH Agencies all play a crucial role in the tissue and eye donation process. IDN is committed to working with each agency to ensure that the opportunity of tissue and eye donation is made available to all Iowans.

## GUIDELINES:

- IDN is HIPAA Exempt. Healthcare providers are protected by HIPAA Section 164.512, “To disclose protected health information for the purpose of facilitating organ, tissue, or eye donation and transplantation”.
- Appendix J of the Iowa Bureau of EMS Protocol: Directed by the “guidelines for EMS provider initiating organ and tissue donation at the scene of the deceased” making referral calls to IDN is included as part of patient care protocol.

## SCENE DEATH POLICY:

It is the policy of the EMT/Paramedic to refer all out of hospital deaths. This includes scene deaths, hospice deaths, care facility deaths regardless of age, LTKA, TOD, MOI, NOI, and/or NOK decision regarding donation.

## HOSPITAL DEATH POLICY:

In the event that a patient is transported to a local hospital and death occurs, CMS mandates that ER and acute hospital deaths be reported to IDN by the hospital. If the paramedics provided care within the last hour of the patient’s death, it is the role of the EMT/Paramedic to collaborate with IDN regarding the referral and potential donation processes.



# Donor Referral Protocol



1. Follow *Initial Patient Care Protocol*

2. Follow *Apparent Death Protocol/Discontinuation of Resuscitation Protocol*  
Contact county Medical Examiner & law enforcement per protocol.

3. **Scene Death Procedures**  
Patient death pronounced on scene.

3. **Hospital Death Procedures**  
EMS transports patient to hospital.  
Patient death occurs.

4. **Referral Call to IDN (1-800-831-4131)**  
Initial referral call is initiated from the scene to IDN reporting the following information, if known:

- Your name, agency, scene location, and call back number
- Decedent's name, DOB, and A/S/R
- Decedent's known medical conditions and current medications
- Medical interventions provided
- Decedent's TOD or LTKA
- Decedent's NOK information
- Whether the ME has jurisdiction
- Funeral Home name

4. **Hospital Staff Makes Referral Call:**  
RN or designated hospital staff member makes initial referral call to IDN to report the death and provides patient information and health care treatment information.

5. **IDN Follow-up with EMS Medic:**  
If the decedent is a candidate for donation and the patient received recent EMS treatment, IDN will speak with the medic to verify and obtain the following information, if known:

- Your name, agency, scene location, and call back number
- Verify Decedent's name and DOB
- Decedent's known medical conditions and current medications
- Medical interventions provided
- Decedent's TOD or LTKA
- Decedent's NOK information

5. **Communicate with the CME/MEI & local funeral home:**  
Upon the arrival of the CME/MEI and/or the local funeral home making the body removal provide them with the following information:

- The initial death referral has been made to IDN.
- Whether the decedent is ruled out for donation or is a potential donor.

6. **Fax the PCR to IDN:**  
Upon request from IDN, a copy of the completed PCR will be faxed to IDN.  
IDN will provide a confidential fax number.

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