

Checklist for End-of-Life

What to do before death:

- ☐ Talk about the type of care your family member wants with the medical team
- ☐ Gather advance care planning files, such as Advance Health Care Directive, Physician's Order for Life Sustaining Treatment (POLST), financial power of attorney.
- ☐ Make a custody plan for children under 18
- ☐ Talk about organ donation
- ☐ Organize important files and passwords
- ☐ Create a list of friends and family to contact
- ☐ Check insurance policies, including death and survivor benefits
- ☐ Contact spiritual or religious groups
- ☐ Update beneficiary details on plans and accounts
- ☐ Plan for pet adoption, including transferring veterinary information and updating microchip details
- ☐ Talk about funeral choices and select a funeral home
- ☐ You cannot access MyChart after death. Contact UCLA Health Medical Records at 310-825-6021. Learn more at www.uclahealth.org/patient-resources/medical-records.

What to do after death:

- ☐ Contact UCLA Health Decedent Affairs or Nursing Office after making funeral arrangements:
Ronald Reagan: 310-825-7846
Santa Monica: 424-259-6000
West Valley: 818-676-4000
- ☐ Order multiple copies of the death certificate through the funeral home. Receipt may take up to 30 days.
- ☐ If needed, contact agencies such as:
Social Security Administration:
800-772-1213
Veterans Administration:
800-698-2411
Los Angeles County Department of Medical Examiner (Coroner):
323-343-0512
1104 N. Mission Road,
Los Angeles, CA 90033
www.me.lacounty.gov/
After business hours:
323-343-0714, info@me.lacounty.gov
- ☐ Cancel any memberships and automatic payments
- ☐ Contact the employer for benefits and wages
- ☐ Notify landlords, utilities, attorneys, personal representatives and the post office
- ☐ Cancel insurance policies