

Preparing for End of Life for Your Loved One

Family checklist

Important documents to locate:

- Will
- Trusts
- Deeds
- Life insurance and other insurance policies
- Bank statements, investments, etc.

Ensure that personal information is accessible:

- Date and place of birth
- Social Security number
- Medicare and Medi-Cal/Medicaid numbers

Select a mortuary:

- You may refer to the list of mortuaries/funeral homes provided in this packet.
- You may consult with your religious/spiritual leader.
- Contact mortuaries/funeral homes to compare costs, as these can vary greatly.

What to do immediately following the loss of your loved one

Call family members and friends who can assist and provide support during this difficult time.

Sign the Release of Claim Form provided to you by the nursing staff. This paperwork will give permission to the hospital to release your loved one to the mortuary/crematory of your choice.

Contact the mortuary/funeral homes of your choice:

- If you have not chosen one, contact mortuary centers to choose an agency you would like.
- The mortuary/funeral homes will direct you to the necessary paperwork and will pick up the remains of your loved one.
- We will hold the remains until you have made arrangements.

The mortuary/funeral homes will arrange for the death certificate:

- You may consider ordering several “original” copies because numerous agencies require it.



What to do next

- Carefully check all life and casualty insurance policies for death and survivor benefits.

Possible agencies to contact:

- Social Security (800) 772-1213
- Veterans Administration (800) 827-1000
- Credit Unions
- Trade Organizations
- Fraternal Organizations

- Notify any attorneys and personal representatives.

- Notify insurance companies, including automobile, for immediate cancellation and possible refund of premium.

- Determine employee benefits including accrued vacation pay, death benefits, retirement plans and final wages.

- Cancel credit cards and charge accounts.

- Notify landlord, utilities and post office.

- Check on debts, mortgages and installation payments that may be due.

Notes

