

Patient Chart Contents

This sheet is to be mounted on the left 2-hole fastener in the chart. The documents below are to be mounted under it, in order. The right 2-hole fastener is used for printouts from Open Dental, with the most recent entry on top and the oldest in the back.

This chart must contain, at all times, the following documents:

1. For Self Donor:
Document of Gift and Informed Consent

1. For Next of Kin Donor:
Document of Authorization

2. **Contract**

3. **Chain of Custody and Document of Disposition**

4. **Disclosure for Returned Body**

If you make any changes to the documents above, you must make the corresponding change to the digital copy so that the offsite electronic backup will be kept up-to-date.

Record Retention

This chart must be kept in the locked fireproof filing cabinet. The documents on the left side of the chart which are required by Oregon law must be kept for a minimum of 10 years from the date the Oregon Cryonics takes possession of the donor's anatomical material. If Oregon Cryonics changes ownership, all records must remain with the successor organization and it shall be the responsibility of the new owner to protect and maintain these records. If Oregon Cryonics terminates its business, it must notify the Oregon Health Authority where the records will be stored and, if the location changes, those responsible must notify the Oregon Health Authority of each successive location.