

MAKING FUNERAL ARRANGEMENTS

Upon contacting **Carl M. Williams Funeral Directors, Inc.**, you may advise the office of the time you would like to come in for the arrangement conference. A licensed Funeral Director will be available to assist you with the arrangement process.

Information Needed When Making Arrangements

Veteran Papers (Depends on eligibility)

Insurance Policies, Certificates

Premium Books or Statements

Any other documents with reference to benefits that may be available

Information Needed for the Completion of Death Certificate

Age (Date of Birth)

Birth Place (City, State and the County of Birth)

Social Security Number

Marital Status

Father's full name and Mother's first and maiden name

Veterans Status (DD214 Form Honorable Discharge or Separation Papers) Any other items needed will be requested at the arrangement conference.

Clothing Items used for Burial

You may bring the burial clothes if they are available, at the time you make arrangements. Burial garments are also available at your request, here at the funeral home, at an affordable price. The following items are needed for dressing the deceased:

Male: Undershirt, Underwear, Socks, Shirt, Tie, Belt, 2 pc/3pc Suit

Female: Panties, Full Slip, Bra, Panty hoses, Long sleeve dress or Suit, Blouse

Infants: Diaper, Socks, Suit, Undershirt, Shoes or Booties, Sweater, Sleeper

Note: Female outer garment should be long sleeved with a high neckline. It should not be sheer or see-through. Jewelry, gloves and shoes are optional.

Scheduling Services

Before announcing date, time and location of services, be sure to clear the desired preference with the Funeral Home, Church or Facility that will be used for the service. If the service is to be held at a church, be assured that our staff will exert the same efficiency and professionalism within the guidelines of that church and pastor. Order of service must be approved by the Pastor or Representative of the church and the Funeral Director.

We Value Your Trust and are Dedicated to Your Full Satisfaction



A Guide When Death Occurs and Making Funeral Arrangements

This brochure serves as a guide for making funeral arrangements for a relative or close friend



**CARL M. WILLIAMS
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DIRECTORS, INC.**

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Carl M. Williams Funeral Directors, Inc. offers our families personal guidance, compassion and emotional support during their time of bereavement. We provide a facility that will accommodate the special wishes of the family. We provide detailed services and maintain complete professionalism at all times. Our family is here to serve your family as the "Tradition Continues". There are things you should know **WHEN A DEATH OCCURS IN THE FOLLOWING PLACES:**

1. In the Home as a Hospice Patient (Home Care for Terminally ill Patients)

Someone will notify the nurse that is assigned to the patient from the hospice program. The nurse will give further instructions. The funeral director is the second person to be notified. The hospice nurse will provide a "Pronouncement of Death" form. In these cases the funeral director will make the removal from the home without having to take the remains to the hospital.

Paramedics

The paramedics will transport the patient to the hospital if they can identify some vital signs. If the patient has expired, the paramedics will advise the family to wait for the police department to come and complete their report. The funeral director should be notified at this time.

The Police Department

A report is completed by a police officer of the Police department . The Medical Examiner of the county of death will advise the officer to release

the body to the funeral home or to bring the deceased to the medical examiner's office for examination. At that time a decision will be made to do a general examination or an autopsy to determine the cause of death. There are special instructions for different types of situations.

The Funeral Director (F.D.)

The Funeral Director must be given an oral or signed authorization from the next of kin prior to making a removal from the home. Permission for embalming, if desired, must also be given to the Funeral Director.

2. Death Occurs other than Hospice in the Home

3. The following directions must be observed:

1. Call the Paramedics
2. Call the Police Department
3. Call the Funeral Director

4. In the Hospital or other Institution Hospital Emergency Room

If death occurs in the emergency room of a hospital after the patient has been transported there by paramedics, the emergency room doctor on duty pronounces the deceased. The police department must complete a report and contact the medical examiner's office who will in turn advise whether the remains should be released to the funeral director or should the remains be sent for a post mortem examination by the medical examiner of the county of death.

The medical examiner's office will inquire about the medical history of the deceased. The medical examiner will determine when the deceased will be available for the funeral home to pick up.

Inpatient

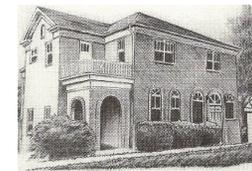
If death occurs during hospitalization, the following procedures may be followed:

1. A written or verbal consent must be given to the hospital for the choice of funeral home.
2. The hospital or next of kin will contact the Funeral Home.
3. The Funeral Director contacts the hospital to make arrangements for removal of the deceased.

4. Other Places Where Death May Occur:

Accidental, Homicide, Cases other than Natural

These cases are always referred to the county of death Medical Examiner (M.E.). In most counties, the Funeral Director must obtain a written authorization to make the removal from the M.E. and transport to the funeral home. To obtain more information, please call the funeral home at (404) 522-8454 or the Medical Examiner in the county where death occurred.



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