

Monthly Bodies Handled Reports No Longer Sent To Tallahassee

FROM: Division of Funeral, Cemetery, and Consumer Services (FCCS Division)

TO: All Florida funeral establishments, direct disposal establishments, cinerator facilities, and Centralized Embalming Facilities

EFFECTIVE JULY 1, 2013

The Florida legislature has amended section 497.382, Florida Statutes regarding the monthly Bodies Handled Reports (BHRs) that every funeral establishment, direct disposal establishment, cinerator facility, and centralized embalming facility must prepare each month. The BHR is the monthly report of every body that was handled for any reasons in your establishment or facility in the prior month. The BHR also shows any disinterments a funeral establishment handled in the prior month.

Under the revised statute, you must still prepare a BHR each month, and have the BHR signed by the funeral director in charge or direct disposer in charge, and embalmers as applicable. **BUT UNDER THE AMENDED STATUTE YOU NO LONGER SEND BHRs TO TALLAHASSEE.** Instead, each month you file the BHR you prepared, in your records at the funeral establishment, direct disposal establishment, cinerator facility, or centralized embalming facility to which the BHR relates.

The BHRs must be available at your establishment for review at any time, by the FCCS Division' Inspectors. For example, if the FCCS Division receives a complaint that must be investigated, the Department's Inspector may appear at your establishment or facility without notice and ask to see your BHR for the prior month. If the request reveals that the BHR has not been done, the establishment or facility is subject to disciplinary action.

To summarize, you must still do a BHR every month, just as in the past, but you do not send it to Tallahassee. Instead, you keep it in your files at your licensed establishment or facility.

The change is effective July 1, 2013, and applies to BHRs for June 2013. Do not send a BHR to the FCCS Division for June 2013 or subsequent months.

The change is not retroactive and does not excuse prior failure to file BHRs with the FCCS Division. Thus, if you owe the FCCS Division a BHR for one or more months prior to June 2013, you should file such BHRs with the FCCS Division immediately.

The Board of Funeral, Cemetery, and Consumer Services and the Florida Department of Health are working on a proposed process that will allow the Department of Health's EDRS system to serve as the monthly BHR. However, that process is still being worked on and **IS NOT IN EFFECT AT THIS TIME.** Until you hear otherwise directly from the FCCS Division, you should continue to complete a paper BHR each month and file it in your records at your licensed establishment or facility.

We reproduce below s. 497.382(2), showing the recent amendments by the Florida legislature.

497.382 Reports of cases embalmed and bodies handled.—

(1) Each funeral establishment, direct disposal establishment, cinerator facility, and centralized embalming facility shall record monthly report on a form prescribed and furnished by the licensing authority the name of the deceased and such other information as may be required by rule with respect to each dead human body embalmed or otherwise handled by the establishment or facility. Such forms shall be signed monthly by the embalmer who performs the embalming, if the body is embalmed, and the funeral director in charge of the establishment or facility or by the direct disposer who disposes of the body and shall be maintained at the business premises of the establishment or facility for inspection by Division staff. The licensing authority shall prescribe by rule the procedures for preparing and retaining in-mitting such forms documentation. Reports required by this section shall be filed by the 20th day of each month for final dispositions handled the preceding month.

For further information, call Carmen Greathouse, at the Division of Funeral, Cemetery, and Consumer Services, phone 850-413-3039.