



# The Louisiana State Board of Embalmers and Funeral Directors

## CASE detail report form of Interns for Funeral Director and/or Embalmer and Funeral Director

### Funeral Establishment and Intern records ONLY – Please do not submit this form to the Office of the Board

This report MUST be completed by the Intern on each case and filed at the funeral establishment. All case reports MUST be readily accessible and available for the Inspector to review. Case Reports may be audited by the Board.

Internship type: Funeral Director  Embalmer and Funeral Director

Name \_\_\_\_\_ Intern No. \_\_\_\_\_ Date: \_\_\_\_\_

Name of Deceased \_\_\_\_\_

Case number \_\_\_\_\_ Disposition: Burial  Cremation  Ship In  Ship Out

- 1) All activities of an internship are important and every intern should have ample experience in the areas below; however, there are certain activities that are required for the certification of an internship.
- 2) In order for an intern funeral director to receive credit for his/her cases he/she **MUST complete at least 6** the following tasks; **A, B, C, D, E, F, G, H, I, J, K, L, M, aa** (in bold) for at least 30 of the 30 mandatory cases.
- 3) In order for an intern embalmer and funeral director to receive credit for his/her cases he/she **MUST complete at least 6** of the following tasks; **B, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, aa**, and including the above for funeral directing (in bold) for at least 30 of the 30 mandatory cases.

**PLEASE "V" the box next to the letter of each task completed in the listings below**

#### Funeral Directing 6 of the 14 in BOLD must be completed

- A. Initial first call consultation
- B. Removal\*
- C. Presented GPL/CPL
- D. Arranged services (religious/memorial/fraternal,etc.)
- E. Arrange visitation
- F. Secured financial arrangements
- G. Preparation of forms such as;
  - 1. social security
  - 2. veteran's
  - 3. insurance
  - 4. death certificate
  - 5. obituary
- H. Arrange funeral procession
- I. Arrangements for cemetery
- J. Arranged ship in/ship out
- K. Arranged for cremation
- L. Arranged for I.D.
- M. Assisted/Directed service
- aa. Cosmetic application\*

#### Embalming 6 of the 15 in BOLD must be completed

- B. Removal\*
- N. Body disinfected
- O. Positioned body (embalming or I.D.)
- P. Posed features (for embalming or I.D.)
- Q. Vessels raised
- R. Mix fluid
- S. Set pressure/flow
- T. Massage
- U. Aspirate/cavity Treatment
- V. Preparation of autopsied body
- W. Sutures
- X. Restorative art procedures
- Y. Medical devices removed
- Z. External treatment to body
- aa. Cosmetic application\*

The following tasks are applicable to embalmer and funeral director interns

- bb. Dressing \*\*
- cc. Casketing \*\*

#### Name of deceased:

Supervisor / Intern; describe any additional details relating to this case.

