



Date: \_\_\_\_\_

Record/Case Number: \_\_\_\_\_

Student's Name: _____  Student's Signature: _____
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Preceptor's/Instructor's Name: _____  Preceptor's/Instructor's Signature: _____  Funeral Home Name: _____
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**CASE INFO:**

<b>Date of Service</b>	
<b>Time of Service</b>	
<b>Religious Denomination</b>	
<b>Memorial Service</b>	Y / N
<b>Other Participation</b>	Military Veterans Fraternal Organization Other: _____

Student **must complete a minimum of 12 of the following activities for this case report** to receive a grade.

-At the end of the Practicum experience, the student must have completed all of the starred (\*) tasks at least three times during their experience:

-At the end of the Internship experience, the student must have completed all of the double starred (\*\*) tasks at least five times during their experience:

Observed how to use DAVE*		Preparing obituary *	
Enter Data into Dave *  Preceptor or LFD must verify data entry:	Student's Initials: _____  Preceptor's initials: _____	Submitting obituary to news media or Funeral Home website*	
Receiving first call*		Fraternal service arrangements	

Assisting at removal *		Contact/ arrange with Cemetery or Crematory *	
Coordinating with coroner/ medical examiner for removal*		Receiving and arranging flowers*	
Observing arrangements conference**		Arranging for music	
Arranging for clergy/church service *		Direct casket bearers*	
Assisting at committal service*		Preparing paperwork for final disposition (cemetery/crematory) **	
Arranging for shipment		Assisting at funeral service*	
Filing veteran/military forms		Assist with embalming*	
Receiving visitors*		Cosmetizing*	
Removal of Pacemaker		Dressing*	
Preparation of decedent for cremation*		Casketing*	

List other duties performed in connection with this service:

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