



Dear relatives,

Losing a person who was a part of your life is painful.

Yet at the same time, there are things that need to be dealt with and decisions that need to be made. This little leaflet is intended to give you some guidance during this difficult time.

Kind regards,

**Klinikum Stuttgart**

If you have any questions, please feel free to approach us

**Contact:**

Klinikum Stuttgart  
Kriegsbergstrasse 60  
70174 Stuttgart  
Head office  
Telephone numbers:

- Katharinen Hospital 0711 278-01
  - Bad Cannstatt Hospital 0711 278-02
  - Olga Hospital / Women's Clinic 0711 278-04
- info@klinikum-stuttgart.de

[www.klinikum-stuttgart.de](http://www.klinikum-stuttgart.de)

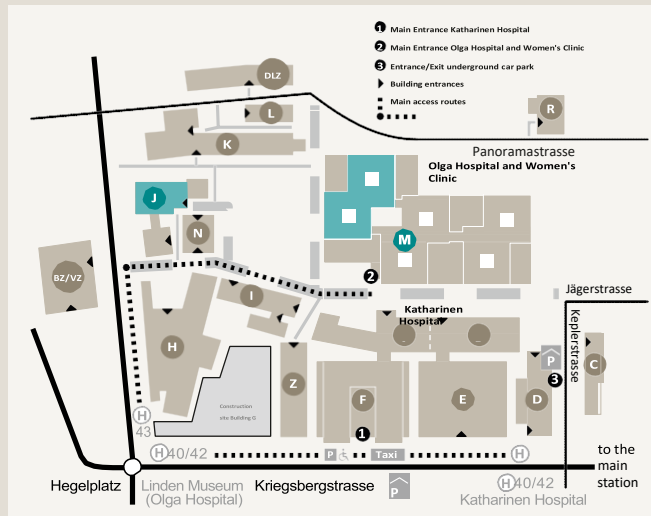
### How to get to our Chapel of Rest

**Katharinen Hospital:**

Building J (Pathology KH)

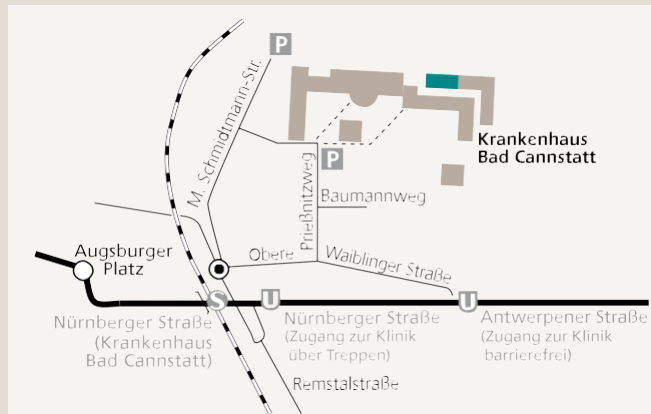
Olga Hospital and Women's Clinic:

Building M, Lift A, Room TE 157



**Bad Cannstatt Hospital:**

Building 6a, Level 2, Room 2 AB 03



# And what happens now?

## What to do in the event of a bereavement



## Where is the deceased person now?

If it is not possible for you to say goodbye to your loved one on the hospital ward within two hours of their death, you can take all the time you need to be with the deceased person in our Chapel of Rest (see reverse side). If required, we would be happy to organise pastoral support.

You may also bring along relatives, in particular children, and also friends, to give them the opportunity to see the deceased person one more time and say goodbye. There is no need to rush. Take your time.

You can arrange an appointment with the Katharinen Hospital or the Bad Cannstatt Hospital on working days on the following number:  
Tel. 0711 278-34922 or -34901.

For the Olga Hospital and the Women's Clinic, please contact the relevant ward manager:

On request, the deceased person can also be transported to their/your home by the undertakers and laid out there.

## Would you like them to be picked up at the weekend?

It is possible for the deceased person to be picked up by your chosen undertakers on Saturdays between 9:00 am and 12:00 pm, providing this has been arranged in advance by means of a phonecall on Tel. 0711 278-34962.

We can only arrange a pick-up on a Sunday or a public holiday in exceptional cases, following consultation with the responsible attending physician.



## Important note for parents

There are special rules for the laying out of deceased children in the Olga Hospital/Women's Clinic. Please contact the relevant ward manager for more information.

## What needs to be done

The death certificate will automatically be issued by the responsible doctor and, in the case of inpatient stays, will be ready a couple of hours after the person has died. At the weekend, you will not be able to access the documents until Monday morning.

Once you feel ready to do so, you will need to contact an undertaker. The employees from the undertakers will pick up the deceased person and the death certificate from us and take them to the cemetery or to the Chapel of Rest on the undertaker's premises. The death certificate must always remain with the deceased person, which is why you cannot pick it up yourself. The undertakers will register the person's death with the relevant official authority and will organise the burial/funeral with you.

We would like to make you aware of the fact that there are costs associated with the days on which the deceased person stays in our facilities, and you will be sent an invoice for these.

Please remember to take the deceased person's personal belongings home with you.

## You will need to give some thought to the following questions:

- Is the deceased person to be buried or cremated, and where?
- Do you want to have a funeral?
- Who will you invite to the funeral?
- What shape will the funeral take?
- What would you like the deceased person to wear?

## What paperwork will you need?

The undertakers will need the following documents in order to organise the funeral:

- Personal ID card or passport of the deceased person
- Official evidence of the marital status of the deceased person in the form of an excerpt from the family register or the family book. If the deceased person was a widow or widower, the death certificate of their deceased husband/wife or their civil partner
- Marriage certificate for those who were married / certificate of civil partnership
- Marriage certificate and divorce decree for those who were divorced / civil partnership
- Birth certificate in the case of single persons
- Grave card / grave number (if available)
- Death certificate of the deceased person; this will be handed over directly to the undertakers by the Klinikum Stuttgart
- Health insurance no. and card
- Pre-paid funeral plan contract (if available)

## Later on, you will need

- Social insurance details
- Insurance policies: life insurance, funeral expense insurance and accident insurance policies with statements to show contributions
- Last will and testament for the probate court and notary public
- Notification of the most recent pension adjustment