

Checklist: PRACTICAL STEPS FOR COPING WITH THE END OF LIFE

Although talking with loved ones about dying can be painful, it's important to honor the expectations of the terminally ill and, in doing so, help family members cope with the aftermath.

Here's a check list for adults facing a terminal illness and for their survivors.

DOCUMENTS/INFORMATION

Make copies and tell family members/survivors where the originals are.

1. Birth certificate
2. Marriage and divorce certificates
3. Social Security number
4. Military discharge record
5. Group and ID numbers for Medicare and for other insurance
6. List of passwords/codes for devices
7. List of assets
 - a. Checking accounts, money market, IRA, 401(K)
 - b. life insurance policies, house deed
8. Legal Documents (see document at <https://www.bethesdafriends.org/End-of-Life-Resources>)
 - a. Will (assign personal representatives)
 - b. General power of attorney
 - c. Health care power of attorney
 - d. Advance Medical Directive

THINKING AHEAD

Discuss plans/wishes with loved ones.

1. Disposal of home, vehicles, and personal belongings
2. Care for pets
3. [Organ donation](#)
9. Preference for burial or cremation (see document at <https://www.bethesdafriends.org/End-of-Life-Resources>)
 - a. Quaker burial
 - b. Green burial
 - c. Disposal of ashes
4. Funeral/Memorial Meeting
10. Quaker Memorial (see documents at <https://www.bethesdafriends.org/End-of-Life-Resources>)
5. Obituary/memorial donation
6. Letters to loved ones
7. Prepare list of people to contact
11. Hospice care (see document at <https://www.bethesdafriends.org/End-of-Life-Resources>)

AT THE TIME OF DEATH

Take care of arrangements.

1. NOTIFY
 - a. Family and friends
 - b. Doctors/clergy
 - c. Funeral home/cremation service
12. Arrange memorial service (see document at <https://www.bethesdafriends.org/End-of-Life-Resources>)
2. Place obituary
3. Order death certificates

AFTER DEATH

Take care of the deceased's affairs.

1. NOTIFY:
 - a. Lawyer/financial adviser
 - b. Social Security (and Medicare)
 - i. [Survivor Benefits](#)
 - c. Pension provider
 - d. Insurance agents
 - e. Cancel or change policies such as auto, home, umbrella, etc.)
2. PAY OUTSTANDING BILLS:
 - a. Mortgage
 - b. Insurance (home, auto, etc.)
 - c. Utilities (electric, water, phone, Internet. etc.)
 - d. Medical
 - e. Credit accounts
3. CANCEL:
 - a. Refillable prescriptions
 - b. Newspaper/magazine subscriptions
 - c. Cellphone accounts
 - d. Credit cards
 - e. Memberships
 - f. Email and social media accounts, apps
4. Forward mail
5. File federal/state estate tax forms

OTHER HELPFUL LINKS

[AARP's What to Do When a Loved One Dies](#)

[Consumer Reports' What to Do When a Loved One Dies](#)