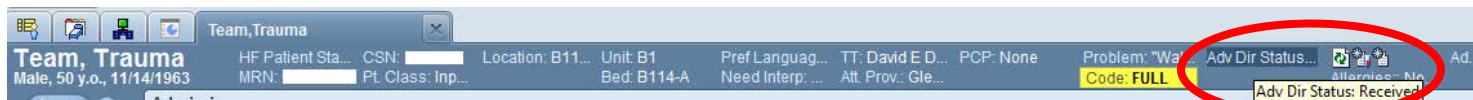



## New Advance Directives Workflow

In order to streamline Advance Directive (AD) documentation, everyone will begin documenting their review and receipt of AD information in the same place in Hyperspace.

**Access Advance Directives from Patient Header**—hover to discover current status, click to access Demographics activity that contains specifics about this patient's Advance Directive.



**Current AD Status**—If the patient has an Advance Directive scanned in the system already, you will find a  icon beside the document type. Click on this icon to open the scanned record of the patient's AD. If the patient does not have an AD, you can see if they received or declined the AD booklet. You can also see when this patient's AD was reviewed last and by whom.



**Demographics**

Contact Information   Clinical Information   Additional Information   **Advance Directives**   Inpatient Information

Power of attorney on file:

Living will on file:    Date received:            

  Advance directives have never been reviewed

Type of Document	Description	Status	Date Received
 Advance Directives and Living Will		Received [10]	8/8/2013
 Advance Directives and Living Will		Received [10]	10/16/2013

**Advance Directives on Admission and at Procedure (HOD) Visits**—the Demographics Section in the navigators has been renamed **AdvDir/Demographics**. RN and MD Admission navigators have the section (including Observation and Extended Recovery navigators). HOD navigators also have the section. Click on the section to open the activity.

**Admission**

Active Meds (1):  
**Aspirin**

Allergies (0):  
**No Known Allergies**

 **Signed and Held Orders**

**Team, Trauma # [REDACTED] (CSN: [REDACTED]) (50 y.o. M) (**

**Signed and Held Orders**

None

**Pre-Procedure Signed and Held Orders**

None

**Admission/Transfer Signed and Held Orders**

To Be Released

 **AdvDir/Demograph...**

**Documentation Workflow**—the Demographics activity contains two tabs that are relevant for this workflow—Advance Directives and Additional Information. Document your review of the patient’s Advance Directive status in the Advance Directives tab. Click ‘New’ to document the status of a patient’s actual AD document. The system will automatically enter the type of document (Advance Directives and Living Will) and today’s date. You will need to update the status. Note that if the patient does not have an advance directive at all, we are still required to document that we have offered the AD information booklet. Use the status of AD Declined if the patient declines to take the AD booklet. And, use AD Information Given when the patient accepts the booklet. Make sure to click the ‘Mark as Reviewed’ button.

**Demographics**

Contact Information Clinical Information Additional Information **Advance Directives** Inpatient Information

Power of attorney on file: No

Living will on file: No

**Mark as Reviewed** **New** View Delete Current Go to Line

Last reviewed on 4/10/2014 by DOUGAN, COLLEEN

Type of Document	Description	Status	Date Received
Advance Directives and Living Will		AD Copy Requested [100009]	4/6/2014

**Demographics**

Contact Information Clinical Information Additional Information **Advance Directives** Inpatient Information

Power of attorney on file: No

Living will on file: Yes

**Mark as Reviewed** Last review

Type of Document	Status
Advance Directives and Living Will	Not Received [10]
Advance Directives and Living Will	Received [10]
Advance Directives and Living Will	Received [10]
Advance Directives and Living Will	Received [10]
Advance Directives and Living Will	Received [10]

**Category Select**

Search:

Title
AD Copy Requested
AD Declined
AD Information Provided
Not Received
<b>Received</b>

5 categories loaded.

Accept Cancel

**Documentation of DPOA's Name and Contact Info**—If the patient does have an AD, then you will need to make sure to document that person's name and contact information on the Additional Information tab. Click 'Add', enter the person's name and contact information. Also, make sure to enter a relationship of Durable Power of Attorney for Healthcare.

**Demographics**

Contact Information Clinical Information **Additional Information** Advance Directives Inpatient Information

**Patient Relationships**

Add Edit Remove Move Up Move Down

Name	Rel to patient	Home phone	Work phone	Mobile phone	Comment
+ [ ]	Daughter	[ ]		[ ]	

**Patient Communication Preferences**

Allowed communication: ? ☐ Do not contact ☐ Mail ☐ Phone ☐ E-mail ☐ MyChart

**Demographics**

Contact Information Clinical Information **Additional Information** Advance Directives

**Patient Relationships**

Add Edit Contact Information

Name: [ ]

Address: [ ]

City (or ZIP): [ ]

State: [ ] ZIP: [ ]

County: [ ]

Country: [ ]

Rel to patient: [ ]

Legal guardian? [ ]

Hearing Impaired? [ ]

Visually Impaired? [ ]

Patient link: ☐ This patient ☐ Contact: ☐ Another patient: ☐

Home phone: [ ]

Work phone: [ ]

Mobile phone: [ ]

Comment: [ ]

Link Accept

**Relationship to Patient Select**

Search: [ ]

Title	Number
Adoptive Father	44
Adoptive Mother	45
Aunt	32
Brother	1
Brother-in-Law	26
Caregiver	66
Cousin	36
Daughter	2
Daughter-in-Law	27
Durable Power of Attorney for Healthcare	100
Employer	39
Ex Husband	59
Ex Wife	60
Executor Estate	47
Father	3
Father-in-Law	38
Foster Father	48
Foster Mother	49
Friend	5
Granddaughter	63
Grandfather	65
Grandmother	64
Grandson	62
Guardian	20
Husband	21
Mother	8
Mother-in-Law	37

53 categories loaded.

Accept Cancel