Policy/Procedure Title	Documentation of Advanced Directives	Manual Location		Pastoral Care		
Policy/Procedure #	PC20	*Effective*		6/23/93		
Department Generating Policy	Pastoral Care		Page	1	of	2
Affected Departments	Pastoral Care					
Prepared By	Father Francisco Cuevas	*Dept/Title*	Pastor			
Dept / Committee Approval (If Applicable)		*Date/Title*				
Administrative Approval (If Applicable)		*Date/Title*				

PROCEDURE:

1. Patient Care Area (ED, SDS, patient unit) obtains Advance Directives information from patient. The patient's current identifying information label will be placed on any Advance Directive documents obtained and the documents placed with the Patient Rights section of medical record. An orange Advance Directive label is placed on the front of the chart cover indicating which Advance Directive is in chart. When patient is discharged, Advance Directives will be included with all documentation sent to Medical Records.

2. Medical Records will enter the ACD Code (Advance Directives) and date into the computer on the Medical Records Overview screen - MRT 080. The code will always be a 1, and the date entered is the date of discharge. The patient's name or account number is used to access this screen.

3. At the time of the patient's subsequent visit to VMH, the wording "ADVANCE DIRECTIVES ON FILE" and the date of discharge will print on all admission and registration forms. Patient Care staff will call Medical Records for the old chart or copies of the Advance Directives from the old chart, verify with the patient that these are current and valid, and place the copies on the new chart.

4. If, on a subsequent visit, a patient brings in new Advance Directives forms, these will be sent to Medical Records with the current documentation after the patient is discharged. Medical Records will check the dates on the forms and revise the date in the computer to the discharge date when the most recent version of the Advance Directives was received.

5. Patients can bring in new forms at any time. If the patient's previous chart has been filmed, Medical Records will enter 01/01/75 in the ACD Date field. This date will alert staff that Advance Directives will be filed in the paper alphabetical Advance Directives file in the Medical Record Department.

6. If a patient rescinds Advance Directives which are in an open medical record appropriate documentation will be done. For example, the patient could mark a line diagonally across each page and write "Rescinded" plus the date and their signature on each page. The rescinded document, marked as such, will remain in the medical record as documentation.

    If a former patient rescinds Advance Directives copies of which are in their medical record, it is the patient's responsibility to notify the Medical Records Department of the rescission.

Reviews/Revisions:	1st	2nd	3rd	4th	5th
Date:	2/5/07	4/2011			
By:	Pastoral Care	Fr. Cuevas			

Policy/Procedure Title	Documentation of Advanced Directives	Manual Location		Pastoral Care		
Policy/Procedure #	PC20	*Effective*		6/23/93		
Department Generating Policy	Pastoral Care		Page	2	of	2
Affected Departments	Pastoral Care					
Prepared By	Father Francisco Cuevas	*Dept/Title*	Pastor			
Dept / Committee Approval (If Applicable)		*Date/Title*				
Administrative Approval (If Applicable)		*Date/Title*				

In either case, the Medical Records Department staff will be notified and will delete computer references to "Advance Directives on File" so that on subsequent admissions nothing will appear on the patient's registration forms relative to Advance Directives. The Advance Directives will remain in the closed medical record since they were in effect at the time the person was a patient.

Reviews/Revisions:	1st	2nd	3rd	4th	5th
Date:	2/5/07	4/2011			
By:	Pastoral Care	Fr. Cuevas			