

Cerner PowerChart, FirstNet and Ambulatory EDUCATION

Directives Introduction

For Advance Directives specifics, including how to obtain blank directive documents, activation requirements, validity, reaffirming, and revocation please visit the **Advance Directives Policy**.

Directives and/or Advance Care Planning documents can include, but are not limited to:

- an Advance Directive (otherwise known as a Durable Power of Attorney for Healthcare or a Patient Advocate Designation)
- a Living Will
- a Michigan Physician Order for Scope of Treatment (MI-POST)
- a Michigan Do-Not-Resuscitate (DNR) order
- a Letter of Guardianship
- a Non-Opioid Directive

Directives EMR Storage Process

- 1. Blank Directive Obtained
 - A blank directives document is obtained. (See Advance Directives Policy for obtaining blank directives. Most are available in Forms or via the McKesson System).
- 2. Directive Completed
 - A completed directive document is provided via, fax, mail, or is presented in person.
- 3. Directive Copied
 - The MHC team member makes a copy and returns the original to the patient.
- 4. Directive Scanned in to the EMR by HIM or Appropriate Personnel (3 Potential Options)
 - The copied directive is sent (faxed, interoffice mail, or delivered) to Health Information Management (HIM).
 - The HIM directive scanning process will take place during normal business hours, Monday-Friday.
 - The copied directive is placed in the patient's bedside chart and will be scanned upon patient discharge, or
 - Appropriate personnel scan the directive into the patient chart in real time.
- 5. Documentation of Directive by Clinical Staff and Provider
 - Hospital Clinical Staff makes note of the directive in a Focus Note using the 'Advance Care Planning' option.
 - Provider makes note of the directive in a Provider/Progress Note.

6. Directive Chart Alert Activated

- Letters of Guardianship or Non Opioid Directives scanned into the patient's EMR will fire a Chart Alert, prompting clinicians to review the document.
- 7. Inactive or Revoked Directive Sent to HIM or Appropriate Personnel
 - Follow instruction #4 to have the Inactive or Revoked Directive scanned into the EMR.
 - The HIM revoke process will take place during normal business hours, Monday-Friday.
- 8. Documentation of Inactive or Revoked Directive by Clinical Staff and Provider
 - Hospital Clinical Staff makes note of the Inactive or Revoked Directive in a Focus Note using the 'Advance Care Planning' option.
 - Provider makes note of the Inactive or Revoked Directive in a Provider/Progress Note.

Note: The Directive will not be available to others electronically and the chart alert will not fire until it is scanned in to the EMR.

Note: The Inactive or Revoked Directive will

not be available to others electronically and

the chart alert will continue to fire until it is

scanned in to the EMR.

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Viewin	g Directives:	Active, Inac	tive, or Revoked						
1.	Active, Inactive, or Revoked Directives can be viewed from the Directives Folder in Clinical Notes.								
2.	An Active Di from the act Inactive or R	rective that ive Directive revoked fold	becomes Inactive es folder, and place ler with Inactive or	< > 管 4	▼ 🔒 Clinical	Notes K 🗟 🖴	- 1		
3.	applicable. Directives ca Planning MF Code Status Healthcare I Tode Status - Advance Car × *	oplicable. irectives can also be viewed from Code Status-Advance Care anning MPage/Workflow. For additional details regarding on ode Status- Advance Care Planning visit Clinical EHR Education > ealthcare Decision Maker education. atus-Advance Car. * * Code Status					 Radiology Pathology Reports Assessment Notes Emergency/Urgent Care Documentation Patient Generated Documentation Directives AMD/DPOAH Revoked AMD/DPOAH 		
	Documents (1) Emergency Contacts		10:26				Revoked Non Opioid D	irective	
L	Healthcare Decision Maker	Code status Code Status Consent Di Documents (1)	Full Code (no limitation on resuscitative mea Patient	isures)			β	ll Visits: Last 85 years 🗸	,"
						Change Filter	Last 50 Notes My Notes Only	Group by Encounter	J
		Time of Service	✓ Subject	Note Type	Author	Last Updated	Last Updated By		
		 In Progress (0) 							
		MAY 26, 2022	AMD/DPOAH	AMD/DPOAH	Rezzo RN, Monica S	MAY 26, 2022	Rezzo RN, Monica	5	
		Emergency Contac	ts				All Visits Last 6 months Last 1 y	ears Last 5 years	r

4. **ED ONLY:** Directives trigger a Critical Note Icon on LaunchPoint and are available for review in the Critical Notes section within the Patient Summary.



Directives Chart Alert

A Chart Alert will pop up when opening a patient's chart on all encounters if any of the following directives are filed into Clinical Notes:

- Letters of Guardianship
- Non Opioid Directive

NOTE: The chart alert will fire one time per day per person opening the chart. The chart alert will be discontinued when an Inactive/Revoked Guardianship or Non Opioid Directive is scanned into the chart.



OK



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Scanning Active Directives into the EMR (HIM and Appropriate Personnel Only)

- 1. Receive Active Directives document for PowerChart scanning.
- 2. Identify and review the document for scanning requirements using the Scanning Checklist below.
 - a. Confirm the document has not been previously scanned. Do NOT scan, if the document is already in the system.
 - b. Check the signed dates of the document and check each page to ensure no updates have been written in.
- 3. Within Clinical Notes, click the Scan icon.
- The Add Document window will open.
 Verify the Patient Level Document box is checked.
- Select the Type of document (see table below).
- 6. Add the Subject field (see table below).
- Set the date/time to the time of the document was signed, NOT the scan date.



- a. If the document does not indicate a time enter 1200.
- 8. Ensure your name is in the Author box.
- 9. Click, Import or Scan.
- 10. Click, Sign.

Active Advance Directives Document Type and Subject							
Document	Document Type	Subject Field					
AMD/DPOAH	AMD/DPOAH	AMD/DPOAH					
Living Will	AMD/DPOAH	Living Will					
Patient Advocate Designation	AMD/DPOAH	Patient Advocate Designation					
Letters of Guardianship	Letter of Guardianship	Letters of Guardianship					
Physician Letters of Incapacitation	Capacity Assessment	Letters of Capacity					
Custody and Adoption Papers	Letter of Guardianship	Custody and Adoption Papers					
Mi-POST	POST/DNR	POST					
Michigan Do-Not-Resuscitate Order	POST/DNR	Mi-DNR					
Non Opioid Directive	Non Opioid Directive	Non Opioid Directive					



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Sign

Paste File

Import Scan

Scanning Inactive or Revoked Directives into the EMR (HIM and Appropriate Personnel Only)

- 1. Receive an Inactive or Revoked Directives document for PowerChart scanning.
- 2. Identify and review the document for completion and confirm the document has not previously been scanned.
 - a. Do NOT scan, if the document is already in the system.
 - b. Check the signed dates of the document and check page to ensure no updates have been written in.
- 3. Within Clinical 🗶 🗟 🖾 🦋 🛍 🛆 🏀 🔊 Notes, locate the corresponding Revoked Non Opioid Directive Hicks, Wendy J Q 🛅 Radiology 10/06/2021 ▲ ~ EDT Auth (Verified) *Date: Status: document, click 🛅 Care Coordination 🛅 Emergency/Urgent Care Documentatio Subject: Modify. The Directives AMD/DPOAH Associated Providers: Modify Modify Letter of Guardianship/Capacity POST/DNR Patient Level Document: 🖂 👘 Letter of Guardianship Document Capacity Assessment Capacity Assessment

 Image: Capacity Assessment
 window will 9/10/2021 15:01 EDT Hicks, Wendy Facesheets NONOPIOID DIRECTIV Modify Existing Docum open. 🛅 Administrative & Legal Documents Michigan Department of Health and H Required by MCL 333.9145 effective You have attempted to add a page to an existing 4. Change the Type MUST BE INCLUDED IN THE PATIENT'S MEDICAL RECORD Append Cancel Insert of document to Other names used by patient Preferred I Inactive/Revoked (see table below). 1 of 1 ሪ 🍐 步 步 😼 🕼 🗖 - 🚰 🖻 Page 🗨 🗨 🖪 5. Set the date/time to the time the ~ 10 B U / S 🔳 🖩 🚢 🕬 🏘 Courier Nev ୍ 🔫 🔍 🔍 አ 🖻 🛍 🖔 Ø inactive/revoked document was signed. *Insert Addendum Here: a. If the document does not indicate a time enter 1200.
- 6. Click Import or Scan to add a page to the existing document.
- 7. Click, Insert. Add the Inactive/Revoked document to the first page.
- 8. Click, Sign.

Inactive or Revoked Advance Directives Document Type					
Document	Document Type				
Termination/Modification of Guardianship Letters	Inactive Letter of Guardianship				
Revoked Non Opioid Directive	Revoked Non Opioid Directive				
Revoked AMD/DPOAH	Revoked AMD/DPOAH				
Revoked Living Will	Revoked AMD/DPOAH				
Revoked Patient Advocate Designation	Revoked AMD/DPOAH				

Save & Close Cancel

Save



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Scanning Checklist Requirements

Scanning Checklist Requirements					
If no to any items for the corresponding directive, do					
NOT scan. Return to the patient to address errors.					
AMD/DPOAH					
	Signed by the patient				
	Signed by two witnesses				
LETTERS of GUARDIANSHIP					
	Signed by judge				
CAPACITY ASSESSMENT					
	Signed by physician				
	Date of signature less than 1 year old				
MICHIGAN OUT OF HOSPITAL DNR					
	Signed by patient/guardian/advocate				
	Signed by 2 witnesses				
	Signed by physician				
MI-PO	ST				
	Signed by physician, PA, or NP				
	Signed by patient/guardian/advocate				
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