![Munson Healthcare logo]

Advance Directives in the EMR for All Providers, Nurses and Clinical Staff

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.

   > 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.

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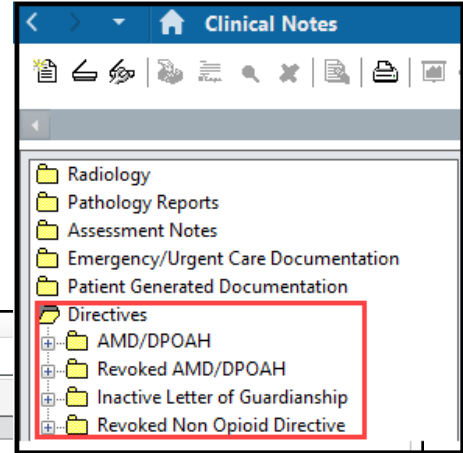
   > Note: The Inactive or Revoked Directive will not be available to others electronically and the chart alert will continue to fire until it is scanned in to the EMR.

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.

Viewing Directives: Active, Inactive, or Revoked

1. Active, Inactive, or Revoked Directives are viewed from the Directives Folder in Clinical Notes.

2. An Active Directive that changes to Inactive or Revoked, is removed from the active Directives folder, and placed in the corresponding Inactive or Revoked folder with Inactive or Revoked document if applicable.

3. Directives are also viewed from Code Status-Advance Care Planning MPage/Workflow. **For additional details regarding on Code Status- Advance Care Planning, visit Clinical EHR Education > Healthcare Decision Maker education.**

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.
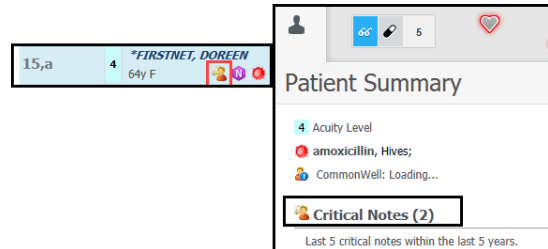
Directives Chart Alert

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.

Legal Guardian

This patient has a court appointed guardian. Reference the Letter of Guardianship on file to understand the breadth of the guardians' decision making authority.

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Caution!! Non-Opioid Directive On-File

PASMUNSON, BIRD has an active **Opioid Opt-Out** on file. Please refer to this Opt-Out document, located in *Clinical Notes* in the *Directives* folder, when considering therapeutic plans for which opiates may be indicated.

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