

Advance Care Planning in myChart

- Advance Care Planning Overview.....1
- Advance Care Planning Documents.....1
- Health Care Agents.....3
- Helpful Resources.....3
- How to Scan Documents into One PDF3
- Download ScanPro for iOS.....4
- Download ScanPro for Android.....5
- Scan a Document.....7

Advance Care Planning Overview

The most effective way to ensure your wishes are honored is through the completion of an advance healthcare directive. The Advance Care Planning activity in myChart provides you with resources to take a proactive approach in providing loved ones and medical providers important information about your healthcare wishes. New features are available for you to upload planning documents, view health care agents if assigned, and access helpful resource links.

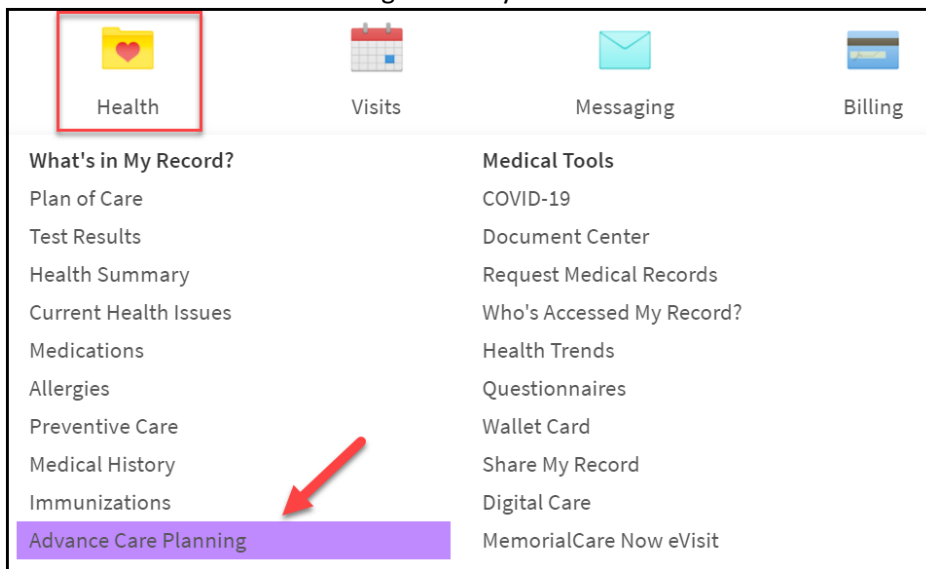
Advance Care Planning Documents

You can upload Advance Care Planning documents such as an **Advance Directive, Power of Attorney for health care,** or a **POLST.**




Documents must be uploaded in a single file. Please refer to the instructions listed below on how to scan using ScanPro app


1. Go to the Advance Care Planning tab in myChart



- Click on the **Add a Document** tile to upload the document



ADD A DOCUMENT

Common documents include Advance Directives, Living Wills, a Power of Attorney for Health Care, or a Physician Orders for Life-Sustaining Treatment (POLST) form

 To ensure your document is accepted, ensure that it is legible and includes all necessary dates and signatures.

- Check back within one week to verify the status:
 - In Review** – document is still pending
 - Accepted** – Your document has been added to your chart (EHR?) and is visible to your medical providers
 - Not Accepted** – Look for the comment indicating the reason it was not accepted, make any necessary changes, and upload the document again.


Documents On File


Accepted

Advance Directives / DPA

Added on 10/8/2020


Documents In Review


In review

Advance-Medical-Directive-Form.jpg

Uploaded on 9/11/2020

Not Accepted Documents


Not accepted

CA-POLST-front-233x300.jpg

Uploaded on 10/8/2020

Health Care Agents

- Any assigned Health Care Agents will display in the Advance Care Planning Activity.
- Health Care Agents make medical decisions for you in the event you are unable to do so. Health Care Agents are not always the same as your Emergency Contacts.
- Only your provider can add or change a Health Care Agent in myChart. If you wish to add or change your Health Care Agents, please update your advance healthcare directive, upload the new document, and inform your provider.

Helpful Resources

- Resource hyperlinks are available to assist patients in making care decisions
 - MemorialCare Advance Care Planning Resources: <https://MemorialCare.org/ACP>
 - The Conversation Project: www.theconversationproject.org

How to Scan Documents into One PDF

Patients can upload planning documents such as an Advance Directive, Living Will, Power of Attorney for health care, or POLST. There are several ways to send planning documents for review to your MemorialCare team. Here is a list of options available:

- Fax to your doctor's office
- Bring documents physically with you to an appointment
- Upload documents via the Advance Care Planning Activity in myChart (see above for accessing the Activity)

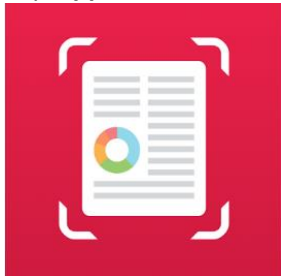
In order to upload documents via myChart, planning documents must be combined into one PDF file in order to be properly uploaded into the Advance Care Planning activity. We recommend the ScanPro app to combine documents. ScanPro allows you to integrate convenient document scanning from your phone and save them as offline PDF's for best privacy protection. Instructions on how to use the app are listed below.

Disclaimer: ScanPro is a third-party application. Any mention of products or services provided by third parties is for informational purposes only and constitutes neither an endorsement nor a recommendation by MemorialCare.

MemorialCare assumes no responsibility for those products or services. Your dealings with any third parties mentioned on or found through MemorialCare's Web site are solely between you and any such third party and are subject to any terms, conditions, privacy policies, warranties or representations associated with such dealings. Your use of a third-party site is at your sole risk and, as set forth above, without warranties or legal liability of any kind on the part of MemorialCare. We do not warrant, endorse, guarantee, or assume responsibility for the accuracy or reliability of any information offered by third-party websites linked through the site or any website or feature linked in any banner or other advertising. We will not be a party to or in any way be responsible for monitoring any transaction between you and third-party providers of products or services.

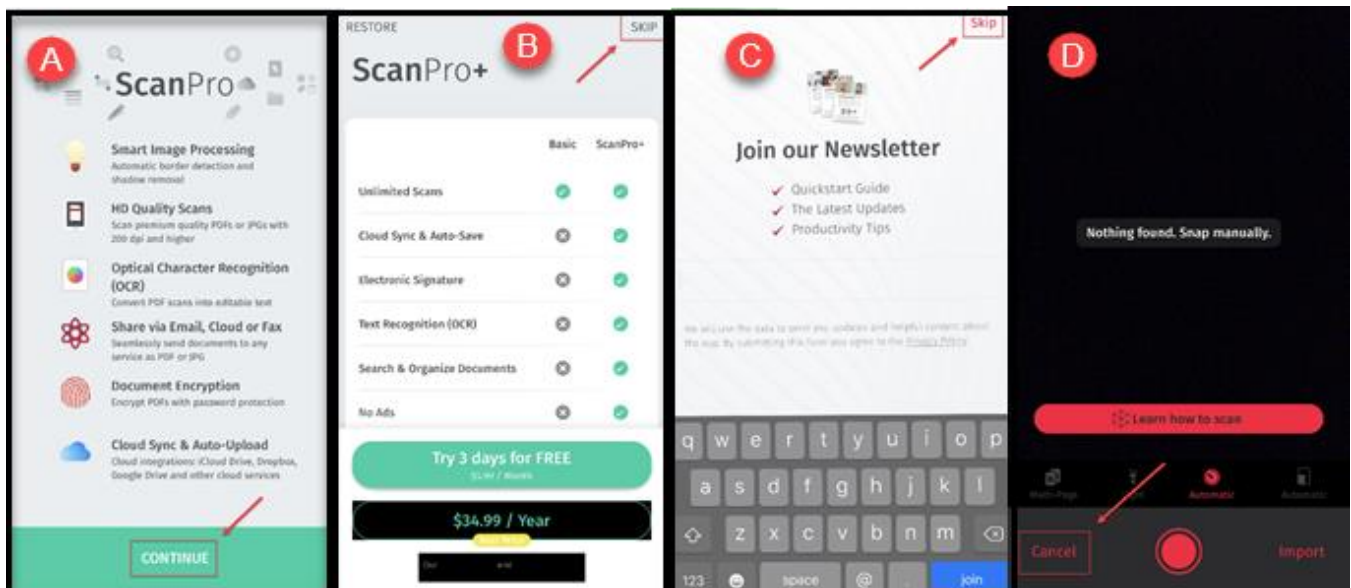
Download ScanPro for iOS

1. Tap **App Store** and search **ScanPro** App



ScanPro icon

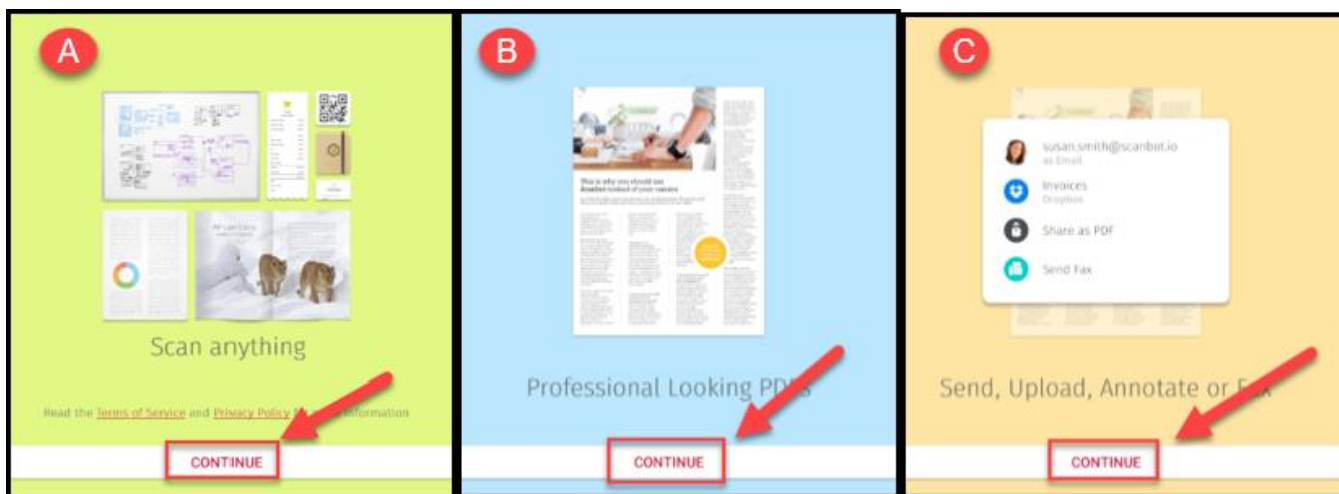
2. Tap **Get** and choose **Install**. You may need to enter your Apple ID password
3. Once installed, follow the prompt steps below to set up the app and allow it to access the camera. On ScanPro, you do not need to create an account
 - a. Click continue on the first screen
 - b. Click Skip on the ScanPro+ page on the top right corner
 - c. Click skip on the Join our Newsletter page on the top right corner



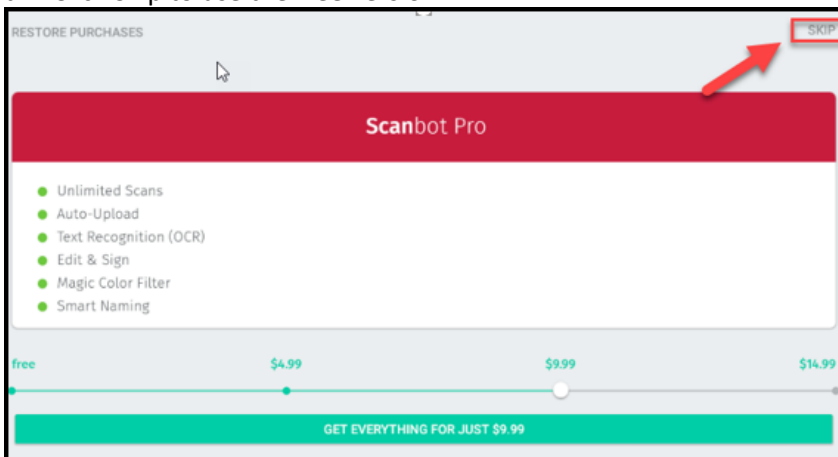
How to install ScanPro for iOS

Download ScanPro for Android

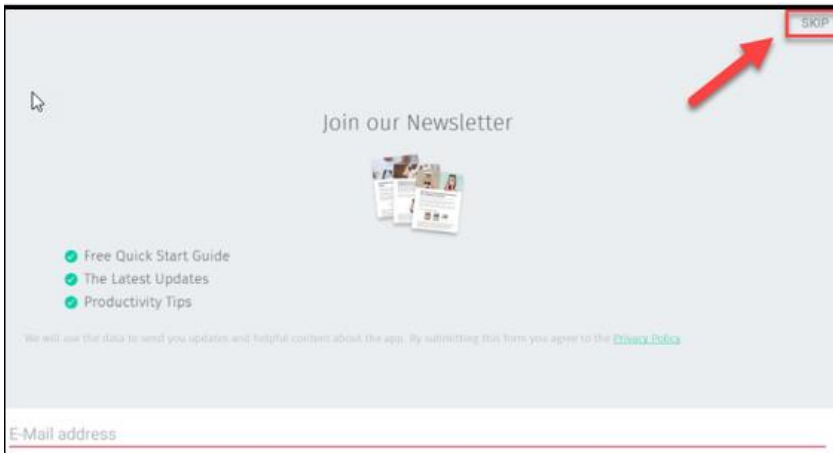
1. Tap Play Store and search **ScanPro App**
2. Tap **Install** and tap **Accept**. You may need to sign into your Google account if you are not already signed in
3. Tap the app on your Home screen once it has installed. Follow the prompts to set up the app and allow it to access the camera. On ScanPro, you do not need to create an account.
 - a. Click Continue through Scan anything
 - b. Click Continue through Professional Looking PDF's
 - c. Click Continue through Send, Upload, Annotate or Fax



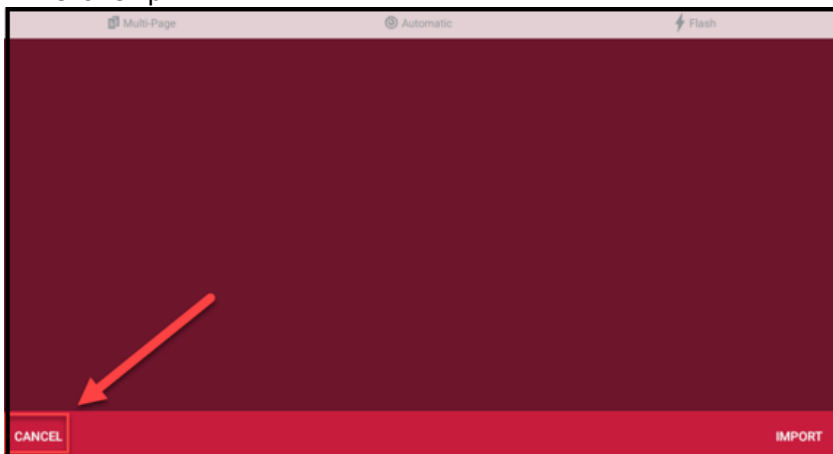
- d. Click Skip to use the free version



- e. Click Skip and bypass joining the newsletter

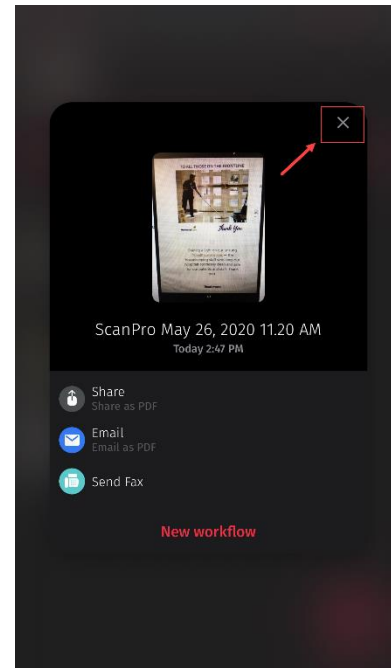
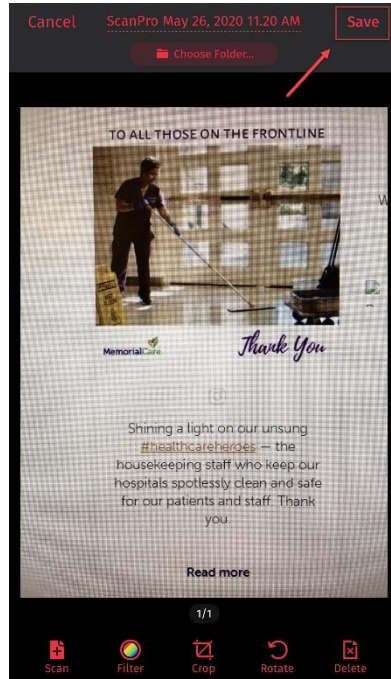
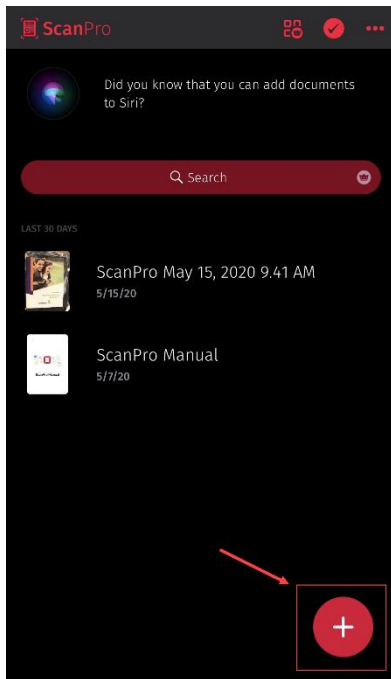



f. Click Skip



Scan a Document

1. In the bottom right hand corner, tap the **red plus (+) sign**
2. Once you have scanned the document, tap **save** in the upper right-hand corner. If you have multiple documents to scan, click the **x**, do not save. Repeat steps 1-2 until you have finished scanning all documents



 Advance Care Planning Documents must be combined into one PDF

3. Once you are finished scanning your documents, click on the **red check mark** on the top right-hand corner
4. Choose the documents you want to email
5. In the bottom left hand corner, tap **Send to**
6. Select **Share as PDF** option and select **Mail** to send as an email. This will automatically attach your selected documents into one single email that is ready to be sent.
7. Email the PDF to yourself which can be downloaded to your local computer. Upload the single file into the Advance Care Planning activity in myChart.

