



## Quick Tips for Advance Directives in CRIS (Nursing)

Effective December 9, 2009, you will be able to view scanned copies of your patients Advance Directives (AD) in CRIS!

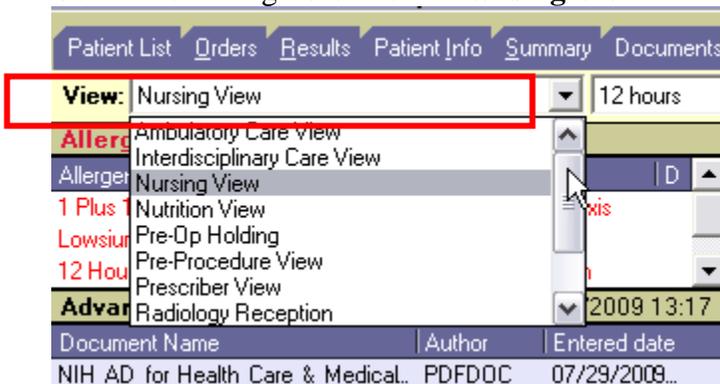
The Medical Records Department will scan and file the paper copy of the AD on patients that have been discharged after December 1, 2009. The images of the scanned AD will be viewable in CRIS within 24 up to 72 hours following a patient's discharge and the receipt of the medical record in the chart.

**\*\* How to check whether a patient has a scanned AD document? \*\***

1. Click the **Clinical Summary** tab.



2. Confirm or change **View** to the **Nursing View**.



The **Advance Directives** tile displays.

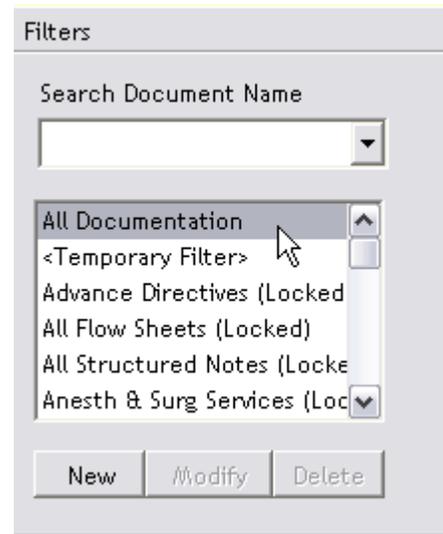
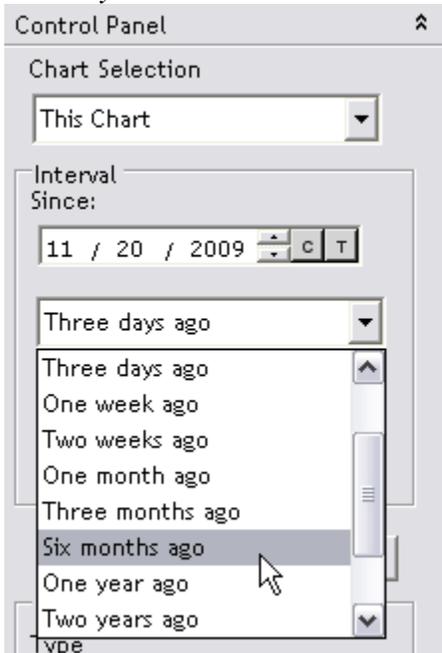
3. Review the contents of the tile. If an AD document has been scanned, it will display with "PDFDOC" (or to that effect) as the author. *Note: there are three AD document types.*

Use the **Entered date** to assist with locating the AD document.

*Note: The **Entered date** reflects the actual day the patient signed the AD document.*

Document Name	Author	Entered date
NIH AD for Health Care & Medical..	PDFDOC	07/29/2009..
Durable Power of Attorney for...	PDFDOC	07/20/2009..
Living Will	PDFDOC	07/20/2009..

- Click the **Documents** tab. Adjust your Time Interval and Document filters to include the Entered date and “All Documentation”. *Note: there are several ways to adjust filters. This illustration is one example. You may also create an Advance Directive filter to further limit your search.*



- Locate the desired AD type. Double-click the camera icon.

	Date	Document Name
	07/29/2009	NIH AD for Health Care & Me... I
	07/20/2009	Durable Power of Attorney fo... I
	07/20/2009	Living Will

The AD document displays on the screen. Right-click to print.

- Click the red “X” at the top right hand corner to exit.

### **\*\*How to Modify an Existing AD document?\***

#### Scenario #1: Patient no longer wants to continue their Advance Directive

- Click the **Enter Document** icon .
- Locate the **Advance Directives** note.

- In the Status section, select “Patient has advance directive but does not want to continue it”. The **Intervention** observations displays.

**Details**

Status

- Patient has advance directive and wishes to continue it
- Patient has advance directive but does not want to continue it
- Patient has an advance directive but did not bring a copy
- Patient does not have an advance directive
- Advance directive is not applicable for this patient
- Modification to current advance directive is needed
- Patient declines to execute advance directive at this time
- Patient declines to execute research portion of NIH Advance
- Patient wants information about NIH Advance Directive
- Social Work referral order placed
- Follow up to take place with improved patient status

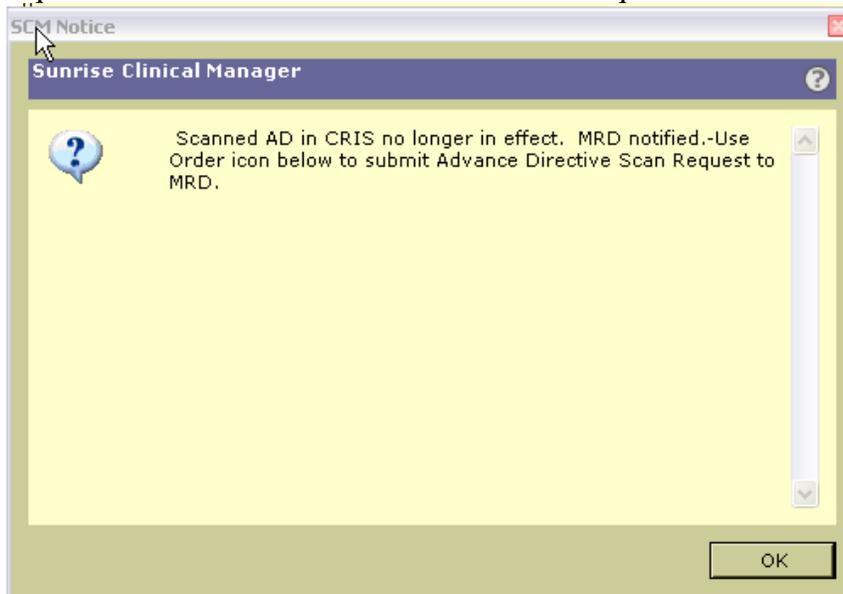
Intervention

- Advance directive no longer in effect and removed from chart
- Scanned AD in CRIS no longer in effect. MRD notified.

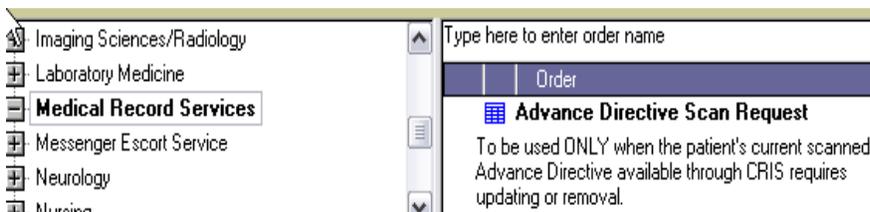
Referred To

- Social worker
- Bioethics department

- Select the appropriate intervention(s). A generic message displays instructing you to enter a service request to submit an Advance Directive Scan request to MRD. Click **OK**.



- Click . Using **Start of Browse**, locate **Medical Record Services** → **Advance Directive Scan Request** or using **Manual Entry**, type **Advance**. Select **Advance Directive Scan Request**.



6. Complete the request as appropriate.

Advance Directive Scan Request - NIHLABTEST, PATA TEST

Order: Advance Directive Scan Request Order ID: 001

Requested By: Defensor, Rubi Template Name:

Messages: To be used ONLY when the patient's current scanned Advance Directive available through CRIS requires updating or removal.

Conditional Order  Max # of activations: [dropdown] [Clear]

Priority: Routine (24 Hours) Reason for STAT or Priority Precedence

Request: [Clear]

Scanned DPA in CRIS is not current and has been revised

Scanned Living Will in CRIS is not current and has been revised

Scanned NIH Advance Directive in CRIS is not current and has been revised

Scanned Advance Directive is no longer in effect and needs to be removed from CRIS and/or the patient's medical record

Special Instructions: [text area]

7. **Submit** the request. The request displays in your note. **Save** when documentation is completed.

Social Work and Medical Records Requests

[document] [refresh] [search] Show All Available Show Selected Only 1/1

Chart Scope:

Order Name	Order Summary Line
[-] Medical Records	
<input checked="" type="checkbox"/> Advance Directive Scan Request	Scanned DPA in CRIS is not current and has been revised; Scanned Living Will in C

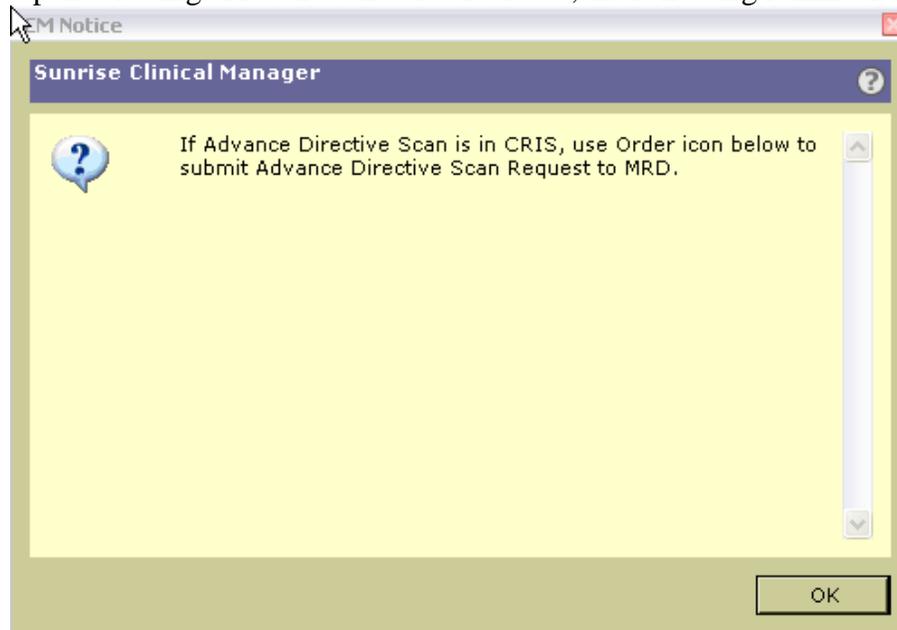
Scenario #2: Modifications to current Advance Directive

1. Click the **Enter Document** icon.
2. Locate the **Advance Directives** note.
3. In the **Status** section, select “Modification to current advance directive is needed”.

## The **Intervention** observations displays.

Details	
Status	<input type="checkbox"/> Patient has advance directive and wishes to continue it <input type="checkbox"/> Patient has advance directive but does not want to continue it <input type="checkbox"/> Patient has an advance directive but did not bring a copy <input type="checkbox"/> Patient does not have an advance directive <input type="checkbox"/> Advance directive is not applicable for this patient <input checked="" type="checkbox"/> Modification to current advance directive is needed <input type="checkbox"/> Patient declines to execute advance directive at this time <input type="checkbox"/> Patient declines to execute research portion of NIH Advance <input type="checkbox"/> Patient wants information about NIH Advance Directive <input type="checkbox"/> Social Work referral order placed <input type="checkbox"/> Follow up to take place with improved patient status
Intervention	<input type="checkbox"/> Advance directive brochure given <input type="checkbox"/> Additional information and assistance with advance directive provided <input type="checkbox"/> Advance directive revised <input type="checkbox"/> NIH Advance Directive for Health Care given

4. Upon selecting “Advance directive revised”, the following reminder displays.



5. Repeat steps 5 through 7 as outlined above in Situation #1.

### **\*\*Additional Information:\*\***

- If a patient is expected to be a long-term admission, it is suggested to place a call to MRD so scanning can take place during the admission, rather than wait for discharge to have the AD document scanned.
- When MRD comes to the unit, they will xerox the AD document and use that to scan