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**.

   ![Clinical Summary Tab](image)

   **View:** Nursing View

   **Allergies:**
   - Ambulatory Care View
   - Interdisciplinary Care View

   **Nursing View**
   - Nutrition View
   - Pre-Op Holding
   - Pre-Procedure View
   - Prescriber View
   - Radiology Reception

   **先进 Directives**

   ![Adv Directives Table](image)

   **Document Name** | **Author** | **Entered date**
   --- | --- | ---
   NIH AD for Health Care & Medical... | PDFDOC | 07/29/2009...
   Durable Power of Attorney for... | PDFDOC | 07/20/2008...
   Living Will | PDFDOC | 07/20/2008...

   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.
4. 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.*

5. Locate the desired AD type. Double-click the camera icon. The AD document displays on the screen. Right-click to print.

6. 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*

1. Click the **Enter Document** icon.

2. Locate the **Advance Directives** note.
3. In the Status section, select “Patient has advance directive but does not want to continue it”. The **Intervention** observations displays.

4. 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**.

5. Click ![Image](image.png). 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.

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

---

**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.

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

<table>
<thead>
<tr>
<th>Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Advance directive brochure given</td>
</tr>
<tr>
<td>□ Additional information and assistance with advance directive provided</td>
</tr>
<tr>
<td>□ Advance directive revised</td>
</tr>
<tr>
<td>□ NIH Advance Directive for Health Care given</td>
</tr>
</tbody>
</table>

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

**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