



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

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 **Social Work View**. The **Advance Directives** tile displays.

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..

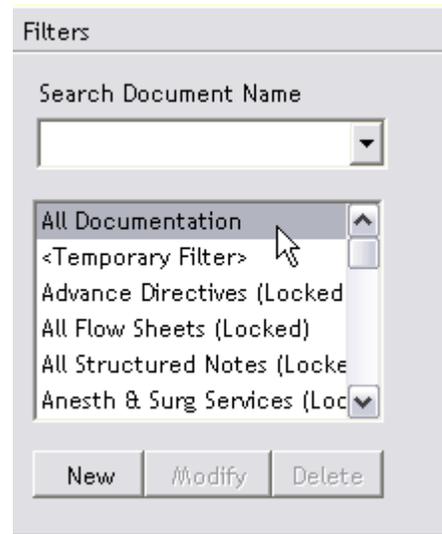
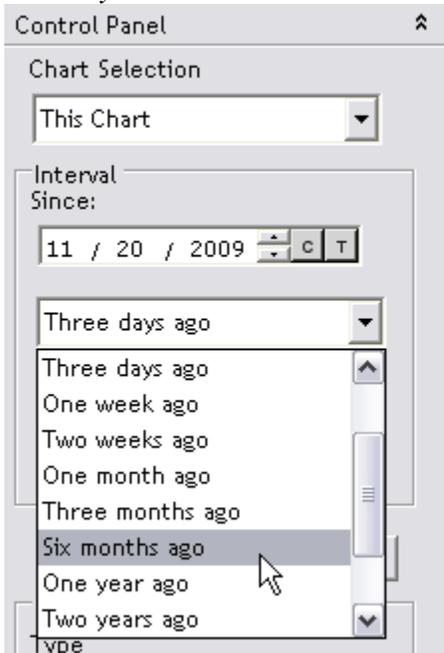
3. Review the contents of the tile. If an AD document has been scanned, it will display with "PDFDOC" (or to that effect) as the author. *Note: there are three AD document types.*

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..

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.

	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.

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

## **\*\*Scenarios\*\***

Scenario #1: Patient no longer wants to continue their Advance Directive or AD is revised

1. Click the **Enter Document** icon .
2. Locate the **Advance Directives** note.

- In the **Follow-Up Details** section, when the observation “**Advance directives revised**” or “**Advance directive no longer in effect and removed from chart**” is selected, a mandatory observation displays. See below.

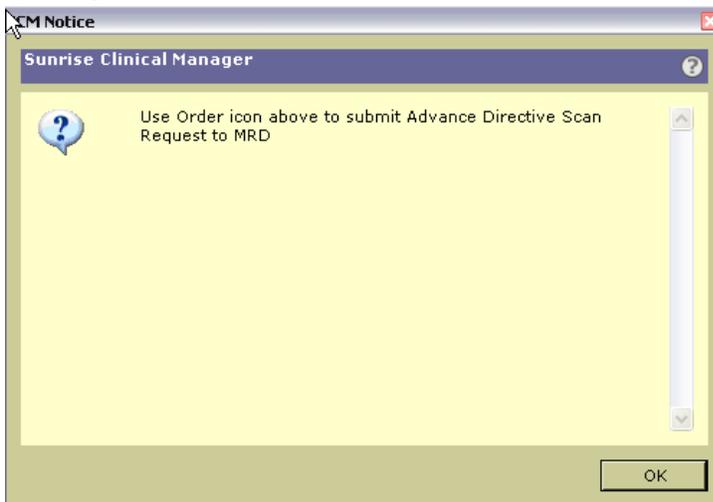
**Follow-Up Details**

Follow-Up Actions

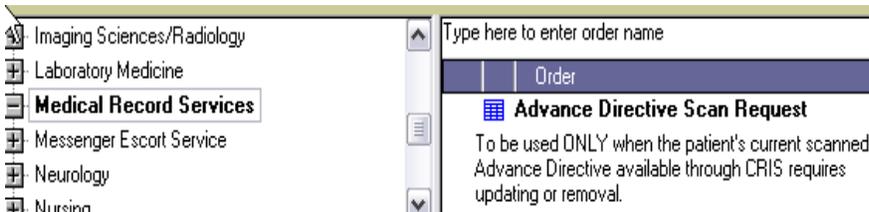
- Additional information and assistance with advance directive provided
- Advance directive executed  Advance directive revised
- Copy of advance directive obtained  Copy placed in chart
- Advance directive no longer in effect and removed from chart
- Patient declines to execute advance directive at this time

\* Does Patient Have a Scanned AD in CRIS?  Yes  No

- If you select “**Yes**”, a SCM Notice displays 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:

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:

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

Social Work and Medical Records Requests

Show All Available Show Selected Only 1/1

Chart Scope:

<input type="checkbox"/>	Order Name	Order Summary Line
<input type="checkbox"/>	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

**\*\*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