

**Purpose:** To understand the standard workflow for processing the Advance Care Planning paper documents that a patient brings into the office.

## Process Steps

1

Patients add/update their ACP documents by bringing updated paper copies into their provider's office.

2

PCC/MA reviews Advance Directive

- Ensure form is completed
- Check for patient signature
- Check for witnesses' signatures and/or notary
- PCC/MA reviews POLST
- Check for patient signature
- Ensure Physician, PA or NP has signed

3

- PCC/MA scans ACP Document using the point of care scanner to the appropriate folder to send to HIMS
- PCC/MA sends message to provider to notify of new ACP document  
*.ACPuploadnotifyprovider*
- PCC/MA keeps paper Adv. Directive or POLST for 1 month and shreds after verifying it has been scanned into patient's chart

4

HIMS staff upload doc. to patient's chart under the corresponding doc. type.

## ACP Document Types

### ADVANCE DIRECTIVE

Patient signature & two witnesses co-sign

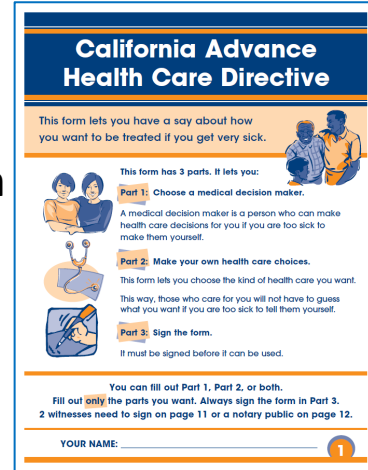
OR

Notary Signature

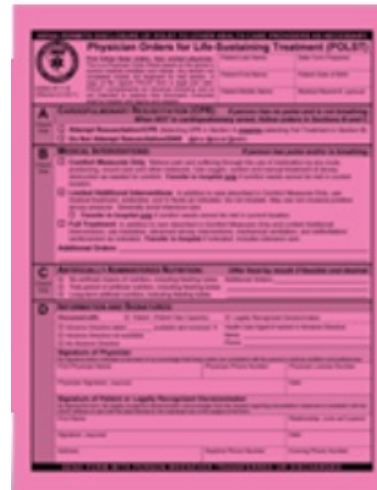
*Note: Employees should not be witnesses on Advance Directives for patients*

### POLST

Patient & Physician, NP, or PA signature needed

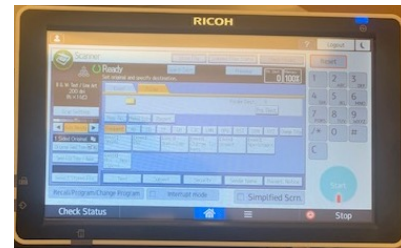


[PREPARE \(prepareforyourcare.org\)](http://prepareforyourcare.org)



[POLST \(capolst.org\)](http://capolst.org)

Note: Point of care scanners may be different at different clinics



SHC- 24 hr. turnaround for non-urgent documents < email to [DL-HIMS-DocumentImaging@stanfordhealthcare.org](mailto:DL-HIMS-DocumentImaging@stanfordhealthcare.org) for urgent requests

SMP-72 hr. turnaround for non-urgent documents < can also scan to Urgent folder for quicker upload time