

# Documenting Your Conversation



**Stanford**  
MEDICINE

Serious Illness Care Program  
 Department of Medicine

OUTPATIENT

## 1. Click **Adv Care Plan**

Superman, Clark  
Male, 52 Y, 12/1/1967  
MRN: 17353806  
HCA: Not Active  
Adv Care Plan:  
MyHealth: Enrolled

2. Click **ACP Form**, document your discussion, then click **Next**

ADVANCE CARE PLANNING NOTE  
ACP Form  
ACP Notes

3. Type dotphrase **“.advancereplanningSMTForm”** to insert the ACP Form into your note

Progress Notes  
ROS Physical Exam  
Service: Date of Service: 7/26/2022 02:00 PM  
Cosign Required  
Insert SmartText  
Advance Care Planning  
Serious Illness Conversation:  
Documented Time 7/26/2022 2:19 PM  
Documented by Fong, Rebecca  
Discussion Participant Patient  
Surrogate(s) Name

INPATIENT

## 1. Click **Code**

Zttest, Batman (.  
Male, 43 Y, 5/5/1978  
MRN: 32405987  
Code: Not on file

2. Click **ACP Form**, document your discussion, then click **Next**

ADVANCE CARE PLANNING NOTE  
ACP Form  
ACP Notes

## 3. Click **Create ACP Note**

of Care/Advance Care Planning  
CARE AGENT  
are Agent  
CARE DOCUMENTS  
Docum...  
Create ACP Note  
Advance Care Planning by O  
Date of Service

## 4. Press **F2** and choose **ACP Form Note**

My Note  
Advance Care Planning  
Service: Palliative Care Date of Service: 6/1/2022 01:37 PM  
Cosign Required  
[Vanishing Tip (do not delete this) ACP:Goals of Care Note Template] [C note type. If you filled out the ACP form choose the second option. To access click [HERE](#). If you changed the code status as a result of this conversation new code status order by clicking [HERE](#) before writing this note.] 47476]  
Type of note to be documented 43781  
Goals of Care Note [TXT:30402151]  
ACP Form Note [TXT:304021528]

## Use **NURSE** skills to attend to emotion

<b>Name</b>	This can be overwhelming. You seem frustrated.
<b>Understand</b>	This helps me understand what you're thinking. I can't imagine what you're going through.
<b>Respect</b>	I can see you've really been trying to follow our instructions. You're a great advocate for your loved one.
<b>Support</b>	I'll do my best to make sure you have what you need. Let's work together on this.
<b>Explore</b>	Could you say more about what you mean when you say... Tell me more about...

Visit <http://med.stanford.edu/advancecareplanning> for more information on documenting in Epic, patient-facing materials, and translated and discipline-specific versions of the Guide.



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# Serious Illness Conversation Guide

# Serious Illness Conversation Guide Surrogate Version

SETUP

I'd like to talk about what is ahead with your illness and do some thinking in advance about what is important to you so that I can make sure we provide you with the care you want. **Is that okay?**

ASSESS

What is your **understanding** now of where you are with your illness?

How much **information** about what is likely ahead with your illness would you like from me?

SHARE PROGNOSIS

I want to share with you my **understanding** of where things are with your illness:  
*[Choose one]*

**Uncertain** - It can be difficult to predict what will happen with your illness. I **hope** you will continue to live well for a long time, but I'm **worried** that you could get sick quickly, and I think it's important to prepare for that possibility.

**Time** - I **wish** we were not in this situation, but I'm **worried** that time may be as short as \_\_\_ *[days to weeks, weeks to months, months to a year]*.

**Function** - I **hope** this is not the case, but I'm **worried** that this may be as strong as you will feel, and things are likely to get more difficult.

EXPLORE

What are your most important **goals** if your health situation worsens?

What are your biggest **fears and worries** about the future with your health?

What gives you **strength** as you think about the future with your illness?

What **abilities** are so critical to your life that you can't imagine living without them?

If you become sicker, **how much are you willing to go through** for the possibility of gaining more time?

How much do your **loved ones** know about your priorities and wishes?

CLOSE

I've heard you say \_\_\_\_. Keeping that in mind, and what we know about your illness, I **recommend** that we \_\_\_\_\_. This will help us make sure that your treatment plans reflect what's important to you. How does this plan seem to you?

**We will do everything we can** to help you through this.

**Handoff to key clinicians:** I talked with \_\_\_ about \_\_\_. I learned \_\_\_\_\_. I think they would benefit from talking to you about \_\_\_\_\_.

SETUP

I'd like to talk about what is ahead with \_\_\_\_\_'s [e.g. *your wife's, husband's, other relationship description or name's*] illness and where things might be going. **Is that okay?**

ASSESS

What is your **understanding** now of where things are with \_\_\_\_\_'s illness?

How much **information** about what is likely ahead with their illness would you like from me?

SHARE PROGNOSIS

I want to share my **understanding** of where things are now with \_\_\_\_\_'s illness:  
*[Choose one]*

**Uncertain** - It can be difficult to predict what will happen with \_\_\_\_\_'s illness. I **hope** they will continue to live well for a long time, but I'm **worried** that they could get sick quickly, and I think it's important to prepare for that possibility.

**Time** - I **wish** we were not in this situation, but I'm **worried** that time may be as short as \_\_\_ *[days to weeks, weeks to months, months to a year]*.

**Function** - I **hope** this is not the case, but I'm **worried** that this may be as strong as \_\_\_\_\_ will feel, and things are likely to get more difficult.

EXPLORE

What is your sense of what \_\_\_\_\_'s most important **goals** are if their health situation worsens?

What do you think \_\_\_\_\_'s biggest **fears and worries** are about the future with their health?

What gives \_\_\_\_\_ **strength** in difficult times?

What **abilities** are so critical to \_\_\_\_\_'s life that they could not imagine living without them?

If \_\_\_\_\_ becomes sicker, how much do you think they'd be **willing to go through** for the possibility of gaining more time?

How much do \_\_\_\_\_'s **loved ones** know about their priorities and wishes?

CLOSE

I've heard you say \_\_\_\_. Keeping that in mind, and what we know about \_\_\_\_\_'s illness, I **recommend** that we \_\_\_\_\_. This will help us make sure that \_\_\_\_\_'s treatment plans reflect what's important to them. How does this plan seem to you?

**We will do everything we can** to help you and \_\_\_\_\_ through this.

