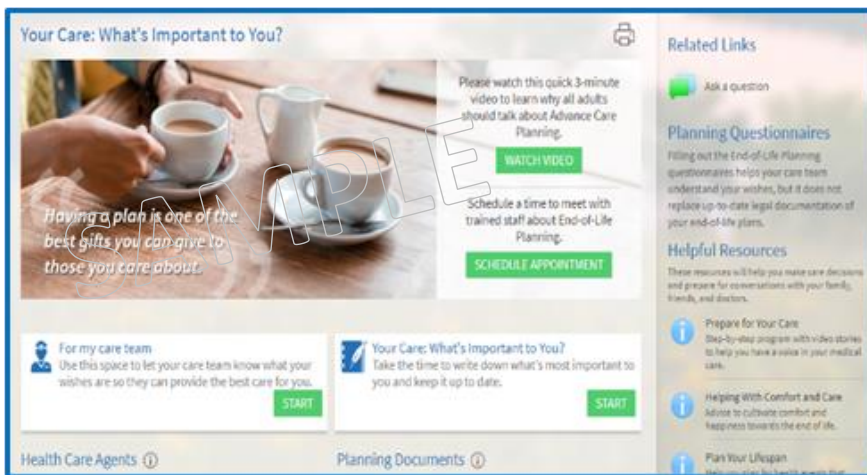# MyChart — Advance Care Planning

Within MyChart, you can now communicate your medical wishes to your care team and loved ones. Simply answer a series of questionnaires to express your wishes, identify any preferred health care agents and share planning documents.

Introduction and Resources

Preparing

1. Log in to your MyChart account.
2. From the **Menu**, search for or scroll to locate and select the **End-of-Life Planning** option.

3. The Advance Care Plan window will open. We recommend you begin your Advance Care Planning by watching a short introductory video. Click the WATCH VIDEO button.
4. On the right hand side of the window you will also see links to several Advance Care Planning resources and we encourage to use these resources to help you make care decisions and prepare for conversations with your family, friends, and doctors.
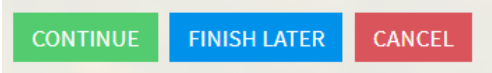
Care Team

End-of-Life Planning to Share With Your Care Team

Having a plan for end-of-life care is important for everyone regardless of age or current life situation. Answer these questions in this section when you are ready. You can always choose to finish any part of the questionnaire later by clicking the Finish Later button. Your responses will not be shared with your care team until you click Submit. You can also change any of your responses in the future by returning to this questionnaire.

1. In the **For my care team** box, locate and click on the START button. (NOTE: If you have already complete this portion, the Start button will convert to an Update button and can be used to make changes.)
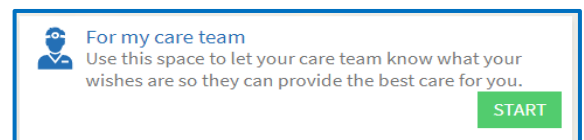
2. When ready, select the option to Continue, Finish Later or Cancel.

3. If finished and ready to submit, click the `CONTINUE` button to display a summary of your answers.

4. If you want to change any of your answers, click the **Edit** ✏ pencil.
5. When complete, click the `SUBMIT` button.
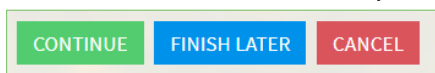

Your Care: What's Important to Me

In this section, we recommend you take the time to write down what is most important to you and keep it up to date. We encourage you to think about Advance Care Planning. If you were unable to speak for yourself in a medical emergency, or were at end of life, what would be important to you? What would you want your loved ones and care team to know? In addition to giving you peace of mind, answering these questions can assist your loved ones in making stressful decisions if you become ill or upon your death. Your answers will be stored for future reference but are not automatically sent to your care team. We suggest you have these important conversations with your family and your doctor, too. You do not need to answer every question and can come back to edit or answer them at any time.

1. Locate and click on the `START` button.
2. The Important Activities window will open. In the spaces provided, answer the questions.

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3. When finished, choose the option to Continue, Finish Later or Cancel.

> CONTINUE FINISH LATER CANCEL

4. Complete the **Financial Information** section.
5. Complete the **Final Wishes** section.
6. Complete the **Memorial or Celebration of Life** sections.
7. When you have completed all sections, a summary will display your responses. Again, use the **Edit** ✏ pencil if you want to change any of your answers.
8. When complete, click the **SUBMIT** button.

Health Care Agents

Health Care Agents may make medical decisions for you in the event you are unable to do so. They are also listed as an emergency contact. Your relationship with a Health Care Agent may be formalized with a legal document, such as a Power of Attorney.

Health Care Agents ⓘ

Richard Morgan (Spouse)

✓ Health Care Agent (Active)
This person can currently make medical decisions for you

1979 Andromeda Ave
Middleton WI 53565

📞 608-555-9871
📱 608-555-1234 (preferred)
🖨 608-555-1357
✉ rmorgan@epic.com

Planning Documents

Here you can view the documents we have on file related to your End-of-Life Planning. Typical documents that may be a part of your plans include an Advance Directive and Living Will, a Physician Orders for Life-Sustaining Treatment (POLST), and a Power of Attorney for Health Care.

Adding documents

1. The add a document, click on the **ADD A DOCUMENT** button.

Planning Documents ⓘ
If a document should be removed, send us a message.
Documents On File

There are no documents of this kind to display.

📄 ADD A DOCUMENT
Common documents include Advance Directives and Living Will, a Health Care Power of Attorney, or a Physician Orders for Life-Sustaining Treatment (POLST) signed by your physician
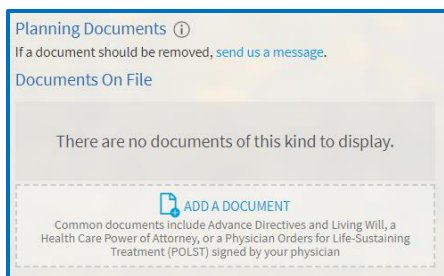
2. The Open window will display. In this window, locate the file you want to upload and click to select it. With the document selected, click the **OPEN** button. The document will now display in the **Documents In Review** section.

Documents In Review

Advance Directives.png
In review
Uploaded on 7/24/2020
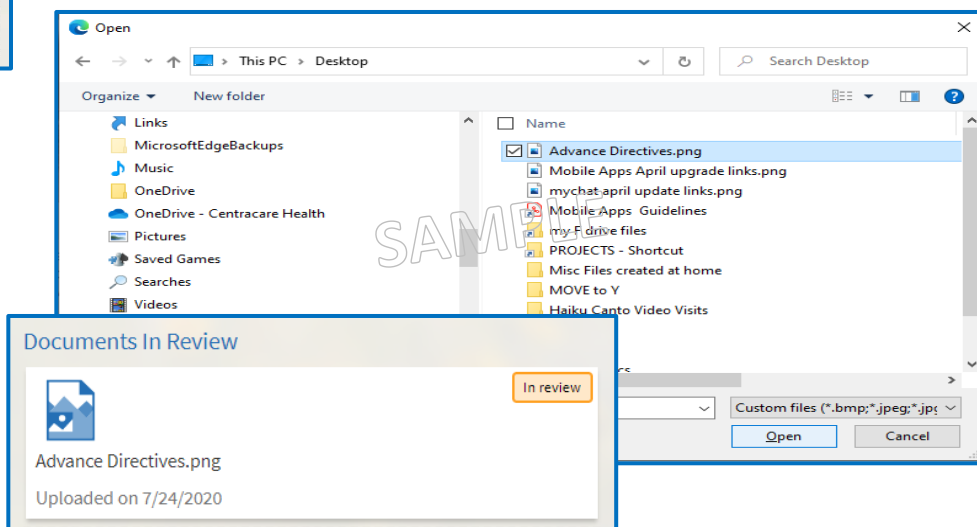
3. All documents will appear in the Documents on File secton and each will be marked as Accepted, In Reciew or Not Accepted. To open or review documents on file, simply click on the file name.

Removing documents

If a document needs to be removed from your Advance Care Plan, locate and click the option to **SEND US A MESSAGE**. In your message, please identify the document name and reason for removing.