



## CHECKLIST BEFORE SUBMITTING YOUR HEALTH CARE DIRECTIVE

In Minnesota, by law, health care directives need to meet certain criteria and are legal documents after they are notarized or witnessed.

Please refer to this checklist before you submit your directive to CentraCare:

### Is my directive complete and valid?

- Did you complete the directive in black or ink blue ink? No pencil or any other ink color.
- Did you name a health care agent and/or include health care instructions. Completing both sections is recommended but completing at least one is required.
- Did you avoid checking multiple boxes within the same section?
- Did you include your date of birth? CentraCare needs this to identify you.
- Did you sign and date the directive in the presence of a notary OR two witnesses?
  - If notarized, your directive must have a notary stamp
  - If witnessed, you must have two signatures
  - Neither the witnesses nor the notary may be named as your health care agent. One witness may be an employee of your health care system.
- Does your signature date match the dates of your notary or two witnesses?
- Are all the pages included? Please fill in your name and date on the bottom of each page in case the pages become separated.
- Keep the original for your records and make copies for your health care agents
- Submit a copy to CentraCare. CentraCare will not accept the original.

### How do I submit my directive to CentraCare?

- Email a scanned copy to: [ACPQuestions@centracare.com](mailto:ACPQuestions@centracare.com)
- Fax it to CentraCare's Health Information Management (HIM) department at: 320-229-4963
- Upload it to your MyChart account within the End-of-Life Planning tab
- Mail a copy to:
  - CentraCare – St. Cloud Hospital  
ATTN: Health Information Management (HIM) Dept  
1406 Sixth Ave North  
St. Cloud, MN 56303-9893
- Drop off a paper copy at your CentraCare location:
  - Put it in an envelope marked: HIM Department - Health Information Management – St. Cloud Hospital
  - CentraCare staff will route it appropriately via internal mail
  - Expect this method to take a bit longer

### **What happens after I submit my directive to CentraCare?**

1. Your directive will be reviewed carefully by CentraCare's HIM Data Management team for accuracy and completeness
2. If your directive is valid and complete, HIM will scan it into your electronic medical record within seven business days regardless of the method submitted.
3. If there are any errors or the directive is not complete, your directive will be mailed back to you with a letter explaining what is missing or needs to be corrected. Common issues can be avoided by using the checklist included above.

### **How often should I revise my directive?**

A directive is a living document – it can be changed at any time. Please be sure to revise your directive:

- when your address changes
- when your health care agents change
- when your wishes and values about your health care planning change
- when any of the five “Ds” occur: a Decade has passed, Death of a loved one, Divorce has occurred, a new Diagnosis has taken place, Decline in your health

### **How do I revise my original directive?**

- Address changes: If your address changes or your health care agent's address changes, you may cross off the old address and write in the new address. Please date and initial the changes, make a copy, and submit this updated document to CentraCare.
- All other alterations: CentraCare's policy is that when a patient makes any revision to the original directive other than an address change, the entire document will need to be rewritten, notarized or witnessed, and then resubmitted to CentraCare. CentraCare requires the notary seal to be on the rewritten directive. This policy is for your benefit and protection as a CentraCare patient.
- CentraCare's HIM department will validate the new directive and, if valid, will remove the directive that is no longer current from your electronic medical record and replace it with the revised one.

For additional Advance Care Planning resources, forms, and free educational sessions: [Light The Legacy - Light The Legacy.](#)