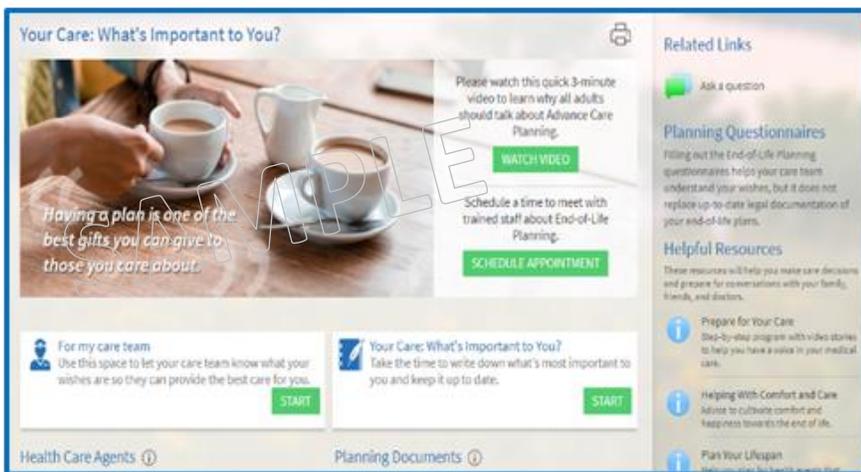


Within MyChart, you can now communicate your medical wishes to your care team and loved ones. Simply answer a series of questionnaires to express your wishes, identify any preferred health care agents and share planning documents.

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.



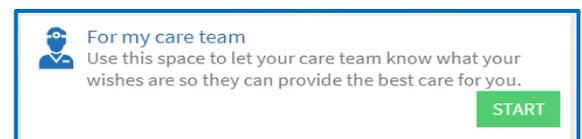
3. The Advance Care Plan window will open. We recommend you begin your Advance Care Planning by watching a short introductory video. Click the **WATCH VIDEO** button.
4. On the right hand side of the window you will also see links to several Advance Care Planning resources and we encourage to use these 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.

A screenshot of a questionnaire titled 'End-of-Life Planning to Share With Your Care Team'. It contains six questions with corresponding answers and edit icons. The questions and answers are: 1. 'What experiences have you had with serious illness or death and how has that influenced your own wishes and values?' - Answer: 'None'. 2. 'What fears or worries do you have regarding end-of-life (for example, being in pain, being a burden on others, cost, not getting the care you need)?' - Answer: 'Fear of not getting care I need'. 3. 'What do you want to do with the time you have left and are there important events or milestones that you're looking forward to?' - Answer: 'Enjoy life'. 4. 'If you were to become less able to care for yourself physically, what plans do you and your loved ones have for providing care?' - Answer: 'Family will review at that time'. 5. 'What plans do you and your loved ones have for financially supporting the care you may need?' - Answer: 'None'. 6. 'If you were to become physically or mentally unable to speak or communicate, what would you want your care team to know about the type of care you'd want to receive, if any?' - Answer: 'None'. Below the questions are buttons for 'BACK', 'SUBMIT', 'FINISH LATER', and 'CANCEL'. A note at the bottom states: 'Remember you can always choose to finish any part of the questionnaire later by clicking the Finish Later button. You can also change any of your responses in the future by returning to this questionnaire.'

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

A screenshot of a section titled 'Your Care: What's Important to You?'. It includes the text: 'Take the time to write down what's most important to you and keep it up to date.' and a green 'START' button.

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

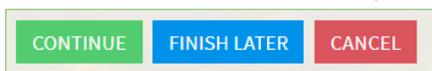
important to you? What would you want your loved ones and care team to know? In addition to giving you peace of mind, answering these questions can assist your loved ones in making stressful decisions if you become ill or upon your death. Your answers will be stored for future reference but are not automatically 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.

A screenshot of a questionnaire titled 'Important Activities'. It contains three questions with corresponding answers and edit icons. The questions and answers are: 1. 'What hobbies or activities are most important to you?' - Answer: 'Bird watching, gardening'. 2. 'Are there certain people whom you consider important to see or that you enjoy spending time with?' - Answer: 'Family, kids, husband'. 3. 'What responsibilities do you have that you don't want to be forgotten if you're away from home or unable to communicate (for example, pets, bills, daily tasks)?' - Answer: 'Take out the trash on Thursdays'. Below the questions are buttons for 'CONTINUE', 'FINISH LATER', and 'CANCEL'. A note at the bottom states: 'Remember you can always choose to finish any part of the questionnaire later by clicking the Finish Later button. You can also change any of your responses in the future by returning to this questionnaire.'

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



- Complete the **Financial Information** section.
- Complete the **Final Wishes** section.
- Complete the **Memorial or Celebration of Life** sections.
- When you have completed all sections, a summary will display your responses. Again, use the **Edit** pencil icon if you want to change any of your answers.
- 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.

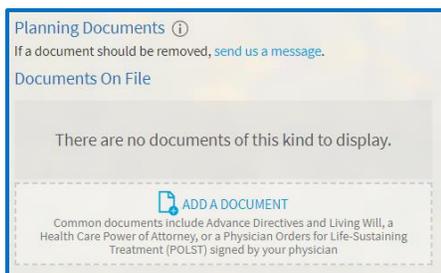


Planning Documents

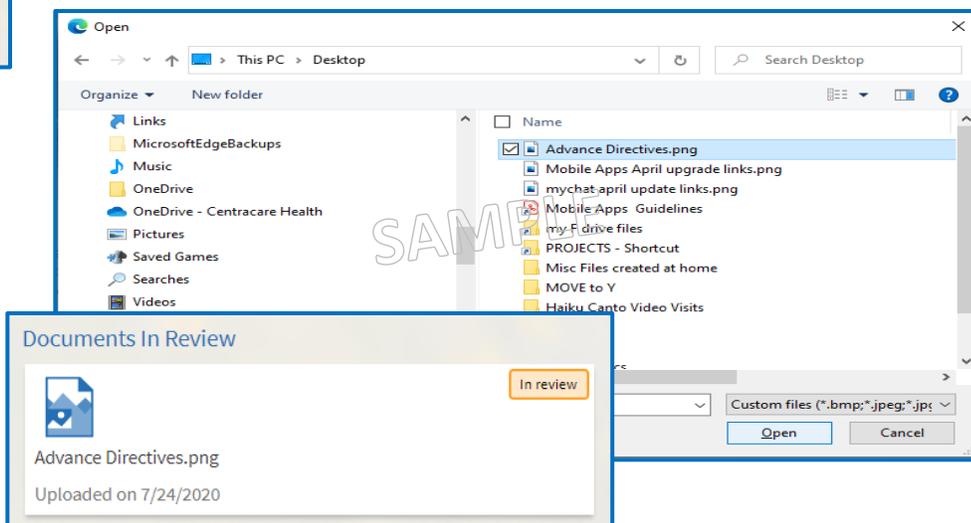
Here you can view the documents we have on file related to your End-of-Life Planning. Typical documents that may be a part of your plans include an Advance Directive and Living Will, a Physician Orders for Life-Sustaining Treatment (POLST), and a Power of Attorney for Health Care.

Adding documents

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



- 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.



3. All documents will appear in the Documents on File section and each will be marked as Accepted, In Review or Not Accepted. To open or review documents on file, simply click on the file name.

Documents On File

- Advanced Directives**
Added on 7/21/2020
Accepted
- Power of Attorney for Health Care**
Added on 5/26/2020
Accepted
- Advanced Directives**
Added on 5/26/2020
Accepted

Documents In Review

- MyChart Care Companion for Patients.pdf**
Uploaded on 7/15/2020
In review

Not Accepted Documents

- RACHEL EPICPOC
HCD_Short_Form_Fillable_2016.pdf**
Uploaded on 7/23/2020
Not accepted
Document needs to be signed and dated.

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.

Planning Documents ⓘ

If a document should be removed, [send us a message](#).

Documents On File