

Advance Directive Checklist

If you decide you want to develop an advance directive, use the following checklist.

- Decide which Advance Directive form you want to complete.
 - A. Advance Directive - eight pages in length; reflects details of your wishes both in checkmark form and open written space.
 - B. Abbreviated Advance Directive - three pages in length; appoints a healthcare agent and leaves open written space for your detailed wishes, if needed.
- Consider carefully and thoughtfully.
 - A. Why are you writing an advance directive?
 - B. What are your desires, wishes, and values about healthcare?
- Communicate.
 - A. Discuss with your healthcare provider.
 - B. Discuss with your family or friends.
 - 1. Are your wishes clear?
 - 2. Will your healthcare team, family, and friends honor them?
- Appoint an agent.
 - A. Discuss your wishes with your agent.
 - B. Specify any limitations.
- Write out specific instructions.
 - A. Specify what you want provided, withheld, or withdrawn.
 - B. Discuss with your healthcare provider, family, and agent.
 - C. Sign the document, and have your signature witnessed or notarized. You will need a form of photo identification if you want to have your document notarized.

Before you bring/send your Advance Directive to Olmsted Medical Center, be certain:

- the document is signed and dated by the patient or his/her legal representative
- the document is either notarized or signed by two witnesses (the patient's healthcare agent may not be the notary nor one of the witnesses)
- the signature date(s) of the notary or witnesses are not be earlier than the patient's signature date
- you bring/send **all** of the document's pages to Olmsted Medical Center.

- Distribute your directive.
 - A. Give a photocopy of your advance directive to your healthcare provider, and ask that it be included in your medical record.
 - B. Give photocopies of your advance directive to your family, agent, and others.
 - C. Always keep the original advance directive document in a safe location. Do not lock the original document so that it cannot be accessed.
- Review periodically.
 - A. Reconsider any decisions.
 - B. Discuss changes with your healthcare provider, family, and agent.

Call Olmsted Medical Center Social Services at **507.529.6806** with any questions or concerns regarding this process.