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  A. Specify what you want provided, withheld, or withdrawn.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.