



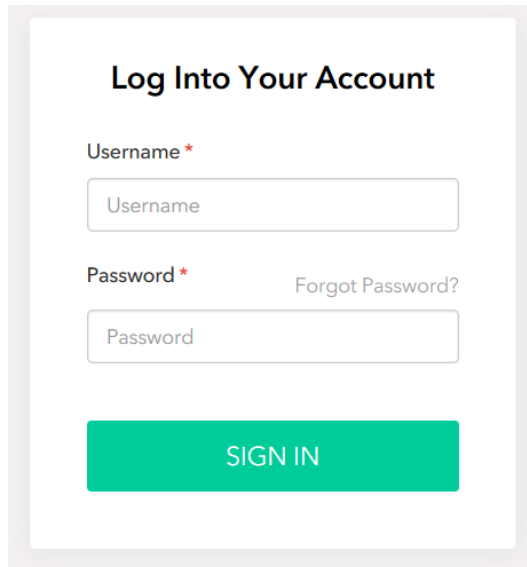
Advance Care Planning – Clerical Staff

Intended Audience: PSR & unit secretary & registration

What's in it for me? Learn how to access and view current and historical Advance Care Planning documents.

How to Access and View Advance Care Planning Documents

1. You can access a patients Advance Care Planning documents by logging into:
 - <https://spectrum.vyncahealth.com/user/login>



The screenshot shows a login form with the following elements:

- Title: **Log Into Your Account**
- Username field: Labeled "Username *", with a text input box containing the placeholder "Username".
- Password field: Labeled "Password *", with a text input box containing the placeholder "Password".
- Forgot Password link: A link labeled "Forgot Password?" is located to the right of the password field.
- Sign In button: A green rectangular button with the text "SIGN IN" in white capital letters.

2. Fill in the patient's information and click Search.

Patient Search HIDE SEARCH FIELD

Fill in Patient's Information

Required Search Information

Additional Information

Gender

Male

Female

Other

Date of Birth

Month Day Year

Address

Street Address

Apt / Suite

City

State Zipcode

SSN (Last 4 Numbers)

SEARCH

3. From the search results, click on the patient name.

SpectrumHealth Report Problem ? John Smith ⚙

Patient Search SHOW SEARCH FIELD

Search Results

NAME	DATE OF BIRTH	SSN	FACILITY NAME	POLST AVAILABLE	GENDER	view more ▾
Sarah Test	1913-01-02		Spectrum Healthcare	No	Female	

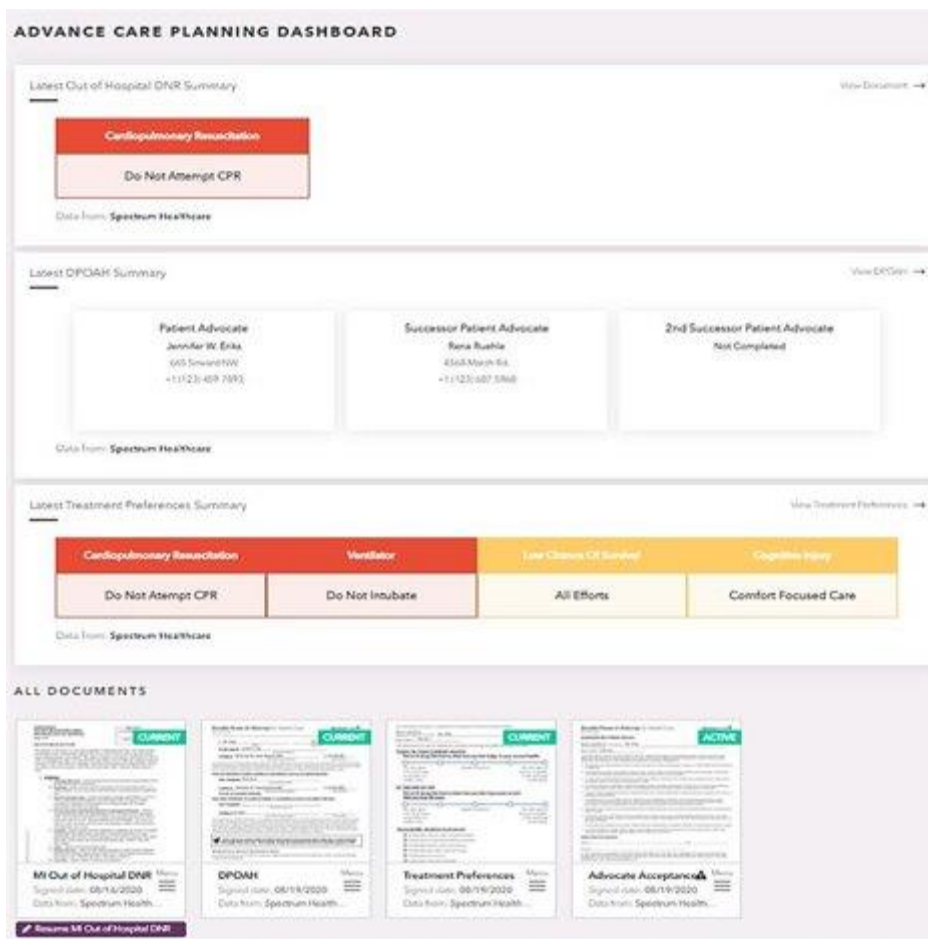
Did not find the patient you were looking for? [Add Patient](#)

- If you did not find the patient you are looking for, click Add Patient to create a new patient record.

- After selecting the patient, you will be brought to the Advance Care Planning Dashboard, where you can view ACP documents.

The dashboard contains the following sections:

- Latest Hospital Out of Hospital DNR Summary
- Latest DPOAH Summary
- Latest Treatment Preference Summary
- All Documents



ADVANCE CARE PLANNING DASHBOARD

Latest Out of Hospital DNR Summary View Document →

Cardiopulmonary Resuscitation
Do Not Attempt CPR

Data from: Spectrum Healthcare

Latest DPOAH Summary View DPOAH →

Patient Advocate Jennifer W. Eika 645 Seward NW +1(123)456 7890	Successor Patient Advocate Rena Bushle 456A North St. +1(123)456 5678	2nd Successor Patient Advocate Not Completed
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Data from: Spectrum Healthcare

Latest Treatment Preferences Summary View Treatment Preferences →

Cardiopulmonary Resuscitation	Ventilator	Level of Care/Code Status	Organ Donor
Do Not Attempt CPR	Do Not Intubate	All Efforts	Comfort Focused Care

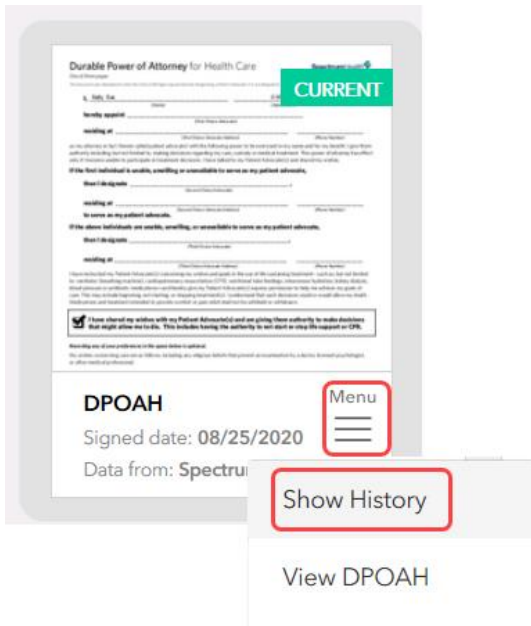
Data from: Spectrum Healthcare

ALL DOCUMENTS

MI Out of Hospital DNR CURRENT Signed date: 08/14/2020 Data from: Spectrum Health...	DPOAH CURRENT Signed date: 08/19/2020 Data from: Spectrum Health...	Treatment Preferences CURRENT Signed date: 08/19/2020 Data from: Spectrum Health...	Advocate Acceptance ACTIVE Signed date: 08/19/2020 Data from: Spectrum Health...
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[Resume MI Out of Hospital DNR](#)

- Clicking a document from any of the dashboard sections will open the preview. Click the back arrow in the upper left corner to return to the dashboard.
- The All Document section of the dashboard will display a list of all current documents on file for the patient.
- To see the document history, click the Menu button and choose Show History. The history will show current, prior, voided, or removed.



Voiding/Removing a Document

1. If needed, documents can be voided or removed:
 - Void –means the document no longer reflects the patient’s current wishes
 - If a document needs to be voided, contact a clinical team member to perform this function.
 - Remove – means there is an error with the document (for example, the form doesn’t belong to the patient, is duplicate, or is not the correct form)
 - All roles can remove documents
 - Provider, clinical team member, and HIM staff are the roles that can void documents
2. To remove, open the document.
3. Click the Void/Remove button at the top of the document



4. Enter the reason for removing and click Submit.

Receiving a Paper ACP Document

When receiving paper documents, continue with your current practice of emailing the documents to:

advancecareplanning@spectrumhealth.org

All documents previously emailed have been transitioned into the new ACP tool.