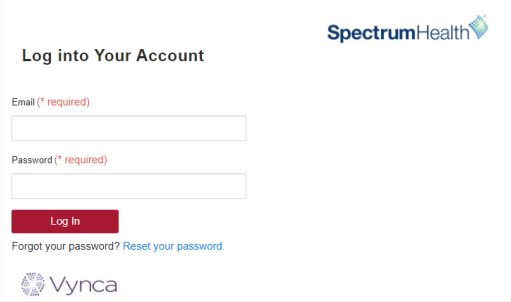
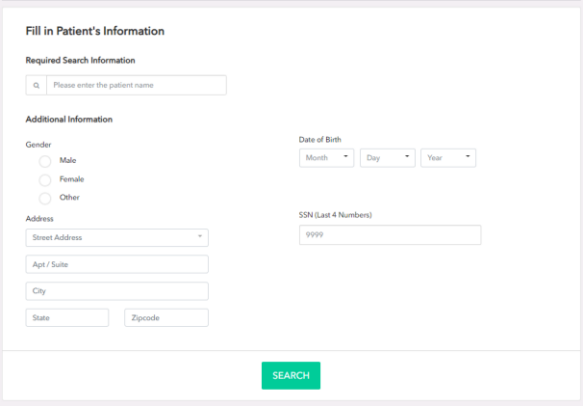
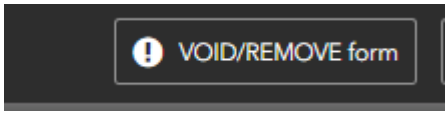
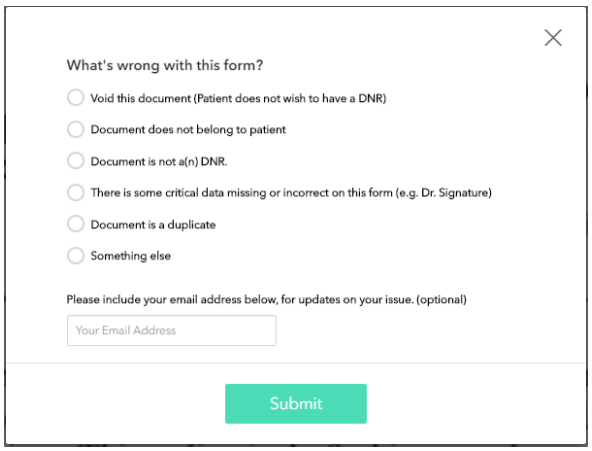
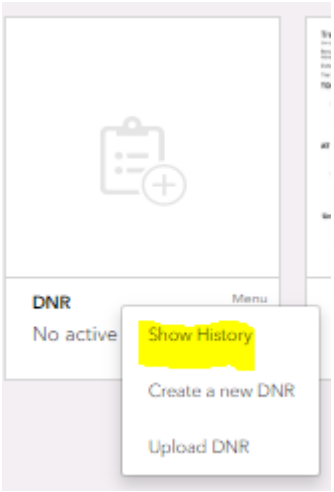
Standard Work Activity Sheet	**Owner:** *Rena Ruehle/Jen Eriks* **Authors:** *Rena Ruehle/Jen Eriks*	**Rev. Date:** 8/21/20
Title:	Standard Work for community healthcare partners to Void or Remove an Advance Care Planning (ACP) document in the Digital ACP Tool	
Step:	***Purpose:*** Explain the necessary steps to Void an ACP document when it no longer reflects the patients wishes, or Remove an ACP document if there is an error with the document	

Seq. No	Task Description:	Key Point / Image / Measure (what good looks like)	Who	Cycle Time mm:ss
1.	Access the Digital ACP Tool	URL address: https://spectrum.vyncahealth.com/user/login 	Clinician	
2.	Search for patient	 *If the patient is not found, they do not have a document in the digital ACP tool to void. Connect with patient for further information. They may have a paper document, not uploaded into the ACP tool, they wish to void.	Clinician	
3.	Open the document that needs to be voided or removed	Click on the document to open it.	Clinician	

4.	Void or remove the document	Click on the VOID/REMOVE form button on the top right-hand corner of the screen.  Then complete the necessary fields and hit submit.  A document should be voided when it no longer reflects the patient's wishes. A document should be removed if there is an error with the document, such as it belongs to different patient or the document has missing or incorrect information.	Clinician	

		Based on the selection reason, when viewing Show History from the Menu button, the document will display as VOID or REMOVED.  		
5.	If voiding or removing an Out of Hospital Do Not Resuscitate (OOH DNR) form, inform the patient's physician	It is best practice to inform the patient's attending/PCP physician(s) of a change in preference for an OOH DNR order. Based on preferred workflow, message the physician. Example script: *Please note that I have voided the Out of Hospital DNR for (patient name) per his/her request. Please follow up accordingly.*	Clinician	