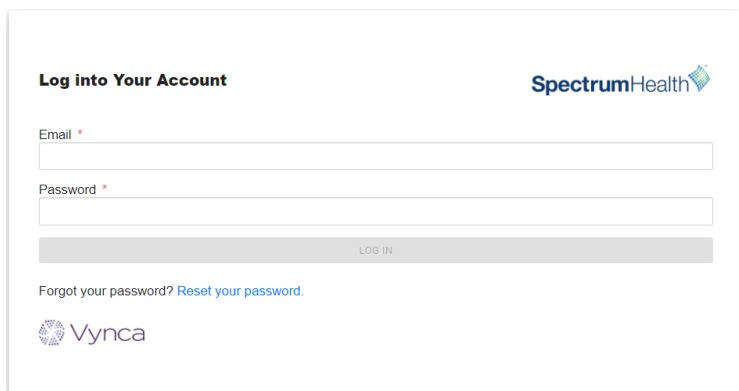


How to Remove a document from the Advance Care Planning tool

Step 1:

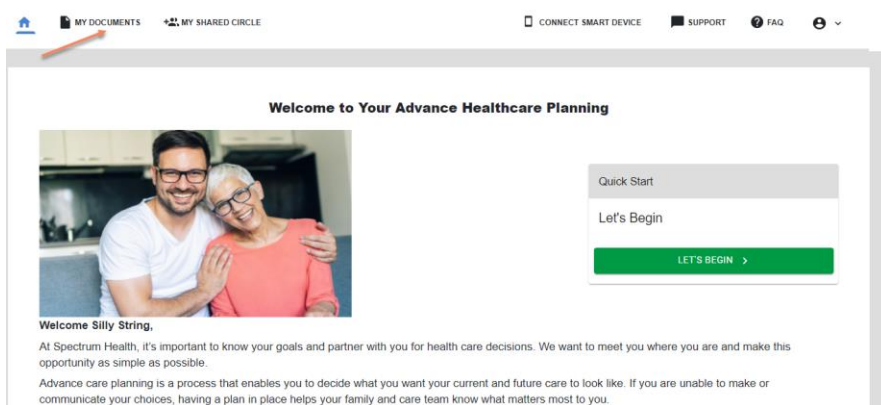
Click [here](https://spectrum-acp.uat.vyncahealth.com/patientportal/login) to log into the Advance Care Planning tool (or type out <https://spectrum-acp.uat.vyncahealth.com/patientportal/login> into the search bar of your internet browser)



The screenshot shows the login page for Spectrum Health. At the top left, it says "Log into Your Account" and at the top right is the "SpectrumHealth" logo. Below the header are two input fields: "Email" and "Password", both with red asterisks indicating they are required. A "LOG IN" button is positioned below the password field. At the bottom left, there is a link that says "Forgot your password? Reset your password." and the Vynca logo.

Step 2:

Click on My Documents to view your completed Advance Care Planning documents.



The screenshot shows the patient portal dashboard. At the top, there is a navigation bar with icons for "MY DOCUMENTS" (highlighted with a red arrow), "MY SHARED CIRCLE", "CONNECT SMART DEVICE", "SUPPORT", "FAQ", and a user profile icon. Below the navigation bar is a "Welcome to Your Advance Healthcare Planning" section. On the left, there is a photo of a man and a woman. On the right, there is a "Quick Start" box with the text "Let's Begin" and a green "LET'S BEGIN" button with a right-pointing arrow. Below the photo and text, there is a welcome message: "Welcome Silly String, At Spectrum Health, it's important to know your goals and partner with you for health care decisions. We want to meet you where you are and make this opportunity as simple as possible. Advance care planning is a process that enables you to decide what you want your current and future care to look like. If you are unable to make or communicate your choices, having a plan in place helps your family and care team know what matters most to you."

Step 3:

Click on the document you wish to remove.

All Documents
Documents completed and active are displayed here are shared with your clinical teams and those with in your shared circle.

- OOH DNR
- Durable Power of Attorney for Health Care
- Treatment Preferences
- Advocate Acceptance

Step 4:

Click on the Support button.

Durable Power of Attorney for Health Care
One of three pages
This document was developed to meet the State of Michigan requirements for designating a Patient Advocate. It is not designed to replace the counsel of your attorney.

I, Silly String (Name) 01/01/1911 (Date of Birth)
hereby appoint Jennifer Smith (First Choice Advocate)
residing at Grand Rapids MI 49504 (First Choice Advocate Address) +1 (123) 112-3213 (Phone Number)

as my attorney in fact (herein called patient advocate) with the following power to be exercised in my name and for my benefit. I give them authority including, but not limited to, making decisions regarding my care, custody or medical treatment. This power of attorney has effect only if I become unable to participate in treatment decisions. I have talked to my Patient Advocate(s) and shared my wishes.

If the first individual is unable, unwilling or unavailable to serve as my patient advocate,

Step 5:

Complete the required fields and hit submit.

Are you in need of additional support?

Please feel free to send a message on questions you have about your Advance Care Planning and someone from the team will reach out to you to assist.

Thank you

Your Email Address *

Type of issue (*)
 Clinical issue or question(s) or call 616.774.7615.
 Technical issue(s)
 Void and remove this document.

Detailed Description (*)

Stuck? We're here to help.

Call: 616.774.7615

Email: Advancetcareplanning@spectrumhealth.org