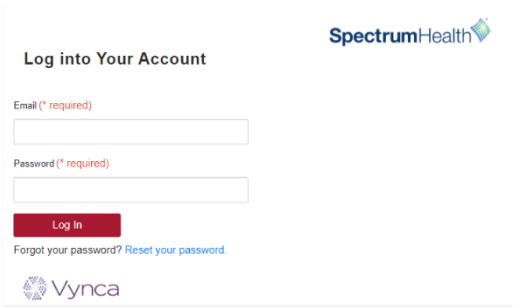
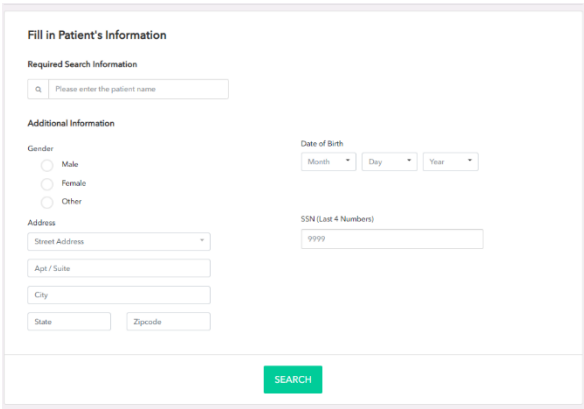


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Title:	Standard Work for healthcare community partners to execute an Out of Hospital Do Not Resuscitate (OOH DNR) order using the Digital Advance Care Planning (ACP) Tool		
Step:	Purpose: Explain the necessary steps to put an OOH DNR order in place		

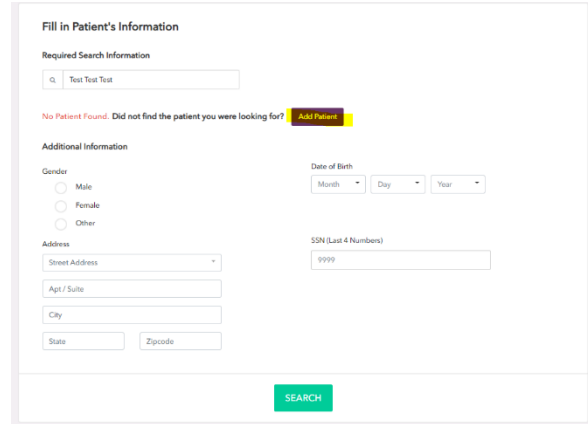
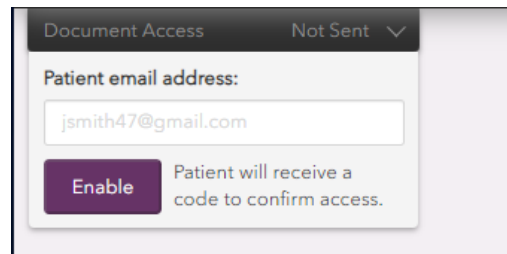
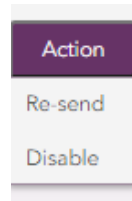
Seq. No	Task Description:	Key Point / Image / Measure (what good looks like)	Who	Cycle Time mm:ss
1.	Access the Digital ACP Tool	URL address: https://spectrum.vyncahealth.com/user/login 	Clinician	
2.	Search for patient	 <p>If patient is not found, click on Add Patient and complete the required fields.</p>	Clinician	

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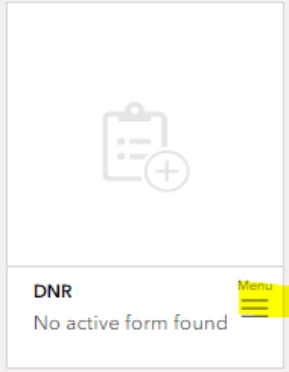
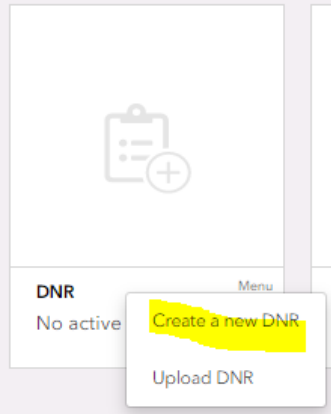
Seq. No	Task Description:	Key Point / Image / Measure (what good looks like)	Who	Cycle Time mm:ss
				
3.	Provide Document Access to patient, as needed	<p>Send or resend an email invite to the patient from the ACP Dashboard (top left-hand corner of the screen). If this is the first time using the email address, the button will read Enable.</p>  <p>If the email has been sent previously, the button will read Action and you can resend by clicking on the Re-send button.</p>  <p>This will allow the patient to start, continue, view, or void their ACP documents, as well as create their My Circle to share their documents with others.</p>	Clinician	

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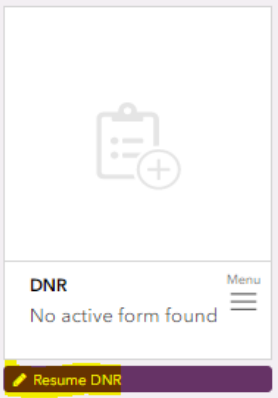
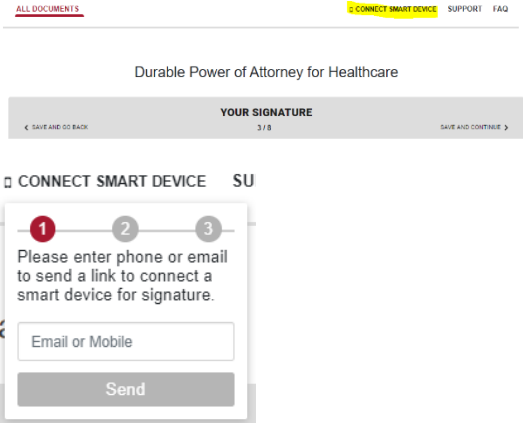
Seq. No	Task Description:	Key Point / Image / Measure (what good looks like)	Who	Cycle Time mm:ss
		*An email address can only be used for 1 patient. If the email address has been used for another patient, you will receive an error message.		
4.	Initiate the creation of a new OOH DNR order	<p>Click on the Menu button of the OOH DNR form.</p>  <p>Then click on Create a new form button.</p> 	Clinician	
5.	Or, resume a partially completed OOH DNR form	Click on the Resume button.	Clinician	

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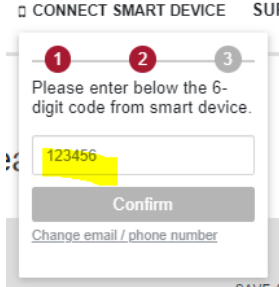

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6.	Complete the form	<p>Complete the necessary fields, as applicable, using the various navigation buttons at the top or bottom of each page.</p> <p>Note that additional information regarding the consenting party, witnessing criteria and who can sign the OOH DNR are available for your reference.</p>	Clinician	
7.	Using mobile connect for signatures, if applicable	<p>Mobile connect can be used to share content on an individual's person device and be used as a signature pad.</p> <p>To use, click on the CONNECT SMART DEVICE and enter the individual's phone number or email.</p> 	Clinician	

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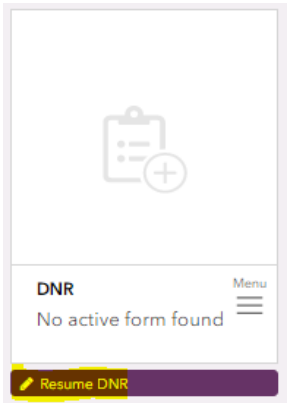
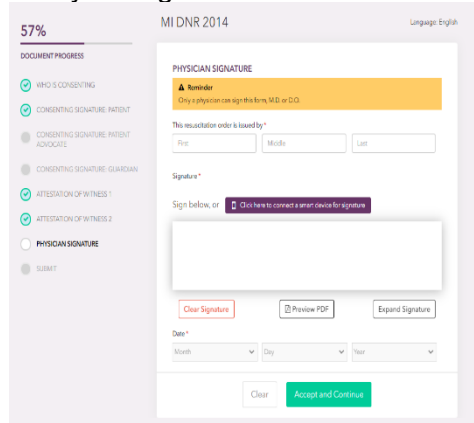
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		<p>Then enter the 6-digit code sent to the individual's device.</p>  <p>Once connected, you'll see the below image.</p>  <p>The individual's mobile device can now be used to view the form's completed content and sign the document.</p> <p>Once complete, hit Disconnect.</p>		
8.	Leaving form in progress	When you close out of the digital tool in the patient's chart, the form will be saved to be resumed at a later date.	Clinician	
9.	Message physician for signature	Based on preferred workflow, message the physician. Example script: <i>I have started an Out of Hospital DNR for (patient name). The order is ready for</i>	Clinician	

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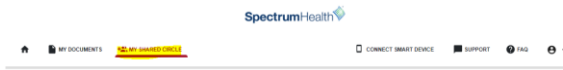
Seq. No	Task Description:	Key Point / Image / Measure (what good looks like)	Who	Cycle Time mm:ss
		<i>your review and signature and can be found in the Advance Care Planning Tool.</i>		
10.	Physician signature	<ol style="list-style-type: none"> Access the digital ACP tool: https://spectrum.vyncahealth.com/user/login (see Step 1). Click on the Resume OOH DNR button  <ol style="list-style-type: none"> Confirm with patient that they understand and want an OOH DNR order. *This may be done telephonically, virtually, or in person. Add your signature 	Physician (M.D. or D.O.)	

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		**If using mobile connect for physician signature, follow instructions in Step 7.		
11.	Physician communicates to team member that order is complete	Notify a team member that the order is complete so that next steps can be completed.	Physician	
12.	Provide education and copies of OOH DNR order	<ol style="list-style-type: none"> 1. Provide education on where to keep a paper copy of the OOH DNR order (i.e. keep a copy on the refrigerator and in a wallet or purse). 2. Provide education on an OOH DNR bracelet. If content is needed, contact the Spectrum Health ACP Team at advancecareplanning@spectrumhealth.org. 3. Encourage patient to create a My Shared Circle account to share their documents with loved ones. The patient can set this up when they are logged into their patient account by clicking on MyShared Circle at the top of any screen. Healthcare team members do not have access to the patient's personal account so cannot set this up. 	Clinician	
13.	Add order to EHR	Document in the patient's EHR ensure that the healthcare team is aware of patient's new DNR order.	Clinician	