



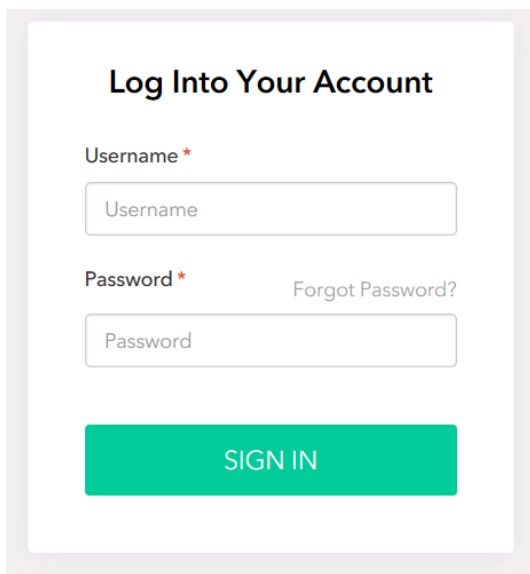
# Advance Care Planning - Providers

**Intended Audience:** Physicians & APP

**What's in it for me?** Learn how to create, resume, and complete Advance Care Planning documents. You can also void documents according to your patient's wishes.

## 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>



**Log Into Your Account**

Username \*

Password \* [Forgot Password?](#)

**SIGN IN**

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

**Patient Search** HIDE SEARCH FIELD

Fill in Patient's Information

Required Search Information

Q Test, Sarah

Additional Information

Gender

Male

Female

Other

Date of Birth

Month Day Year

Address

Street Address

Apt / Suite

City

State Zipcode

SSN (Last 4 Numbers)

9999

**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](#)

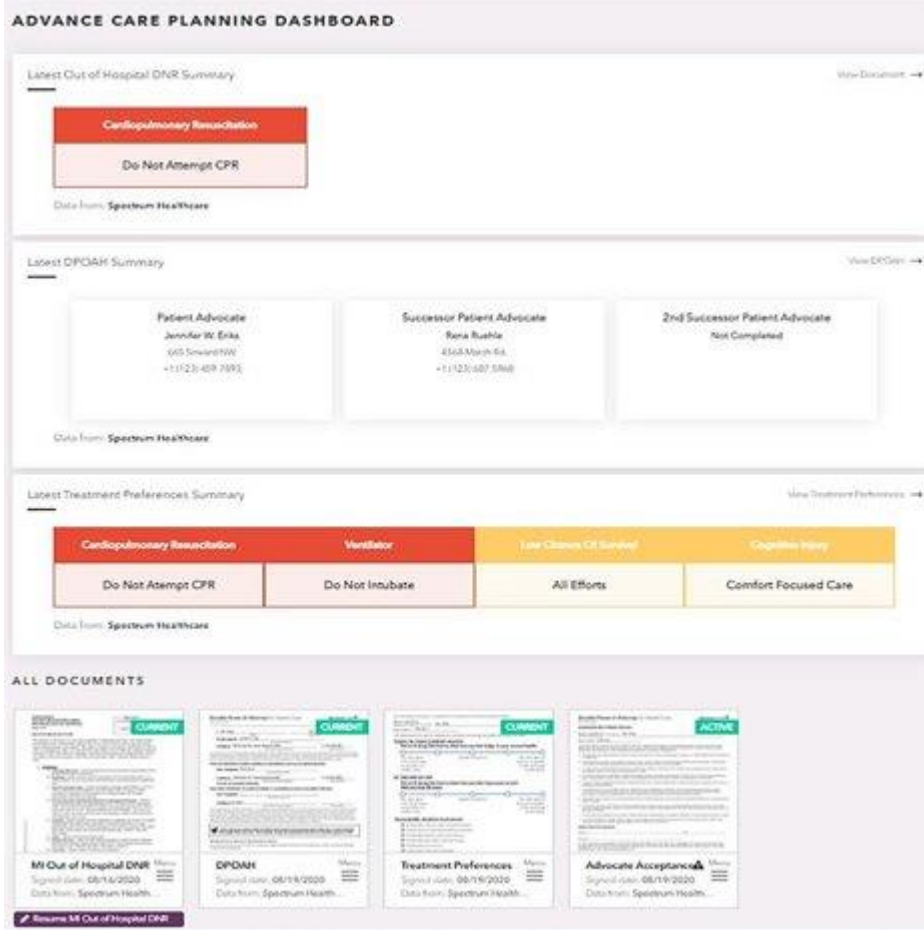
- If you did not find the patient you are looking for, click Add Patient to create a new patient record.

4. After selecting the patient, you will be brought to the Advance Care Planning Dashboard, where you

can view and complete 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

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**Latest DPOAH Summary** View DPOAH →

<b>Patient Advocate</b> Jennifer W. Enix 665 Swarden NW +1(122)487 7893	<b>Successor Patient Advocate</b> Rena Bushle 4163 March St +1(122)607 5548	<b>2nd Successor Patient Advocate</b> Not Completed
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Data from: Spectrum Healthcare

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**Latest Treatment Preferences Summary** View Treatment Preferences →

Cardiopulmonary Resuscitation	Ventilator	Level of Consciousness	Cognitive Injury
Do Not Attempt CPR	Do Not Intubate	All Efforts	Comfort Focused Care

Data from: Spectrum Healthcare

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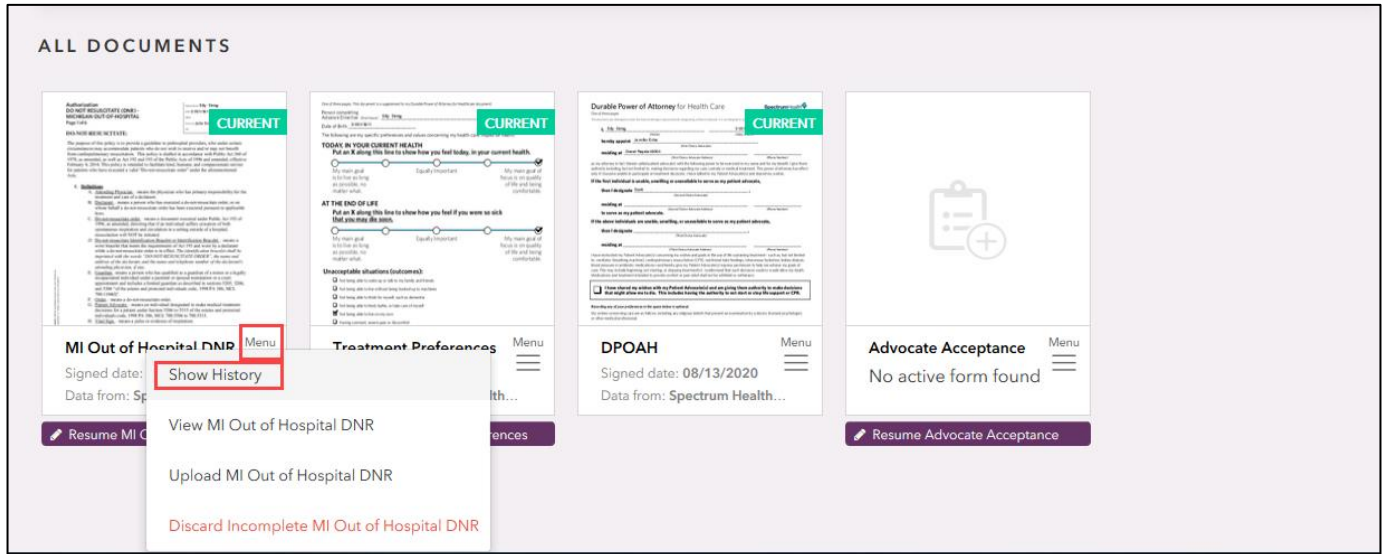
**ALL DOCUMENTS**

 <p><b>MI Out of Hospital DNR</b> Signed date: 08/14/2020 Data from: Spectrum Health</p>	 <p><b>DPOAH</b> Signed date: 08/18/2020 Data from: Spectrum Health</p>	 <p><b>Treatment Preferences</b> Signed date: 08/16/2020 Data from: Spectrum Health</p>	 <p><b>Advocate Acceptance</b> Signed date: 08/19/2020 Data from: Spectrum Health</p>
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← Return MI Out of Hospital DNR

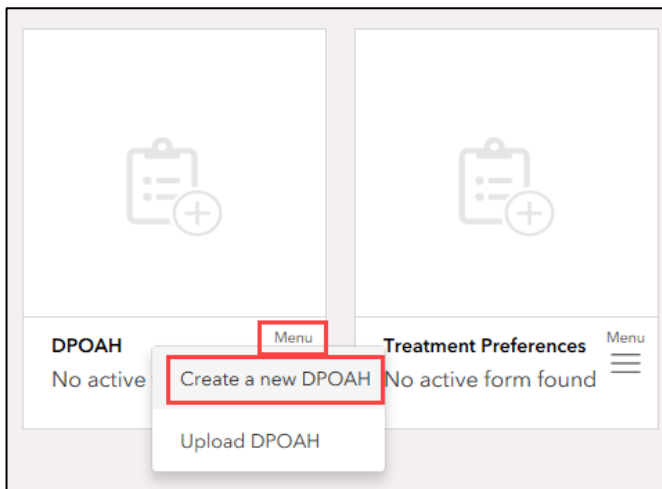
5. Clicking a document from any of the dashboard sections will open the preview. Click the back arrow in the upper left corner to return to the dashboard.
6. The All Document section of the dashboard will display a list of all current documents on file for the patient.
7. To see the document history,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

current, prior, voided, removed, or incomplete (in progress) documents.



## Prepare ACP Documents

1. To create a new document, click the menu button for the document type you'd like to create and select the option to create a new document.



2. Complete the necessary sections for the document using the navigation at the top or bottom of the document.

## Durable Power of Attorney for Health Care

### DESIGNATE YOUR ADVOCATE

< SAVE AND GO BACK

1 / 8

SAVE AND CONTINUE >

This experience was developed to meet the State of Michigan requirements for designating a Patient Advocate. It is not designed to replace the council of your attorney.

Let's start with identifying the person you want to make your health care decisions, if you are unable. This person's role is called a [Patient Advocate](#).

With this designation you are giving power to be exercised in your name and for benefit, including, but not limited to, making decisions regarding your care, custody or medical treatment. This power of attorney has effect only if you become unable to participate in treatment decisions. You have talked with your Patient Advocate(s) and have shared your wishes. They will follow your wishes.

## Saving and Resuming a Document

1. If a document is not complete, save it by clicking either Save and Stay on Page or Save and Logout. In progress documents are labeled incomplete in Show History.

**3 Your Third Choice Patient Advocate**

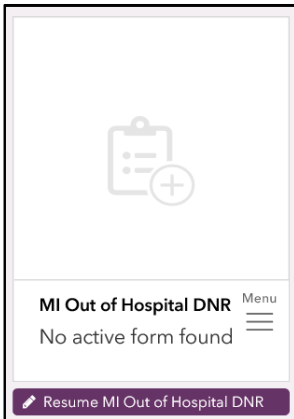
If the above individuals are unable, unwilling, or unavailable to serve as your patient advocate, then you designate this person to serve as my patient advocate.

Full Name	First	Middle	Last
Address	Street	Apt/Suite	
	City	Select a state	Zipcode
Cell Phone	<input type="text" value="+1"/>		

ACCEPT AND CONTINUE >

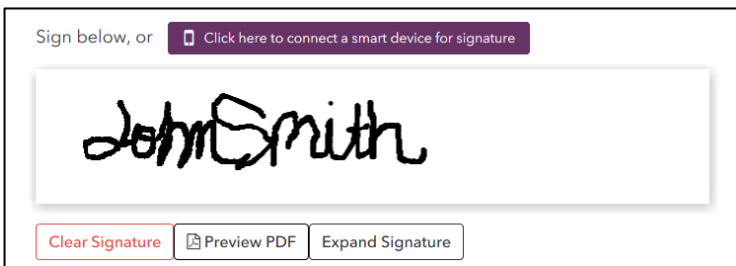
SAVE AND STAY ON PAGE
OR, SAVE AND LOGOUT

2. From the document list, click the Resume button to edit a document in progress.



## Signing a Document

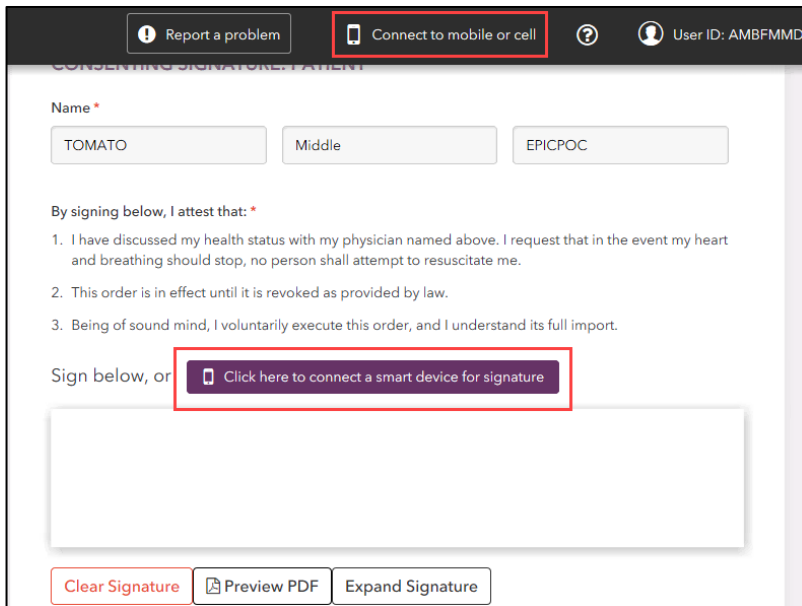
1. Documents can be signed using the mouse or by connecting a device.
2. Locate the document that needs a signature and click Resume.
3. If using the mouse to sign, click into the signature space and sign.



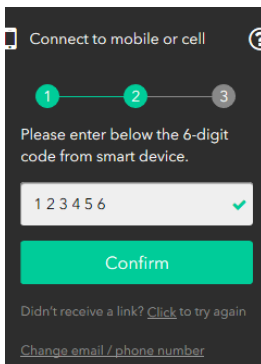
4. Clear Signature can be used to clear the box and re-sign.
5. To save the signature, click Accept and Continue.

## Using Mobile Connect for Signatures

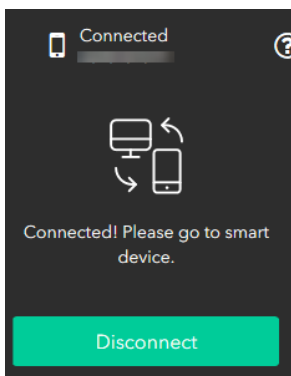
1. To send the document to a mobile device for signature, click the Connect to Mobile or Cell at the top of the document or the button to Click here to connect a smart device for signature.
2. Enter the individual's phone number or email address.



3. The individual will be texted a link that gives them a code. Enter the 6-digit code that was sent to the individual's device and click Confirm.



4. Once connected you will see the following confirmation:



5. The individual's device can now be used to sign the document.

- When signature is complete, click Disconnect.

## Voiding/Removing a Document

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



- Enter the reason for voiding/removing and click Submit.

What's wrong with this form?

Void this document (Patient does not wish to have a Treatment Preferences)  
 Document does not belong to patient.  
 Document is not a(n) Treatment Preferences.  
 There is some critical data missing or incorrect on this form (e.g. Dr. Signature)  
 Document is a duplicate  
 Something else

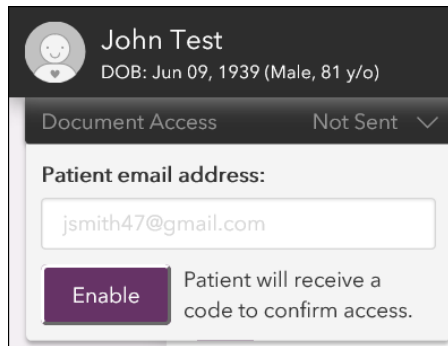
Please include your email address below, for updates on your issue. (optional)

- Show History will display that the document was voided or removed.

## Invite a Patient to Complete ACP Documents

- Launch the Advance Care Planning tool.
- Click the Document Access drop down in the upper left corner of the screen and enter the patients email address and click Enable.





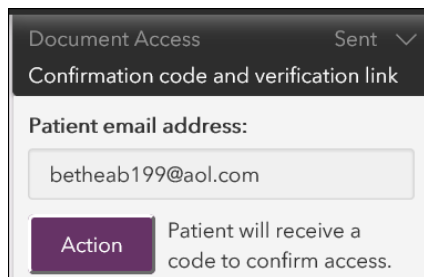
John Test  
DOB: Jun 09, 1939 (Male, 81 y/o)

Document Access Not Sent

Patient email address:  
jsmith47@gmail.com

Enable Patient will receive a code to confirm access.

3. If an email has already been sent, the email address will still be listed, and the email can be re-sent by clicking Action.
  - It is best practice to use one email address for all healthcare communication.



Document Access Sent

Confirmation code and verification link

Patient email address:  
betheab199@aol.com

Action Patient will receive a code to confirm access.

## Receiving a Paper ACP Document

When receiving paper documents, continue with your current practice of emailing the documents to: [advancecareplanning@spectrumhealth.org](mailto:advancecareplanning@spectrumhealth.org)

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