

ADVANCE CARE PLANNING AND MY HEALTH RECORD



If you were in hospital too ill or hurt to speak for yourself, do you know who would make health care decisions for you?
Advance Care Planning allows you to make your wishes known

Advance Care Planning

Advance care planning promotes future medical care that is consistent with your goals, values, beliefs and preferences. It prepares you, and others, to plan for future healthcare, for a time when you may no longer be able to communicate those decisions yourself. When your values are discussed openly, your healthcare preferences can be respected at a time when you cannot voice your decisions.

Advance care planning is an ongoing process that needs cooperation between yourself, your family and friends, care workers, and health professionals, as well as community organisations and healthcare organisations.

Queensland - Advance Health Directive

There are different Advance Care Planning forms in every state and territory. In Queensland, advance care planning documents you may choose to complete include an Advance Health Directive, Enduring Power of Attorney or Statement of Choices. (This fact sheet only discusses the Advance Health Directive).

An Advance Health Directive outlines what medical treatment or health care you want if you can no longer make decisions for yourself. It can be general (e.g. that you wish to receive all available treatment) or specific (e.g. that you wish to decline a particular form of medical treatment).

Upload your Advance Health Directive to your My Health Record

If you upload your Advance Health Directive to your My Health Record, it will be readily available to your healthcare providers. Doctors should consider this when they make decisions.



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Advance Health Directive

- 1. Download the form** from the Queensland Government www.advancecareplanning.org.au, search  or purchase a printed copy from a newsagent.
- 2. Read the Explanatory Notes** on pages 3 to 5.
- 3. Look through the form and think about your wishes.** Talk to trusted family and friends, and carers, about what you want, and don't want, when it comes to your future medical treatment and care. You can do this at any time – when you are healthy, if you are sick or facing serious or ongoing medical treatments, or preparing for end of life.
- 4. Write down your wishes** in your Advance Health Directive form (Form 4). Write down whatever you want – these are your wishes.
- 5. Make sure you understand the Enduring Power of Attorney** (EPOA) for personal/health matters. You can have up to three. If you already have any, complete Section 6. If you want to appoint any, check with the person/people you want, and complete Section 7, and have them complete Section 10.



- 6. Make an appointment with your GP** to discuss your Advance Health Directive. Your doctor can explain any medical terms, and let you know if your wishes are in line with “good medical practice”, which will make it more likely that your wishes will be honoured. The doctor needs to sign Section 5 (page 14).
- 7. Find someone to be your Witness** - they must be a Justice of the Peace (JP) or a commissioner for declarations or a lawyer or a notary public. Sign Section 8 in front of the Witness, who will also need to sign and date Section 8, as well as complete and sign Section 9.
- 8. Give a copy** to: your doctor; your attorney for personal/health matters if you have one; friend/family member/carer; and, if you wish to, your solicitor. Keep your own copy in a safe place.

And upload it to your My Health Record.

Uploading to your My Health Record

- 1. Scan and save your completed form as a pdf document** onto your computer; include your name and date in the file name; e.g. ‘30-06-2017 R Smith AHD’
- 2. Check that it's less than 21MB.** You may need to scan it in black and white to achieve this
- 3. Log into your My Health Record**
- 4. Click on the link** called ‘Add an Advance Care Planning Document’
- 5. Browse and Select** the document you want to add to your MHR; e.g. ‘30-06-2017 R Smith AHD. pdf’
- 6. Enter the date** that the document was last updated
- 7. Enter the name and contact number** of the person who wrote the document – normally that would be you
- 8. Select** the button called ‘**Prepare document for review and upload**’
- The document you selected will be displayed. **Review the document**, check that it is around the right way, correct, and complete
- If you are happy for the document to be added to your My Health Record, **select** the ‘**Confirm and Add to my record**’ button
- 11. Enter the names and contact details** of the people you have given a copy of the document to. **Note: you can change or add to these details at any time**

Viewing your Advance Health Directive in your My Health Record

- 1. Select** the documents tab
- 2. Choose** ‘Advance Care Planning’
- 3. Choose the link** called ‘View Advance Care Planning’.