

Checklist

- GATHER INFORMATION FOR DECISION-MAKING. This booklet is a good place to start for understanding your options on health care treatment at the end of life.
- DISCUSS YOUR END-OF-LIFE DECISIONS WITH KEY PEOPLE. Talk about your decisions with your family, physician and others who are close to you.
- PREPARE YOUR ADVANCE CARE DIRECTIVE FORM. Under state law, you have a legal right to express your health care wishes and to have them considered in situations when you are unable to make these decisions yourself
- DESIGNATE PERSON TO CARRY OUT WISHES. Select who should handle your health care choices and discuss the matter with them. You could name a spouse, relative or other agent.
- INFORM KEY PEOPLE OF YOUR PREFERENCES. Notify your doctor, family and close friends about your end-of-life preferences. Keep a copy of your signed and completed advance health care directive safe and accessible.
- LIVING WILL is signed, notarized, and a copy has been given to my physician.
- POLICIES & PASSWORDS. Notify your family or health care representative about the location of these important items :
 - Life insurance policies
 - Accounting data
 - Account passwords
 - Bank lock boxes
 - Cemetery plots

*Retrieved from State of California Department of Justice Office of the Attorney General (2014)
http://oag.ca.gov/consumers/general/adv_hc_dir*

HOW TO ADD YOUR ADVANCE DIRECTIVE TO YOUR REID MEDICAL RECORD

Submit a copy of your Advance Directive to Reid's Health Information Management (HIM) department in person or by mail.

1485 Chester Blvd.
Richmond, IN 47374

The document will be scanned into your medical record.

You may also give a copy to your health care provider and request that it be sent to Reid's HIM Department.