

Sullivan County Department of Public Health

<u>Title:</u> Advance Directives	Original Approval: 9/93
<u>Number:</u> DP-02	Reviewed/ revised: 9/99, 5/22, 7/22, 3/24
<u>Page Number:</u> 1 of 1	

Statement/ Purpose:

To provide guidelines for educating patients or their representatives regarding advance directives.

Authority:

New York Codes, Rules and Regulations Section 400.21- Advance Directives.

Application:

All licensed SCDPH Certified Home Health Agency staff

Terminology:

All terminology unique to the policy should be defined so that it is clear and easily understood.

Responsible Party:

Public Health Director

Cross-Reference:

Do No Resuscitate (DNR)

Procedure:

1. Upon admitting a patient, the admitting staff member inquires as to the existence of any advance directives.
2. A copy or photo of the advance directive is obtained from the patient and uploaded into Doc Center, documented in the patient profile and entered in the Plan of Care.
3. All field staff have access to patients' records and advance directive information.
4. Patients without written advance directives are provided with information regarding their right to formulate decisions regarding their medical care. SCPHS CHHA Clinicians have MOLST and Healthcare Proxy (HCP) forms available in the Start of Care folder.
5. If an adult patient is unable to receive information at the time of admission (due to an incapacitating condition or mental disorder) or for other reasons, is unable to articulate whether an advance directive has been signed, then:
 - a) The agency provides advance directive information to the family or support system.
 - b) The patient's need for information is incorporated into the care planning process.
 - c) The patient is provided with information about advance directives and an opportunity to articulate the presence of written directives at an appropriate time in the recovery process.
6. Agency staff are not permitted to act as a witness to advance directives, unless there is no other person to be a witness.
7. The agency accepts patients for care, regardless of the presence or absence of an advance directive.
8. Patients are informed, upon admission, of the following:

Sullivan County Department of Public Health

- a) The availability of the state Department of Health hotline phone number.
- b) The need to report any complaints concerning the implementation of advance directive legislation by the agency.
- c) Where to post the advance Directive/MOLST form-display prominently on the refrigerator or a wall surface near the front door.