



# Communicate with ACP Document Signer using Message Center

Caregivers Impacted: Preparers of Advance Care Planning Documents  
Implementation Date: July 9, 2020

## What Is Changing

Intermountain has created a new centralized process to help caregivers know, share, and honor the healthcare wishes of the patients we serve. The Advance Care Planning (ACP) Dashboard is a third-party storage and retrieval system for all ACP documents stored in iCentra. The dashboard provides all caregivers with a single easy way to locate documents in the patient record and allows electronic creation of the UT - Provider Order of Life Sustaining Treatment Orders (POLST) and ID - Physician Orders for Scope of Treatment (POST).

## Why It Is Changing

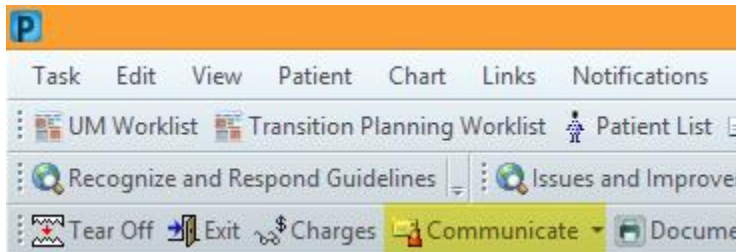
To provide all caregivers with an easy and reliable way to create, locate and share ACP documents across the system while finding a simple way to quickly know if a patient has a document on file.

## Communicate with ACP Document Signer using Message Center

The last pop-up box you will see as a preparer will be titled “Awaiting for Signer to Sign Utah POLST 2016.” Choose the option to ‘Exit’.



Once you click ‘Exit’, Navigate to the toolbar while still in the patient chart and click ‘Communicate’ button on the PowerChart toolbar



The New Message window will open, and the patient name will automatically populate to the message. Complete the **To**, **Subject**, and **Message** fields highlighted in red. Uncheck the box for **'Save to Chart'** if you wish to not store the message in the patient chart. Click **'Send'**

**Critical Step:** Verbally contact the provider informing them the POLST/POST needs to be signed.

## Contacts

*iCentra Users:* Contact your local CTIS Adoption and Support Analyst or call x-3456 option 2.

*Care Transformation Caregivers:* [Carie Call](#), Clinical Informatics Analyst