



ACP/Legal Documents to Upload into iCentra

Caregivers Impacted: Caregivers previously uploaded ACP/Legal Documents into iCentra
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

In the past, many roles were able to add ACP/Legal documents to the patient chart. With the new ACP dashboard, HIM will be the only ones to upload ACP/Legal paper documents. This will allow a quality check for legal and compliance requirements prior to the upload to the dashboard and add reliability that the documents are stored in one location.

ACP/Legal Documents to Upload in EMR

1. Review ACP Documents - ensuring all key elements are present

Advance Care Planning (ACP) Document Quality Checklist	
POLST/POST:	
<i>Please review the POLST/PST for the following prior to scanning to HIM.</i>	
<input type="checkbox"/> Patient Name – Present	
<input type="checkbox"/> Patient DOB – Present	
<input type="checkbox"/> Patient Signature – Present	
<input type="checkbox"/> Provider Signature – Present	
<input type="checkbox"/> Date of Provider Signature - Present	
Advance Directive, Living Will, Medical/Durable Power of Attorney:	
<i>Please review the Advance Directive type document for the following prior to scanning to HIM.</i>	
UTAH	IDAHO
<input type="checkbox"/> Patient Name Printed – Present	<input type="checkbox"/> Patient Name Printed - Present
<input type="checkbox"/> Date – Present	<input type="checkbox"/> Date - Present
<input type="checkbox"/> DOB – Present	<input type="checkbox"/> DOB – Present
<input type="checkbox"/> Patient Signature – Present	<input type="checkbox"/> Patient Signature – Present
<input type="checkbox"/> Witness Name Printed – Present	
<input type="checkbox"/> Witness Signature – Present	

2. If all quality items are present on the ACP document, a copy of the document will be sent to HIM at AdvanceDirective@R1RCM.com for upload into medical record.

- a. When scanning original document make sure you are scanning at the highest quality allowed by your scanner. A minimum of 600 dpi is preferred.
- b. Multiple attachments may be sent at one time.

- c. Each ACP document sent will be its own attachment and include the last name of the patient in its title.
- d. Subject line will include: PHI – ACP Documents
- e. **No patient or chart label will be added to any ACP documents.**

The screenshot shows an email composition interface. On the left is a 'Send' button with a paper plane icon. To its right are the 'To' and 'Cc' fields, both containing the email address 'AdvanceDirective@R1RCM.com'. Below these is the 'Subject' field containing the text 'PHI- ACP documents'. At the bottom, there are two PDF attachments: 'ACP - Smith.pdf 5 KB' and 'ACP - Jones.pdf 5 KB', each with a red PDF icon and a dropdown arrow.

3. **Emergent Need to upload ACP document to medical record:**

- a. If the ACP needs to be uploaded faster than 24 hours contact HIM ROI at **801-442-1545** and email the document with subject line: **PHI – URGENT IMMEDIATE UPLOAD ACP Documents**

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4. **Legal documents will have an HIM review prior to entry into medical record.**

- a. Send **copy** of the legal document (all front and back pages) to HIM at AdvanceDirective@R1RCM.com

5. **All original ACP/Legal documents belong to the patient.**

- a. Send only copies of ACP/Legal documents to HIM
- b. If the original is left by the patient, mail original to the patient with a note attached (original returned).

Contacts

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

Care Transformation Caregivers: [Carie Call](#), CTIS Systems Analyst