

## What Is Changing

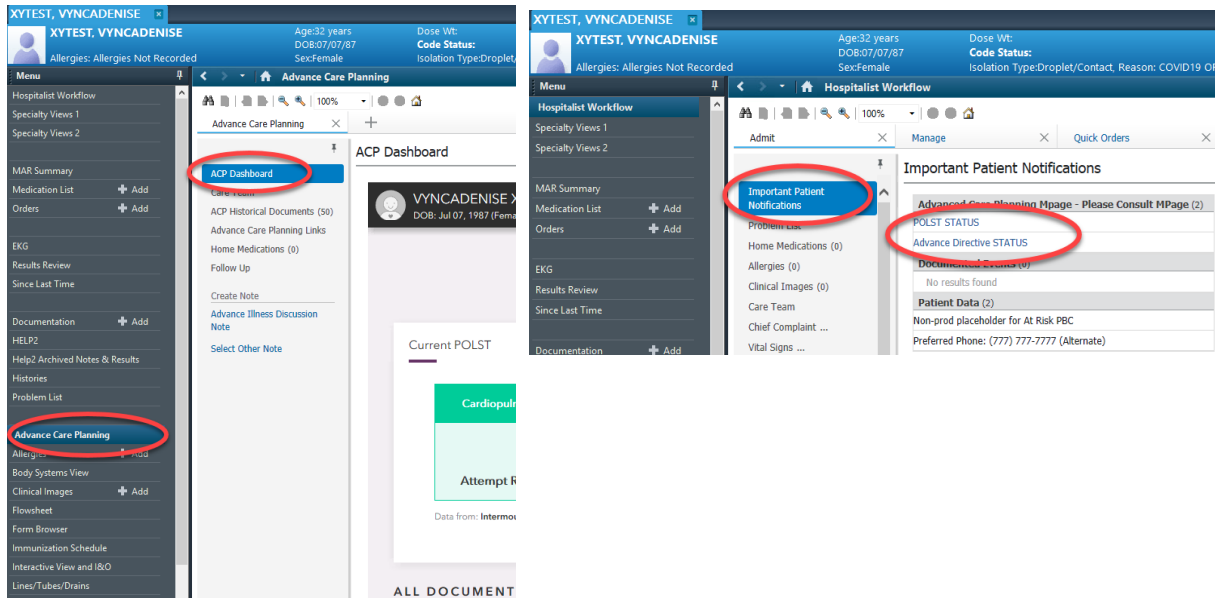
Intermountain has created a new centralized process to help caregivers know, share, and honor the healthcare wishes of the patients we serve. The Advance Care Planning (ACP) Dashboard is a third-party storage and retrieval system for all ACP documents stored in iCentra. The dashboard provides all caregivers 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

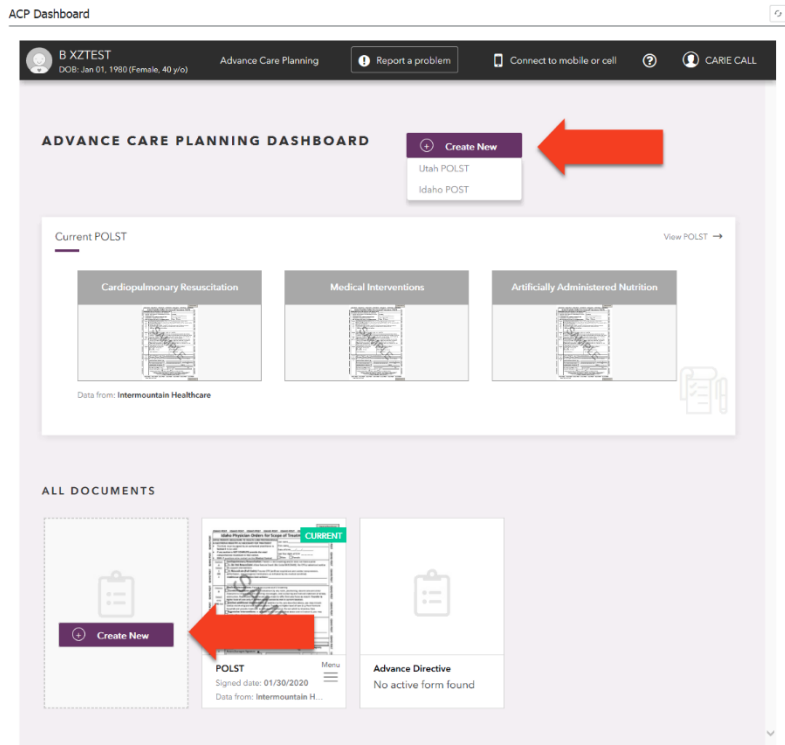
To provide all caregivers with an easy and reliable way to create, locate and share ACP documents across the system while finding a simple way to quickly know if a patient has a document on file.

## How To Prepare An ePolst

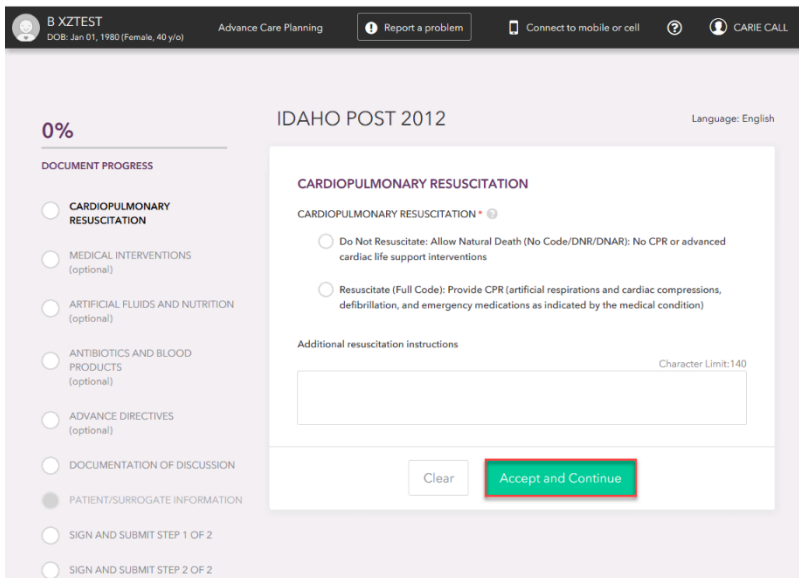
1. Open patient chart in iCentra. Open **Advance Care Planning** Mpage (access by clicking **Advance Care Planning** on the Table of Contents/Dark Menu) and click on **ACP Dashboard** component **OR** use the **Polst Status** or **Advance Directive Status** links in **Important Patient Notifications**.



- Click on **'Create New'** button in the ACP Dashboard and select appropriate state POLST/POST form.  
NOTE: Content of the form varies by state



- Complete each section of the POLST/POST form as you discuss the choices with the patient or their representative. Indicate the patient's preference by clicking the radio button that corresponds to the patient's preference. Then click **'Accept and Continue.'**



4. Complete the PATIENT/SURROGATE INFORMATION section by entering the relationship to the patient of the person communicating the preferences. The patient or healthcare decision maker signs the form either with the mouse or connected mobile device. Then click **'Accept and Continue.'** NOTE: See the [Sign ePolst with Mobile Device Tipsheet](#) for additional information with this process.

The screenshot shows the 'IDAHO POST 2012' form. On the left, a 'DOCUMENT PROGRESS' sidebar shows 'PATIENT/SURROGATE INFORMATION' as the current step. The main form area is titled 'PATIENT/SURROGATE INFORMATION' and contains the following fields:

- Patient/Surrogate name: Three input boxes containing 'B', 'Middle', and 'XZTEST'.
- Last Four digits of Social Security #: Input box containing '9999'.
- Relationship (Self, Spouse, etc.): Input box containing 'Self'.
- Patient/Surrogate Signature: A large empty box for a signature, with a 'Click here to connect a smart device for signature' button above it.
- Clear Signature: A red button below the signature box.
- Patient/Surrogate Signature Date: Three dropdown menus for Month, Day, and Year.
- Clear: A button at the bottom left.
- Accept and Continue: A green button at the bottom right, highlighted with a red box.

5. A pop-up box titled Signature Check will appear. Double check the signature and click **'Accept and Continue.'**

The 'Signature Check' pop-up box features a warning icon at the top. Below the title, it says 'The signature is shown below. Please Check it again.' A large box displays the handwritten signature 'Signature'. At the bottom, there are two buttons: 'Cancel' and 'Accept and Continue', with the latter highlighted by a red box.

- Complete SIGN AND SUBMIT section by signing the form either with the mouse or connected mobile device. Then click **'Accept and Continue.'** **In the Idaho POST only:** There is an option to click if the patient wishes to OPT IN with the state registry.

**88%** IDAHO POST 2012 Language: English

**DOCUMENT PROGRESS**

- CARDIOPULMONARY RESUSCITATION
- MEDICAL INTERVENTIONS
- ARTIFICIAL FLUIDS AND NUTRITION
- ANTIBIOTICS AND BLOOD PRODUCTS
- ADVANCE DIRECTIVES
- DOCUMENTATION OF DISCUSSION
- PATIENT/SURROGATE INFORMATION
- SIGN AND SUBMIT STEP 1 OF 2**

**SIGN AND SUBMIT STEP 1 OF 2**

Select Physician/APRN/PA's name \*

Select Physician/APRN/PA Name

Phone Number

(999) 999-9999 x 99999

ID License Number

Physician/APRN/PA Signature \*

Sign below, or [Click here to connect a smart device for signature](#)

Clear Signature

Physician/APRN/PA Signature Date

Month Day Year

This form will not be sent to the POST Registry unless the patient wishes to Opt-In.

Click this box if patient wishes to OPT-IN.

Clear **Accept and Continue**

- A pop-up box titled Signature Check will appear. Double check the signature and click **"Accept and Continue."**

**Signature Check**

The signature is shown below. Please Check it again.

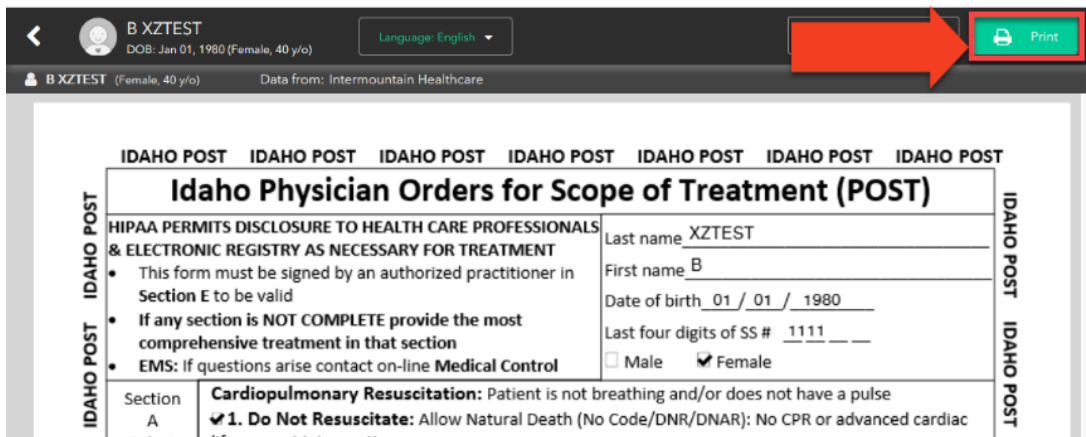
Signature

Cancel **Accept and Continue**

8. If you are not a Licensed Independent Practitioner, you will see an additional pop-up box titled “Awaiting for Signer to Sign Utah POLST 2016.” Choose the option to ‘Exit’.



9. **Critical Step:**
  - a. **Preparer:** Send a message to the provider to let them know how they have an ePOLST form ready to sign. Use Message Center or the Communicate button in the iCentra menu. Verbally contact the provider as well. Refer to *Sending Communication to the ACP Signer*.
  - b. **Provider:**
    - i. In the clinic – reply message back to the preparer in Message Center to let them know you have signed the ePolst.
    - ii. In the hospital – contact the preparer to let them know you have signed the ePolst.
10. Once the Preparer receives communication back from provider on ePOLST completion, open the patient’s chart and navigate to the ACP Dashboard. Click the ePOLST document to open, then click the ‘Print’ option and give document to the patient.



**Reminder:** Please update orders in PowerChart to reflect the patient wishes documented on the POLST/POST.

## 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