

# Understanding ACP Document Status Types and Viewing Historical ACP Documents

Caregivers Impacted: All Caregivers  
Implementation Date: July 9, 2020

## What Is Changing

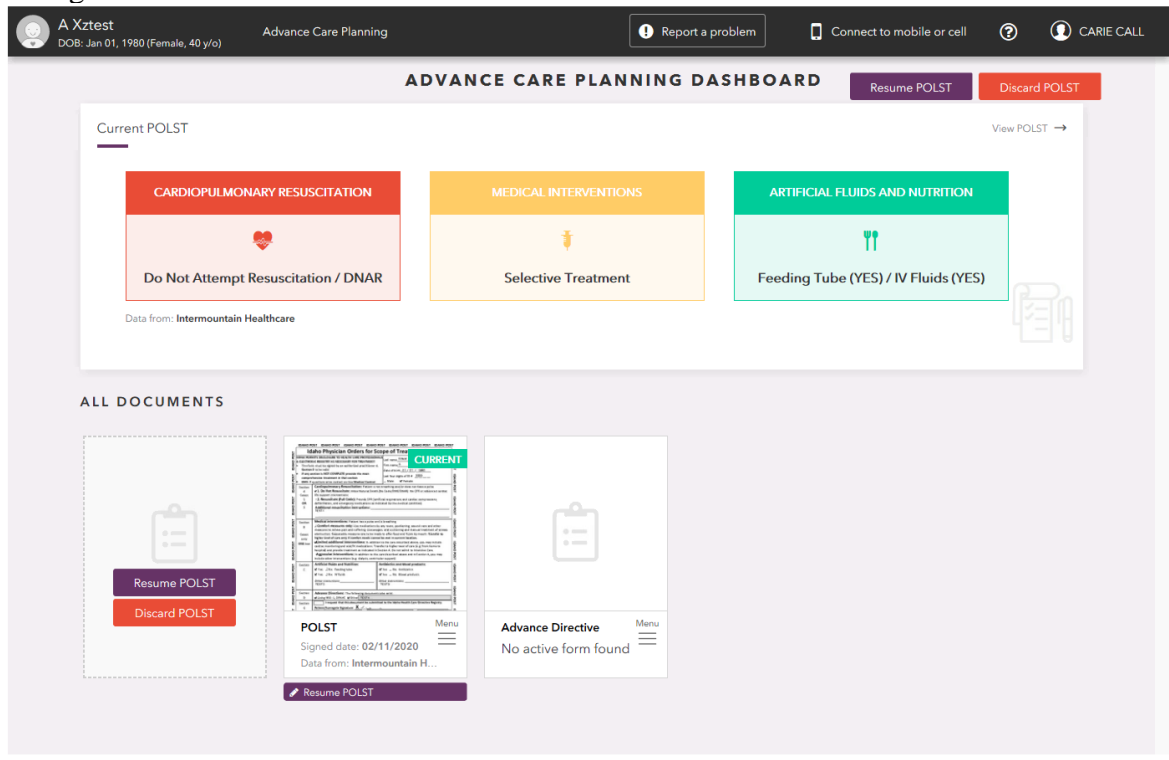
Intermountain has created a new centralized process to help caregivers know, share, and honor the healthcare wishes of the patients we serve. The Advance Care Planning (ACP) Dashboard is a third-party storage and retrieval system for all ACP documents stored in iCentra. The dashboard provides all caregivers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

## Viewing Historical ACP Documents in ACP Dashboard

1. Navigate to the ACP Dashboard.



The screenshot displays the 'ADVANCE CARE PLANNING DASHBOARD' for patient A Xztest (DOB: Jan 01, 1980). The dashboard is divided into two main sections: 'Current POLST' and 'ALL DOCUMENTS'.

**Current POLST Section:**

- CARDIOPULMONARY RESUSCITATION:** Do Not Attempt Resuscitation / DNAR
- MEDICAL INTERVENTIONS:** Selective Treatment
- ARTIFICIAL FLUIDS AND NUTRITION:** Feeding Tube (YES) / IV Fluids (YES)

**ALL DOCUMENTS Section:**

- POLST:** Signed date: 02/11/2020. Data from: Intermountain H... (Status: CURRENT)
- Advance Directive:** No active form found.

2. In the **All Documents** section, select **'Menu'** from a current document.

Utah Advance Health Care Directive  
CURRENT

Part I: My Personal Information  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Old Phone: (\_\_\_\_) \_\_\_\_\_  
Birth Date: \_\_\_\_\_

Part II: My Agent (Health Care Power of Attorney)  
A. My Agent  
If you do not want to name an agent, check the box below. If you do, do not name an agent if you are not of legal age.  
I do not want to name an agent.  
B. My Agent  
Agent's Name: \_\_\_\_\_  
Agent's Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Home Phone: (\_\_\_\_) \_\_\_\_\_ Old Phone: (\_\_\_\_) \_\_\_\_\_  
Work Phone: (\_\_\_\_) \_\_\_\_\_

Part III: My Advance Directives

Advance Directive  
Signed date: 01/22/2020  
Data from: Intermountain H...  
Menu

3. Select **'Show History'** from the dropdown menu.

POLST  
Signed date: \_\_\_\_\_  
Data from: Intermountain H...

Advance Directive  
Signed date: 01/30/2020  
Data from: Intermountain H...

Menu

Show History

View POLST

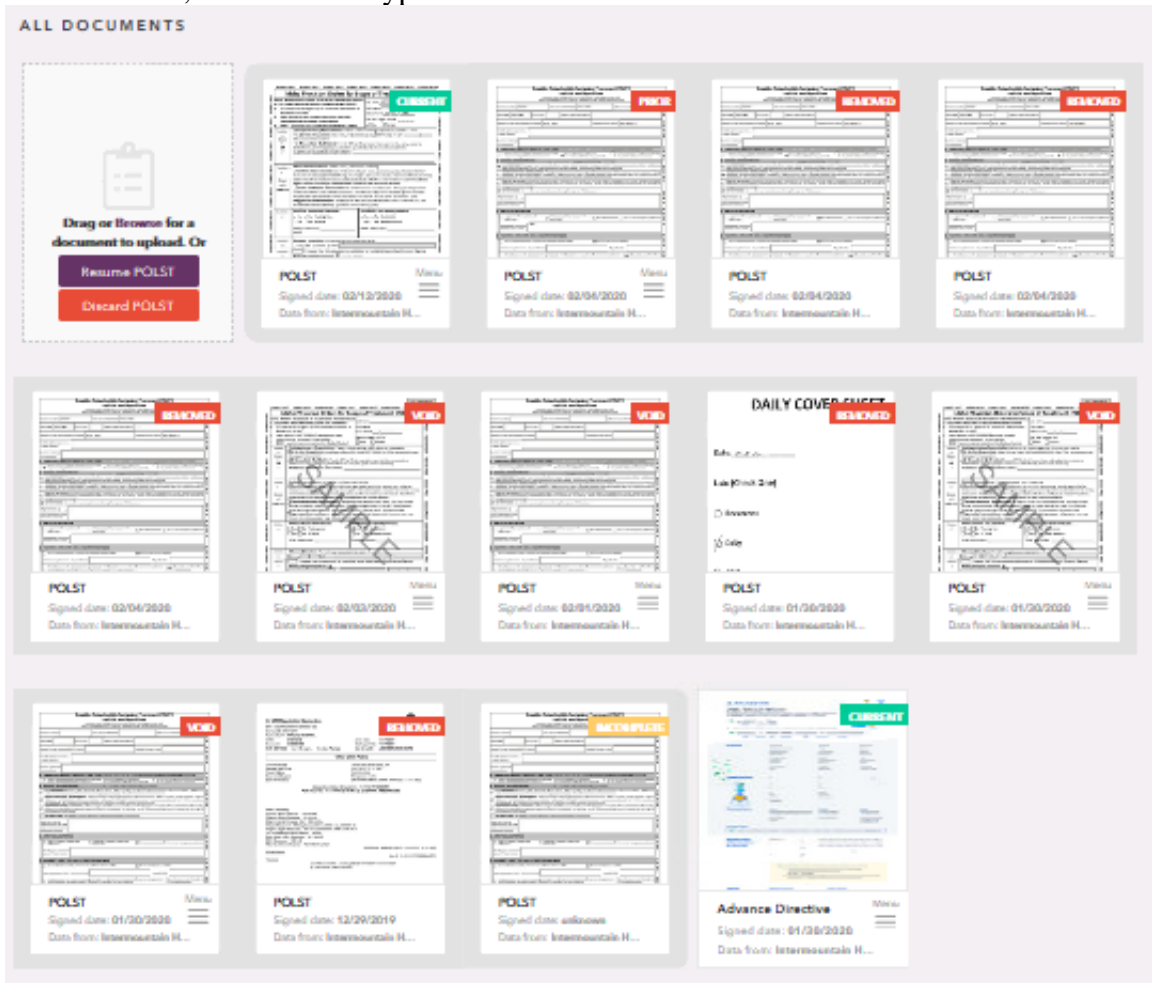
Create a new Utah POLST

Create a new Idaho POST

Upload Utah POLST

Upload Idaho POST

- Once selected, all document types will be visible.



### ACP Document Status Types Found in the Dashboard

- Current Documents:** documents that are actionable where the contents are still assumed to be valid, including forms that are in the 'resume' status.' This status is designated by the green Current indicator at the top of the form.



- Prior Documents:** documents that have been superseded by a current document, thereby rendering this document as invalid as the content of the document are not valid anymore. The Prior status is indicated by a red Prior stamp on the form, as well as a void watermark and date on the document.

**POLST** Menu  
Signed date: 02/04/2020  
Data from: Intermountain H...

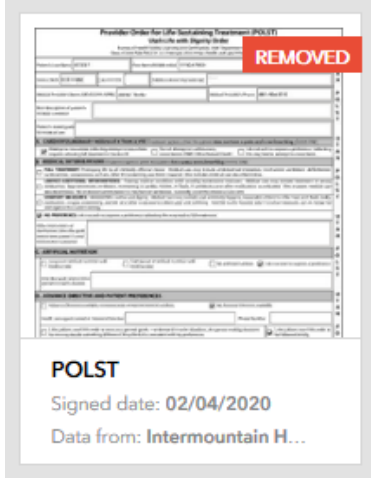
**POLST** Menu  
Signed date: 02/04/2020  
Data from: Intermountain H...

- Void Documents:** documents where the patient has decided that the content of the document is not valid anymore. This document may or may not be superseded by a current document. This status is indicated by a red void stamp on the form, as well as a void watermark and date on the document.

**POLST** Menu  
Signed date: 01/30/2020  
Data from: Intermountain H...

**POLST** Menu  
Signed date: 01/30/2020  
Data from: Intermountain H...

4. **Removed Documents** are the result of the document being uploaded to the wrong patient, containing critical data missing or incorrect information, may be a duplicate or has other problems. Removed documents are shown as a placeholder for historical reference, however, cannot be viewed. These documents will include a red removed marker on the form.



## 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

