



These instructions are designed to assist you with completing CARTI's advance directive forms.

PART 1 – COMPLETING YOUR DURABLE POWER OF ATTORNEY FOR HEALTHCARE:

This form lets you name the person you want to make medical decisions for you if you cannot. The person you choose is called your Healthcare Agent.

- **Step 1: Choose your Healthcare Agent**

- ✓ Pick someone who can make medical decisions for you if you are unable to do so. You can name a first choice, a second choice, and a third choice. If your first choice is not able to make decisions for you, your second choice will be asked to.
- ✓ Make sure you have contact information listed for each person you choose.

- **Step 2: Fill out your Durable Power of Attorney for Healthcare**

- ✓ Write your full legal name on the first line.
- ✓ Write the name of the person who you want to be your first choice, provide their contact information, and note their relationship to you.
- ✓ If you want to add a second choice, name them and include their contact info.
- ✓ Write down any other instructions or limitations for your Healthcare Agent in the blank spaces provided.

- **Step 3: Finalize your Durable Power of Attorney for Healthcare**

- ✓ Review your Durable Power of Attorney for Healthcare to be sure you have filled it out correctly.
- ✓ Sign and date the form.
- ✓ Have two (2) witnesses sign the form or have the form notarized.
- ✓ At least one witness cannot be:
 - Named as your healthcare agent.
 - Related to you by blood, marriage, or adoption.
 - Entitled to receive anything from your estate.
- ✓ You do not need to notarize the form if you have witnesses sign it.
- ✓ You do not need to have witnesses sign the form if you have it notarized.

PART 2 – COMPLETING YOUR LIVING WILL:

This form tells your doctors and caregivers what you want in the event you cannot make the decision yourself.

- **Step 1: Fill out your Living Will**

- ✓ Write your full legal name on the first line.
- ✓ Check the box for any specific treatment you do not want if you are terminally ill or permanently unconscious.
- ✓ Write down anything else you would like to tell your doctors, family, or caregivers. You can write in types of treatments you want or do not want – or you can write in anything else that you would like your loved ones and CARTI care team to know.

- **Step 2: Finalize your Living Will**

- ✓ Review your Living Will to be sure you have filled it out correctly.
- ✓ Sign and date the form.
- ✓ Have two (2) witnesses sign the form, or have the form notarized.
- ✓ At least one witness cannot be:
 - Named as your healthcare agent.
 - Related to you by blood, marriage, or adoption.
 - Entitled to anything from your estate.
- ✓ You do not need to notarize the form if you have witnesses sign it.
- ✓ You do not need to have witnesses sign the form if you have it notarized.

PART 3 – YOUR NEXT STEPS AFTER COMPLETING YOUR ADVANCE DIRECTIVE(S):

When you have completed your documents, you need to do the following:

- Keep the originals in a safe, but easily accessible place.
- Give a copy to your healthcare providers and ask them to upload your advance directives into your electronic medical record.
- Tell your Healthcare Agent and any alternate agents that you have listed them as your agent and provide them a copy and discuss the care that you want to receive.
- Talk to your family members and friends about your advance directives. Make sure they know who you have designated to make your health care decisions when you are not able to make them yourself. By having these conversations now, you help ensure that your family members and Healthcare Agent(s) avoid conflict and feelings of guilt.
- Keep a record of who has your advance directives.
- Keep a copy with you when you are traveling.

You may change your advance directives at any time. If you want to make changes, you must create a new form(s). Consider reviewing your advance directives and creating new ones in the following situations:

- **New diagnosis.** A diagnosis of a disease that is terminal or that significantly alters your quality of life may lead you to make changes in your Living Will.
- **Change in marital status.** When you marry, divorce, become separated, or are widowed, you may need to select a new Healthcare Agent.
- **Every few years.** Over time your thoughts about end-of-life care may change. Review your advance directives from time to time to be sure they reflect your current values and wishes.

If you complete new form(s), be sure to destroy all copies of your old advance directives and distribute new copies to your medical providers, your Healthcare Agent(s), and anyone else with whom you shared your original advance directives.

You should discuss changes with your primary care doctor and make sure a new directive replaces an old directive in your medical record files with each of your providers. **It is your responsibility to provide copies of new advance directives to CARTI. If you update your advance directives, please ensure that your CARTI care team has received a copy.**