



Completing my Advance Health Care Directive

My Values. My Choice. My Care.

Checklist to make your Advance Health Care Directive legally valid:

- Sign and date your Advance Health Care Directive "AHCD".
- The AHCD must be signed by two witnesses **OR** acknowledged by a Notary Public.*
- If signed by witnesses, at least one witness must attest they are not related by blood, marriage, or adoption by signing the "Additional Statement of Witness" section).*

**All witness signatures must be dated on the same day or after the patient's signature date. The witnesses must not be the same as the Health Care Agent(s).*

Additional Requirements:

- Include every page with your name and medical record number at the top of each page.
- You must submit a readable copy of your AHCD (otherwise, it will be rejected).

How to submit your completed Advance Health Care Directive:

TO SUBMIT ONLINE:

(Recommended and allows you to view your AHCD on kp.org)

- ◆ Scan and save your AHCD as a **clear PDF file** to your computer (maximum file size 4 MB).
- ◆ Sign in to kp.org:
 - ◆ Go to the Medical Record tab and click on the "Life Care Planning" tile.
 - ◆ Scroll all the way to the bottom and click on the "Add a Document" (blue button) to upload your AHCD as a single PDF file.

TO SUBMIT BY MAIL OR DROP OFF:

- ◆ Keep your original AHCD for your records.
- ◆ Mail a **clear copy** of your AHCD to the KP Health Education Dept., 2241 Geary Blvd., San Francisco, CA 94115 or Healthy Living, 1600 Owens St, San Francisco, CA 94158.
- ◆ Drop off at either location from Monday through Friday, 9:00 a.m. – 5:00 p.m. A drop off mail box is also available outside of the department at 2241 Geary.
- ◆ You may also give a **clear copy** of your AHCD to your primary care provider or other KP team member.

Note: Processing takes 7 business days. You will be contacted by mail or KP email if corrections are needed.

What is Life Care Planning?

Life Care Planning is a process to help you plan for future health care choices in the event that you can't speak for yourself due to serious illness or injury. It involves two major choices:

- ◆ Choosing someone you trust to make your health care decisions if you are not able to. This person is your Health Care Agent.*
- ◆ Giving specific instructions about your care in the event of a sudden injury or illness.

These are important decisions, so it is best to make them after carefully considering your values, beliefs, and experiences.

**Once you have selected your Health Care Agent, be sure to discuss your health care wishes with that person and make sure they are willing to act as your decision maker.*

What is an Advance Health Care Directive?

An Advance Health Care Directive (AHCD) is a way of putting your Life Care Planning wishes into a legal document. All adults are encouraged to have an AHCD.

How can I Learn More and Download an AHCD Form?

- ◆ Visit kp.org/lifecareplan

◆ To download the AHCD form:

- * Click on the "Advance Health Care Directive" link above the picture at the top of the webpage.
- * Select "California-Northern" from the "Choose your region" drop-down menu.
- * Select your preferred language: English, Spanish, Chinese, or Vietnamese.

◆ Register for a Life Care Planning class or Individual Life Care Planning appointment.

- ◆ Classes available in English, Cantonese and Filipino.
- ◆ Individual appointments available in English, Cantonese and Spanish.
- ◆ Contact the Health Education Department at sfhealthed@kp.org or 415-833-3450, Monday - Friday, 9:00 a.m. – 5:00 p.m.

◆ For members older than 85 years or with a serious illness:

- ◆ It is recommended that you work with a trained Life Care Planning Facilitator.
- ◆ Ask your primary care provider for a referral.