



Attention HMSJ, HMSL, HMW and HMWB:

June 18: Removal of Advance Directives Loaded in Epic Prior to Go-Live

Beginning Monday, June 18, all advance directives backloaded into Epic in preparation for your hospital's Go-Live will be removed. This is part of an overall effort to ensure only valid advance directives exist in Epic. These documents will still be available for review in MPF. Advance directives collected/scanned directly in Epic will not be impacted.

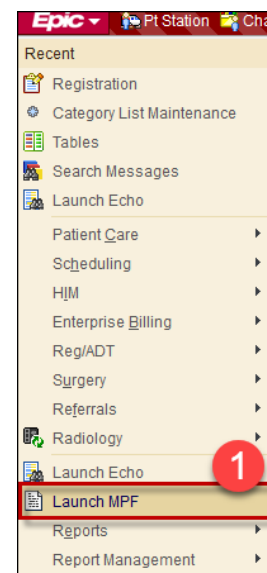
Historically, advance directive questionnaires (i.e., documents asking patients if they have an advance directive on file) were scanned into MPF and incorrectly labeled as advance directives. These documents were then loaded into Epic before Go-Live. This caused confusion in workflow and was misleading because users may have thought an advance directive was on file when it was not.

Workflow for Patient Access Services Staff

- At the point of registration, be sure to ask each patient if they have an advance directive on file or would like to provide an update
- If the patient/family reports they have an advance directive on file and you can't find it in Epic (**Chart Review > Media** tab), follow the steps below to locate it in MPF. Then, print the document(s) and scan them into Epic as **Advance Directives, Living Will and Medical Power of Attorney** using your scanning workflow

Everyone: Locate Advance Directives in MPF

- If you need to review advance directives (e.g., patient access services, spiritual care, nursing staff and providers) and you can't find the document in Epic (**Chart Review > Media** tab), follow these steps to locate it in MPF:
 1. From within Epic, click the **Epic** button. From the dropdown menu, select **Launch MPF**
 2. Log in to MPF using your Houston Methodist network ID and password. From the **Domain** dropdown, select TMH.TMHS (it will be the only option that displays)



3. Search for the patient using MRN, name, etc.

Find a Patient | MRN | | Facility | All

Patient Search Result

Patient	DOB
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4. After locating the patient, look for documents labeled **Advance Directives** or **Power of Attorney**