

Patient Guide – How to Upload Your Advance Directive

KnowMyHealthRI.riqi.org is a website that allows you or your care provider to upload your Advance Directives. These may include several documents such as a Living Will or Durable Power of Attorney for Healthcare. More information about these documents as well as downloadable PDF templates are available after you log in, under the **Resources** tab or widget:

Your provider can upload your Advance Directives on your behalf, but if you prefer to do so yourself, your provider must send you an invitation to set up an account.

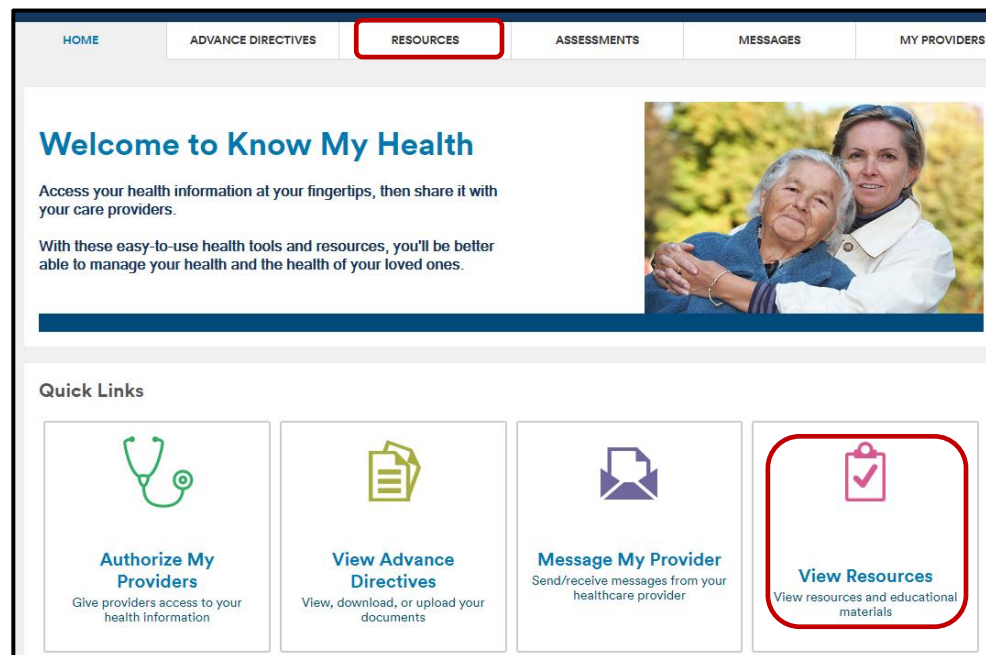
To get started, you must then activate your account. To do this:

- Check your email and look for a message from “Know My Health” with the subject line: Invitation from your healthcare provider

Note: for some email providers, like Gmail – the message may appear in “Promotions” or “Updates” rather than your Primary inbox.

- **To create your account**, follow the directions in the email which will look similar to these steps:

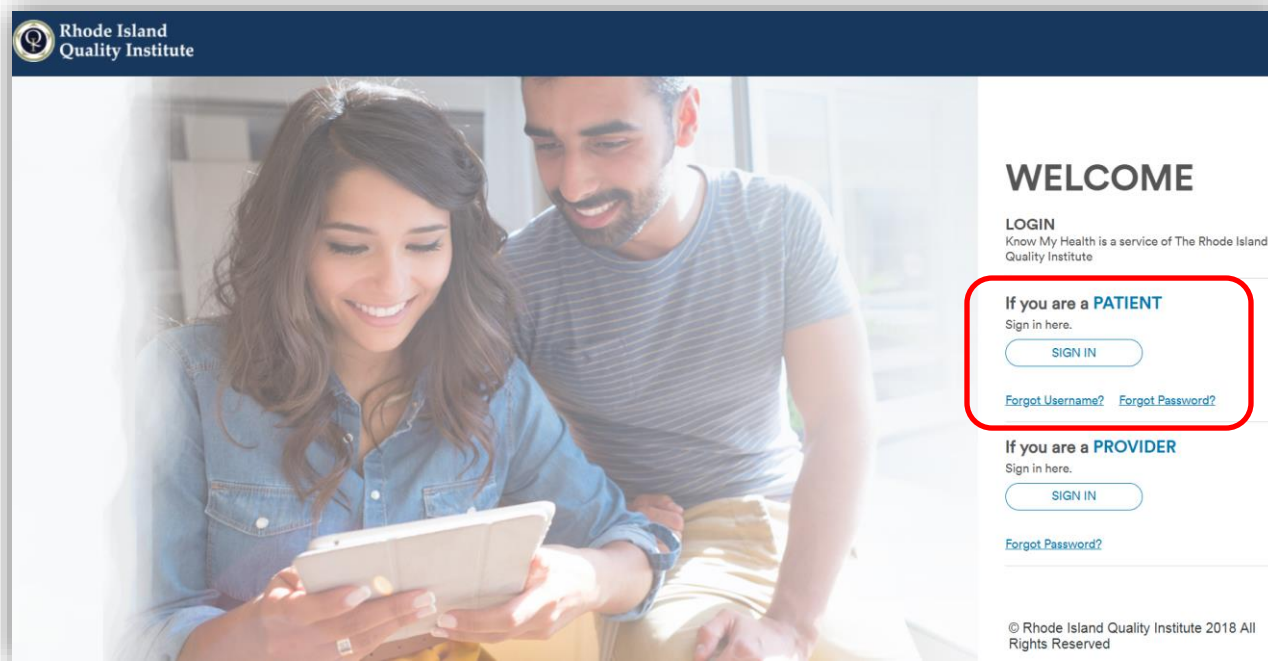
1. Click the link below to accept your invitation
<https://riqi-iphr.mt.grcdemo.com/PatientWelcome.aspx....>
2. Click '**Create Account**' (on the right side of the page)
3. Enter your first and last name, your email address, and a password
4. Click '**I agree to the Terms and Conditions**'
5. Answer your secret question. For example: "What year were you born?"
6. Review the *Terms of Use*
7. You will be launched into your new Consumer Engagement Platform account



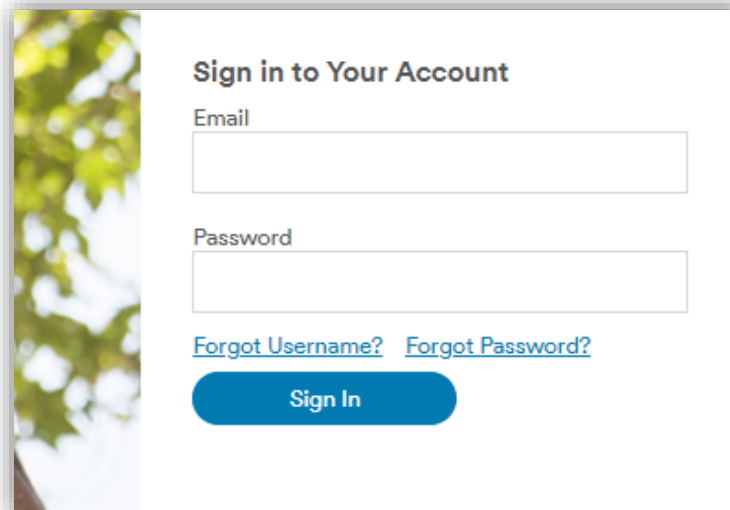
Open your web browser and go to:

<https://KnowMyHealthRI.rqi.org>

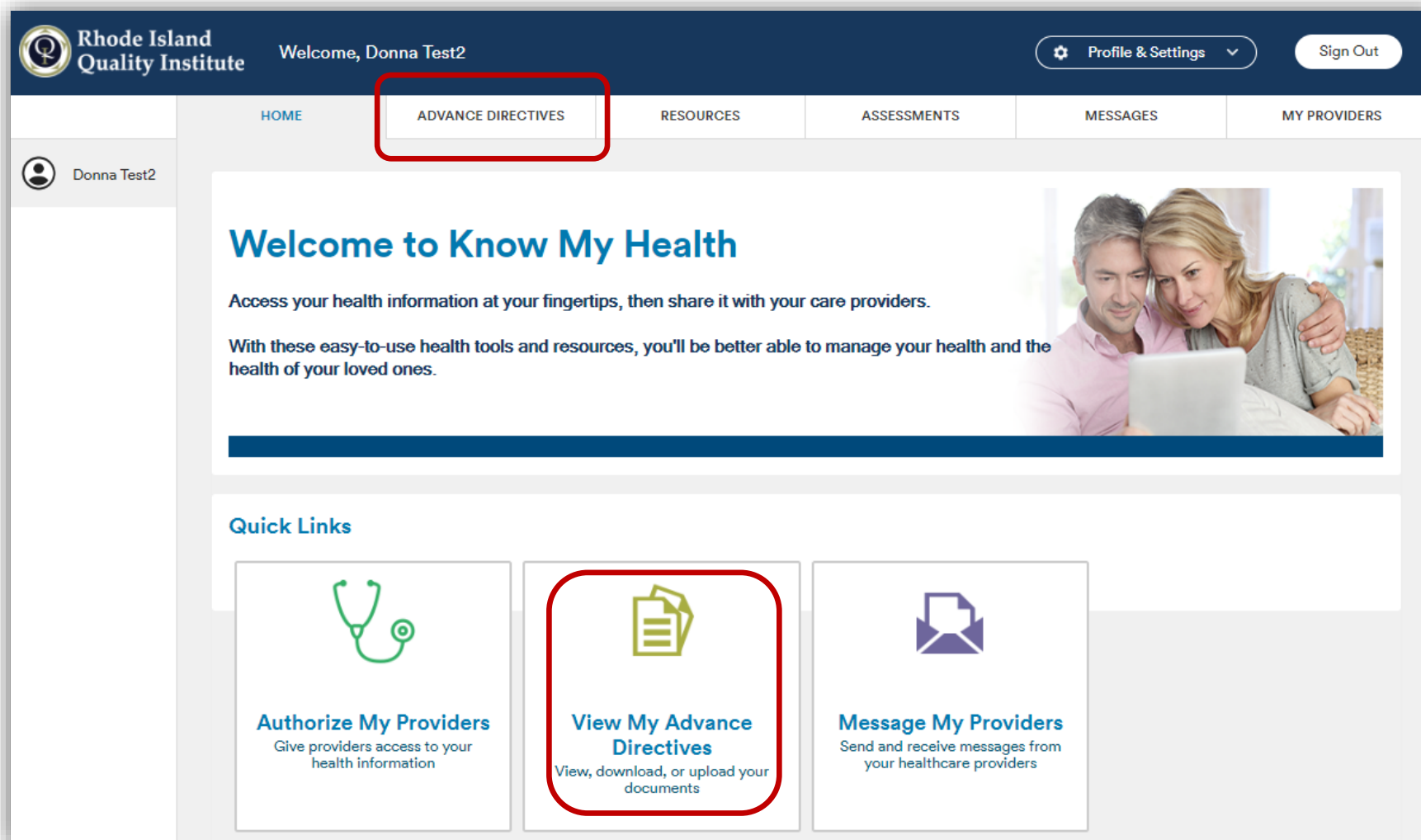
Click the **SIGN IN** link under “If you are a Patient”



Sign in with your email address you used to set up this account and the password you created.

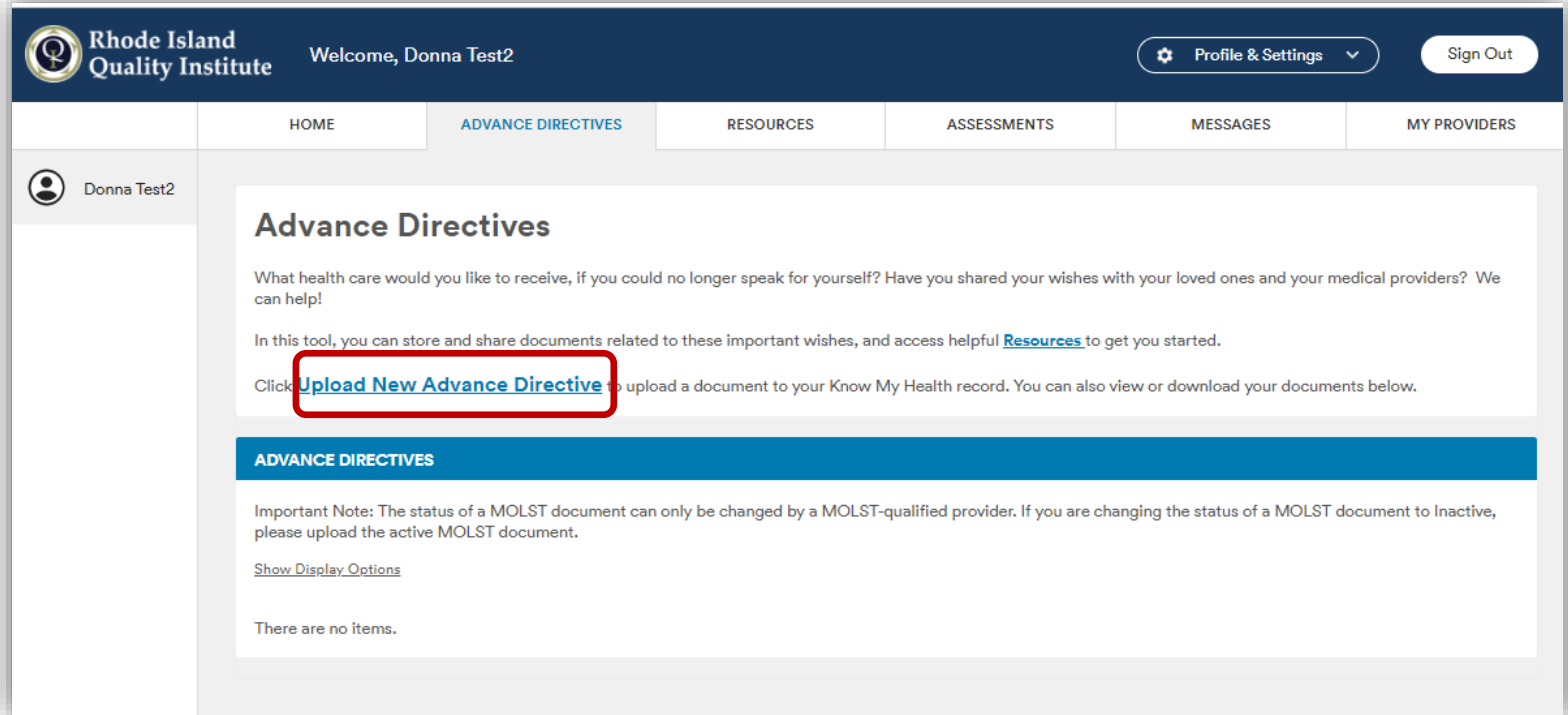


At the Home Screen, you can click either on the **ADVANCE DIRECTIVES** link at the top of the screen, or on the widget:



Important: Before you begin, be sure that you have a signed advance directive and that it is in **PDF format**. Also make note of the date the document was signed as you will need this information during the upload process.

When you are ready to begin the simple, 2-step process to upload a signed advance directive to your account, click on **Upload New Advance Directive**.



The screenshot shows the patient portal interface for the Rhode Island Quality Institute. The user is logged in as Donna Test2. The main navigation bar includes links for HOME, ADVANCE DIRECTIVES (highlighted), RESOURCES, ASSESSMENTS, MESSAGES, and MY PROVIDERS. The left sidebar shows the user's profile. The main content area is titled 'Advance Directives' and contains the following text:

What health care would you like to receive, if you could no longer speak for yourself? Have you shared your wishes with your loved ones and your medical providers? We can help!

In this tool, you can store and share documents related to these important wishes, and access helpful [Resources](#) to get you started.

Click **Upload New Advance Directive** to upload a document to your Know My Health record. You can also view or download your documents below.

ADVANCE DIRECTIVES

Important Note: The status of a MOLST document can only be changed by a MOLST-qualified provider. If you are changing the status of a MOLST document to Inactive, please upload the active MOLST document.

[Show Display Options](#)

There are no items.

Step 1 of 2

- Click on **Choose File** to navigate to the PDF document on your computer; select the file.

Upload an Advance Directive

We've made it easy for you to upload your Advance Directive and notify your care provider.

IMPORTANT: Please complete BOTH steps:


STEP 1 - UPLOAD ADVANCE DIRECTIVE

Please upload your file here, but then be sure to complete Step #2 below.


*File Name

No file chosen

*Advance Directive Signature Date



*Advance Directive Type



*Status


☐ Active
 ☐ Inactive

Notes

- Add the date on which the document was **signed** (**NOTE: this is most likely NOT today's date**)
-
- Select the type of document from the dropdown list
- Indicate if this is an active or inactive document. *(TIP: An inactive document might be useful, in order to communicate which document should be disregarded, especially if there is a newer Active document.)*

* =mandatory field


*File Name Donna_Test2... 120218.pdf

*Advance Directive Signature Date 

*Advance Directive Type

*Status ☒ Active ☐ Inactive

Notes

 Save

- Click **Save**

You'll see a confirmation notice that your uploaded document has been saved:

Upload an Advance Directive

We've made it easy for you to upload your Advance Directive and notify your care provider.

IMPORTANT: Please complete BOTH steps:

STEP 1 - UPLOAD ADVANCE DIRECTIVE

Please upload your file here, but then be sure to complete Step #2 below.

Data has been saved

UploadDocument: Donna_Test2_Living_Will_Sample_120218.pdf

Advance Directive Signature Date: 12/2/2018

Advance Directive Type: Living Will

Status: Active

Source: -

Notes: -

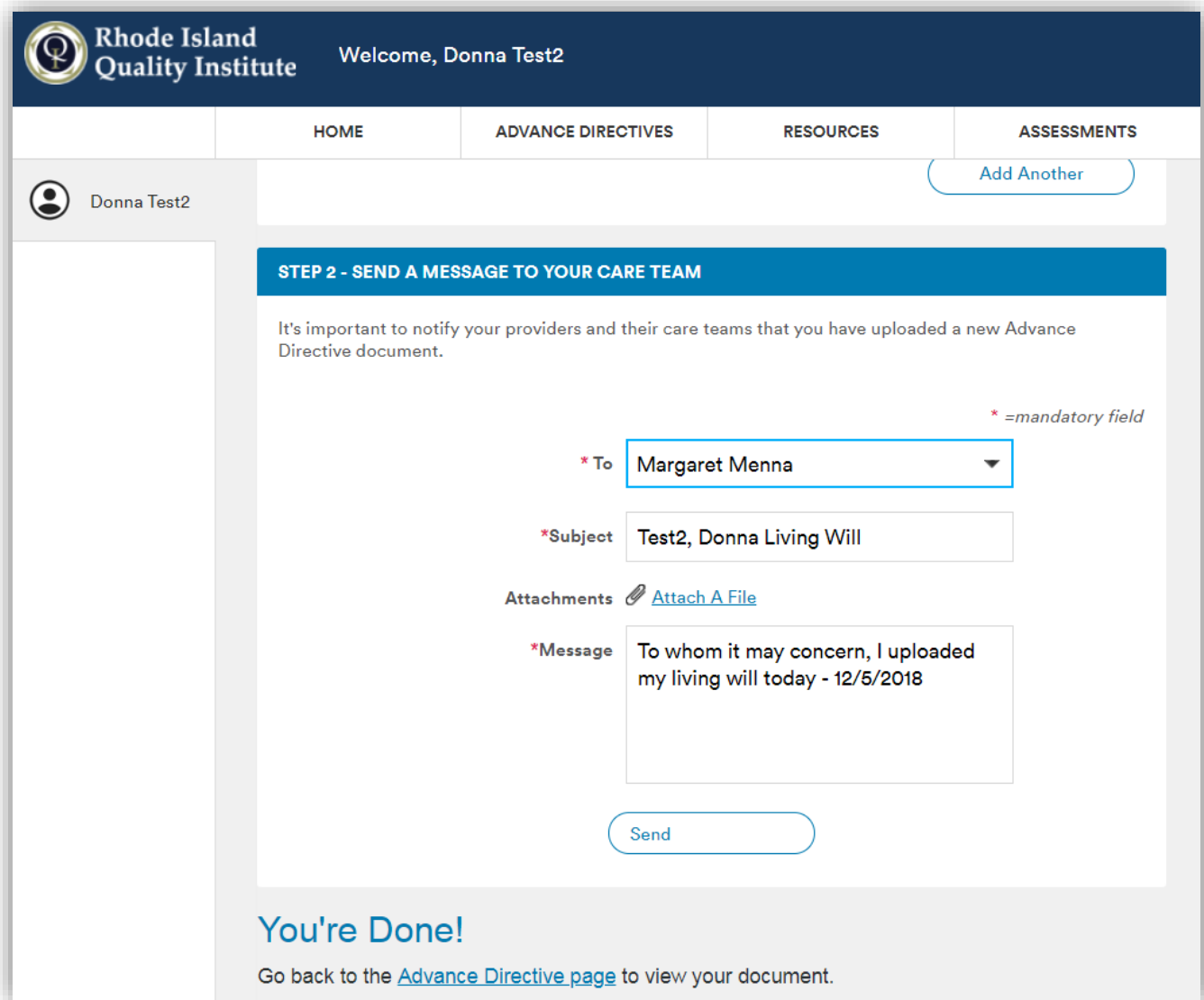
Add Another

If you have additional documents to upload, you can simply click **Add Another** and follow the same process.

When you have finished uploading documents, please [follow the directions in Step 2](#) (at the bottom of the screen) to notify your care team:

Step 2 of 2

- Select your provider or practice staff member from the dropdown list
- Create a subject (e.g., last name and type of document)
- Write short message
- Click **Send**



Rhode Island Quality Institute Welcome, Donna Test2

HOME ADVANCE DIRECTIVES RESOURCES ASSESSMENTS

Donna Test2 [Add Another](#)

STEP 2 - SEND A MESSAGE TO YOUR CARE TEAM

It's important to notify your providers and their care teams that you have uploaded a new Advance Directive document.

* =mandatory field

* To

*Subject

Attachments [Attach A File](#)

*Message

[Send](#)

You're Done!

Go back to the [Advance Directive page](#) to view your document.

You will receive a confirmation that your message was sent:

You can now click the **Advance Directive** page link to view your document list

STEP 2 - SEND A MESSAGE TO YOUR CARE TEAM


It's important to notify your providers and their care teams that you have uploaded a new Advance Directive document.

Message sent successfully.

Compose another message

You're Done!

Go back to the [Advance Directive page](#) to view your document.



Rhode Island Quality Institute

Welcome, Donna Test2

Profile & Settings

Sign Out

HOME

ADVANCE DIRECTIVES

RESOURCES

ASSESSMENTS

MESSAGES

MY PROVIDERS

Donna Test2

Advance Directives

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ADVANCE DIRECTIVES

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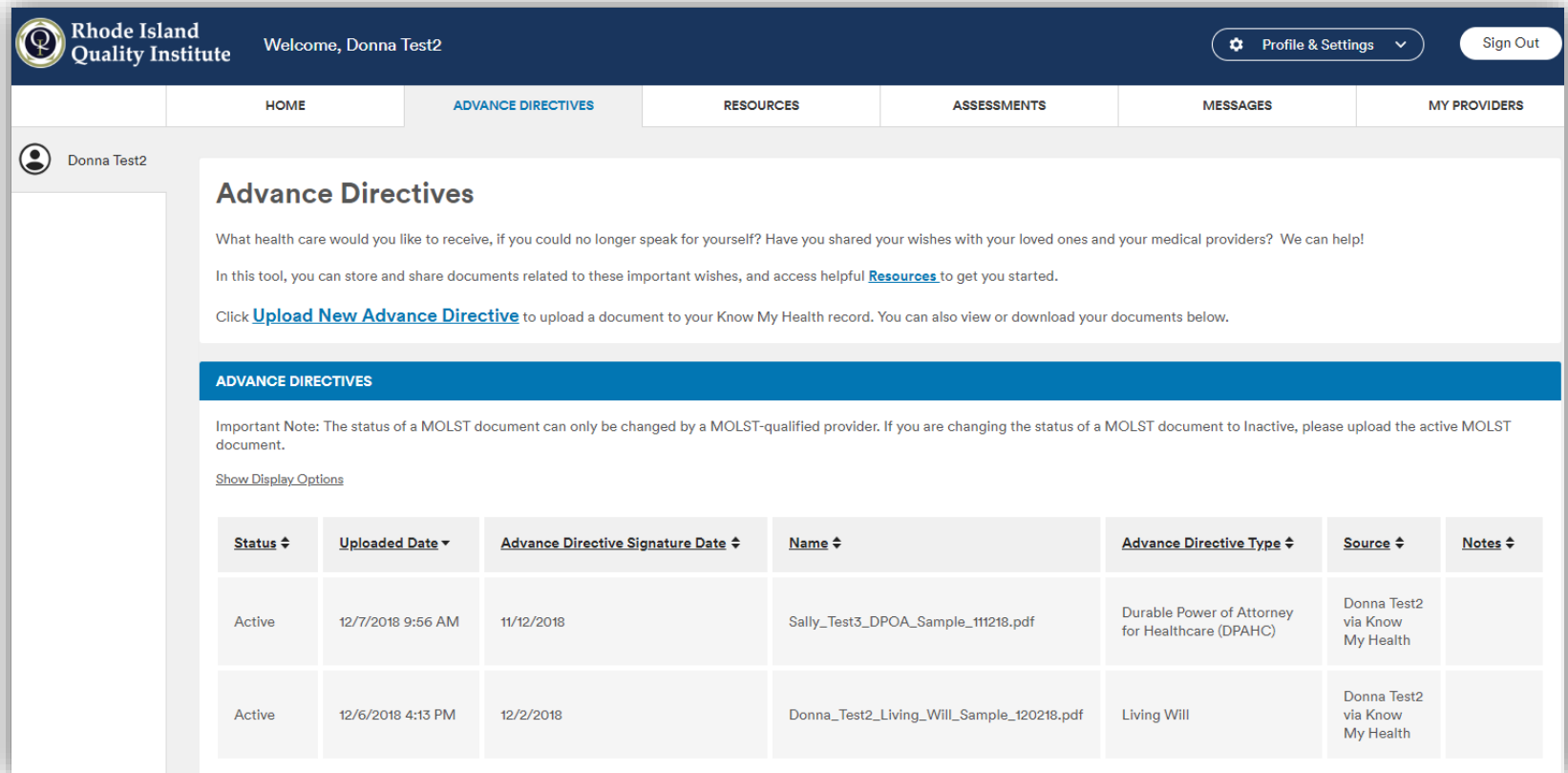
[Show Display Options](#)

Status	Uploaded Date	Advance Directive Signature Date	Name	Advance Directive Type	Source	Notes
Active	12/6/2018 4:13 PM	12/2/2018	Donna_Test2_Living_Will_Sample_120218.pdf	Living Will	Donna Test2 via Know My Health	

Editing an Advance Directive


Once you've uploaded a document, you cannot delete it, but you can edit it to make a change to the date signed, or to indicate that it is no longer active.

- Click the **Advance Directives** link to see a listing of your documents



Rhode Island Quality Institute Welcome, Donna Test2 [Profile & Settings](#) [Sign Out](#)

[HOME](#) [ADVANCE DIRECTIVES](#) [RESOURCES](#) [ASSESSMENTS](#) [MESSAGES](#) [MY PROVIDERS](#)

 Donna Test2

Advance Directives

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ADVANCE DIRECTIVES

Important Note: The status of a MOLST document can only be changed by a MOLST-qualified provider. If you are changing the status of a MOLST document to Inactive, please upload the active MOLST document.

[Show Display Options](#)

Status	Uploaded Date	Advance Directive Signature Date	Name	Advance Directive Type	Source	Notes
Active	12/7/2018 9:56 AM	11/12/2018	Sally_Test3_DPOA_Sample_111218.pdf	Durable Power of Attorney for Healthcare (DPAHC)	Donna Test2 via Know My Health	
Active	12/6/2018 4:13 PM	12/2/2018	Donna_Test2_Living_Will_Sample_120218.pdf	Living Will	Donna Test2 via Know My Health	

- Click anywhere on the document to be edited.

ADVANCE DIRECTIVES						
Important Note: The status of a MOLST document can only be changed by a MOLST-qualified provider. If you are changing the status of a MOLST document to Inactive, please upload the active MOLST document.						
Show Display Options						
Status	Uploaded Date	Advance Directive Signature Date	Name	Advance Directive Type	Source	Notes
Active	12/7/2018 9:56 AM	11/12/2018	Sally_Test3_DPOA_Sample_111218.pdf	Durable Power of Attorney for Healthcare (DPAHC)	Donna Test2 via Know My Health	
Active	12/6/2018 4:13 PM	12/2/2018	Donna_Test2_Living_Will_Sample_120218.pdf	Living Will	Donna Test2 via Know My Health	

Important:

An edit screen will appear for all documents in your list. Be sure to use the arrows to navigate to the correct document to be changed:

Advance Directives

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Click [Upload New Advance Directive](#) to get started.

Status	Uploaded Date	Advance Directive Signature Date	Name	Advance Directive Type	Source	Notes
Active	12/7/2018 9:56 AM	11/12/2018	Sally_Test3_DPOA_Sample_111218.pdf	Durable Power of Attorney for Healthcare (DPAHC)	Donna Test2 via Know My Health	
Active	12/6/2018 4:13 PM	12/2/2018	Donna_Test2_Living_Will_Sample_120218.pdf	Living Will	Donna Test2 via Know My Health	

Files - All

Item 1 of 2

Name: [Donna_Test2_Living_Will_Sample_120218.pdf](#)

Size: 58KB

Advance Directive Signature Date: 12/2/2018

File Type: Adobe Portable Document Format

Advance Directive Type: Living Will

Status: Active

Source: Donna Test2 via Know My Health

Notes: -

[Edit](#) [Close](#)

Once you can see the desired document name, click **Edit**.

Make the desired changes,

Click **SAVE**

Click **CLOSE**

Advance Directives

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In this tool, you can store and share documents related to these important wishes, and access helpful [Resources](#) to get you started.

Click [Upload New Advance Directive](#)

ADVANCE DIRECTIVES	
Important Note: The status of a document can change. Click Show Display Options for more information.	
Status	Uploaded Document
Active	12/7/2018 9:58 AM
Active	12/6/2018 4:58 PM

Files - All

Item 2 of 2

Name: [Sally_Test3_DPOA_Sample_111218.pdf](#)

Size: 72KB

Advance Directive Signature Date: 11/12/2018

File Type: Adobe Portable Document Format

Advance Directive Type: Durable Power of Attorney for Healthcare (DPAHC)

Status: Active

Source: Donna Test2 via Know My Health

Notes: -

Edit

Close