

## Patient Guide – How to Upload Your Advance Directive

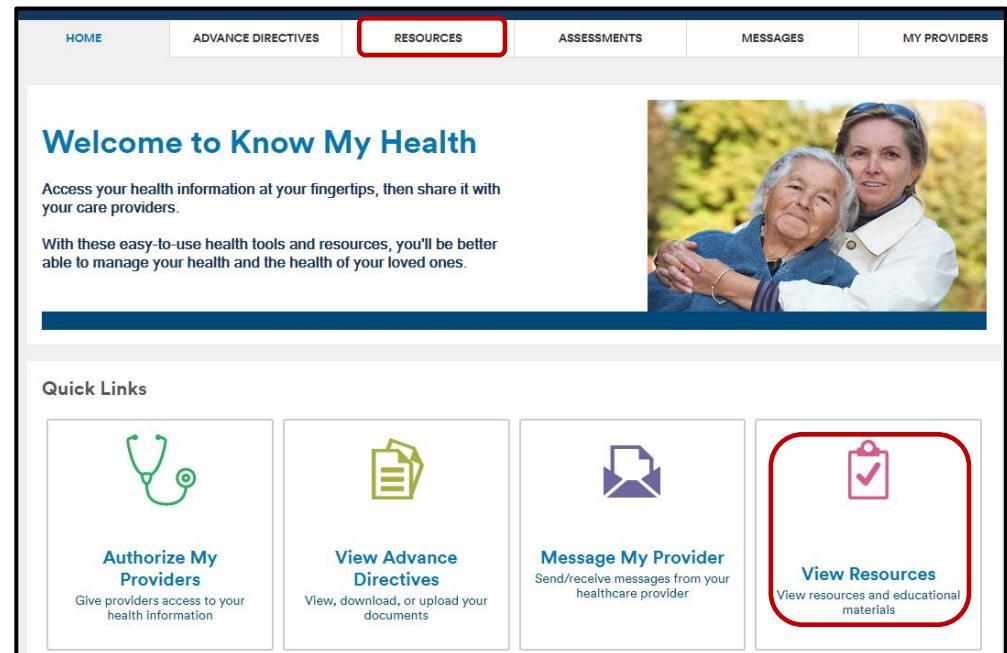
KnowMyHealthRI.rqi.org is a website that allows you or your care provider to upload your Advance Directives. These may include several documents such as a Living Will or Durable Power of Attorney for Healthcare. More information about these documents as well as downloadable PDF templates are available 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:
  - Click the link below to accept your invitation  
<https://rqi-iphr.mt.grcdemo.com/PatientWelcome.aspx....>
  - Click 'Create Account' (on the right side of the page)
  - Enter your first and last name, your email address, and a password
  - Click 'I agree to the Terms and Conditions'
  - Answer your secret question. For example: "What year were you born?"
  - Review the *Terms of Use*
  - You will be launched into your new Consumer Engagement Platform account



HOME ADVANCE DIRECTIVES **RESOURCES** ASSESSMENTS MESSAGES MY PROVIDERS

Welcome to Know My Health

Access your health information at your fingertips, then share it with your care providers.

With these easy-to-use health tools and resources, you'll be better able to manage your health and the health of your loved ones.

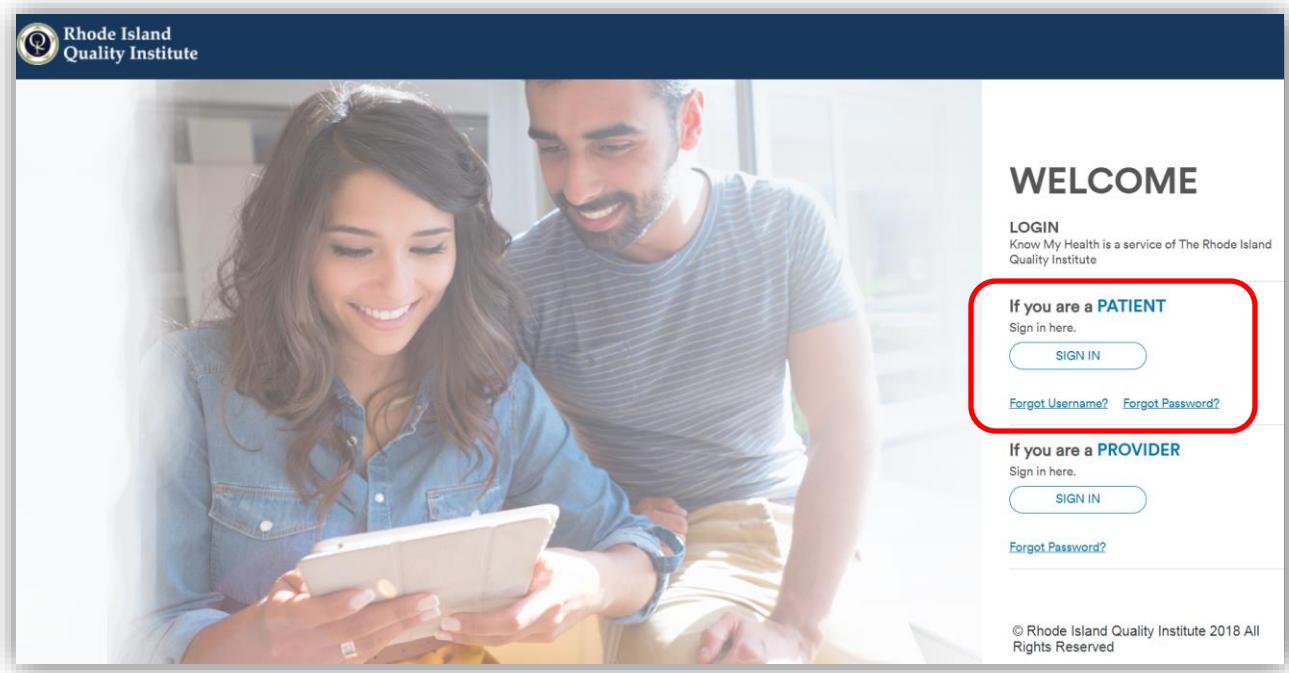
Quick Links

- Authorize My Providers**  
Give providers access to your health information
- View Advance Directives**  
View, download, or upload your documents
- Message My Provider**  
Send/receive messages from your healthcare provider
- View Resources**  
View resources and educational materials

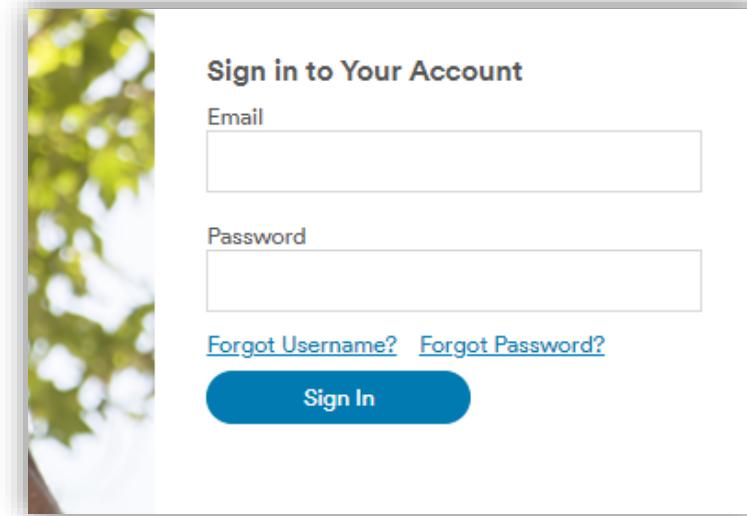
Open your web browser and go to:

<https://KnowMyHealthRI.riqi.org>

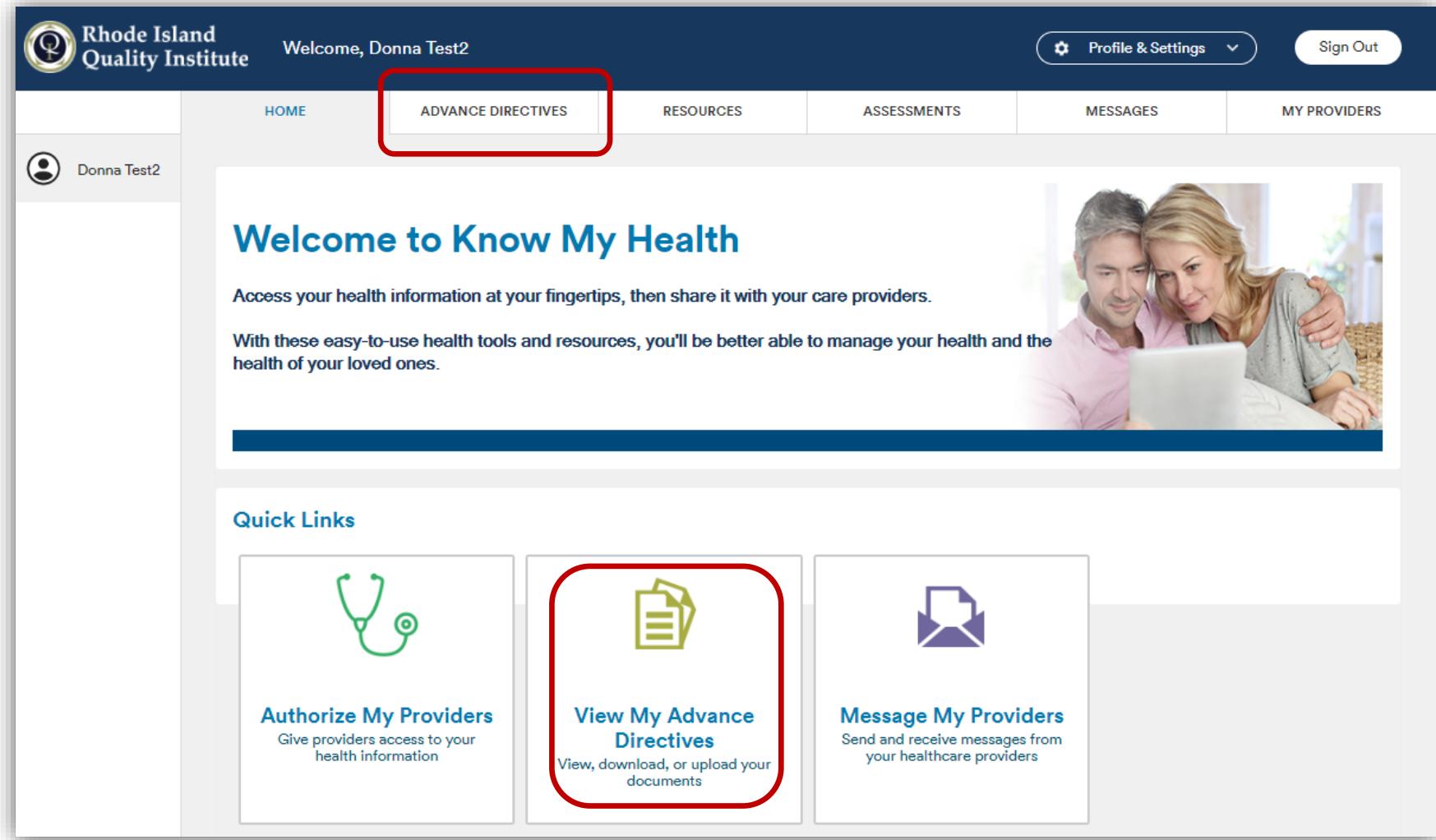
Click the **SIGN IN** link under “If you are a Patient”



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



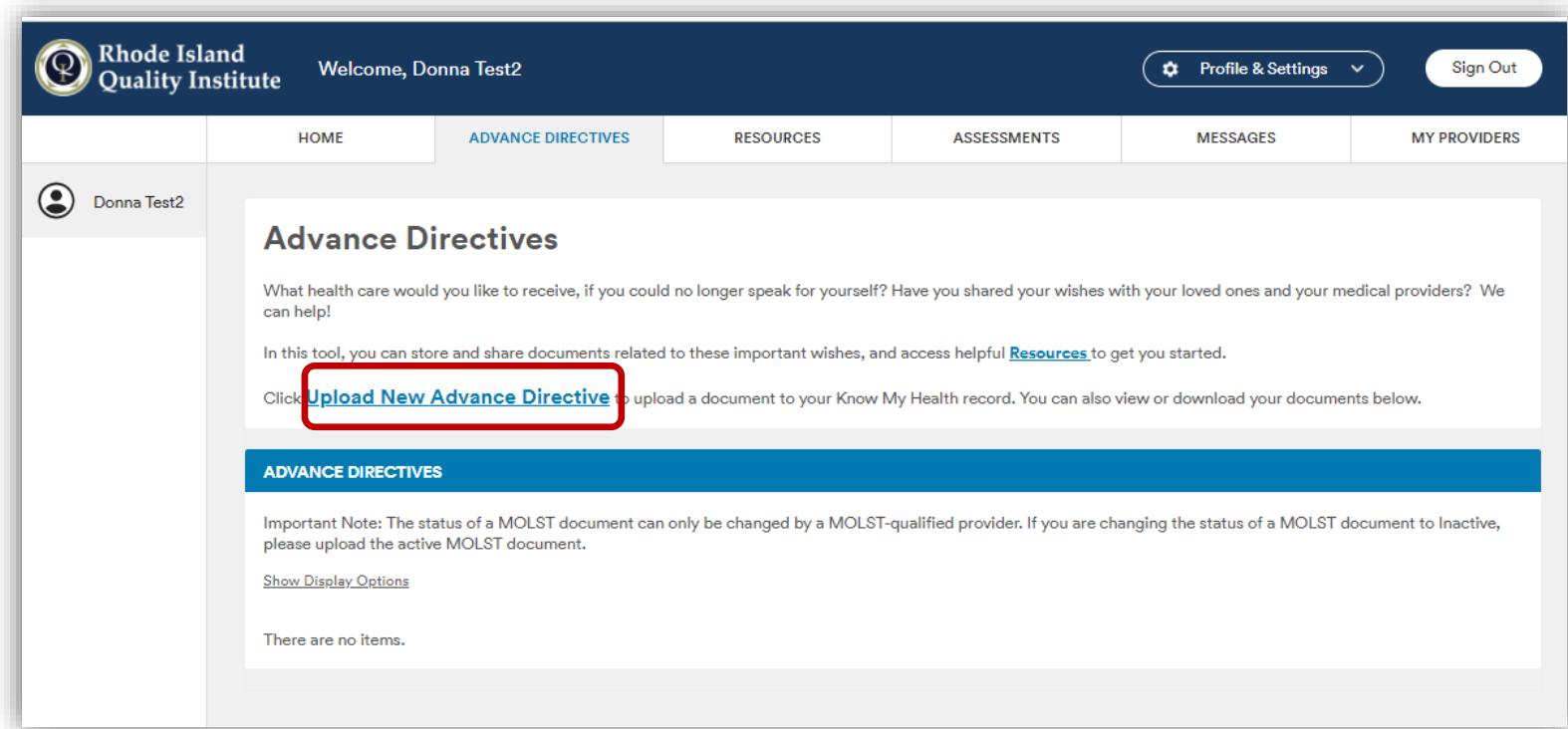
At the Home Screen, you can click either on the **ADVANCE DIRECTIVES** link at the top of the screen, or on the widget:



The screenshot shows the Rhode Island Quality Institute's patient portal. At the top, the navigation bar includes links for HOME, ADVANCE DIRECTIVES (which is highlighted with a red box), RESOURCES, ASSESSMENTS, MESSAGES, and MY PROVIDERS. The user is identified as "Welcome, Donna Test2". On the left, a sidebar shows a profile picture for "Donna Test2". The main content area features a "Welcome to Know My Health" message with a subtext about managing health information and a photo of a couple using a tablet. Below this is a "Quick Links" section with three items: "Authorize My Providers" (stethoscope icon), "View My Advance Directives" (document icon, highlighted with a red box), and "Message My Providers" (envelope icon).

**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 Rhode Island Quality Institute patient portal. At the top, there is a navigation bar with the logo, the text "Welcome, Donna Test2", and links for "Profile & Settings" and "Sign Out". Below the navigation bar, there is a main menu with links for "HOME", "ADVANCE DIRECTIVES" (which is highlighted in blue), "RESOURCES", "ASSESSMENTS", "MESSAGES", and "MY PROVIDERS". On the left, there is a sidebar with a user profile picture and the name "Donna Test2". The main content area is titled "Advance Directives". It contains a text box asking about health care preferences and sharing wishes. Below this, there is a call-to-action button: "Click [Upload New Advance Directive](#) to upload a document to your Know My Health record. You can also view or download your documents below." This button is highlighted with a red box. Below the button, there is a section titled "ADVANCE DIRECTIVES" with an "Important Note" about MOLST document status and a link to "Show Display Options". At the bottom of the section, it says "There are no items."

## Step 1 of 2

### 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.

\* =mandatory field

\*File Name  No file chosen

\*Advance Directive Signature Date  

\*Advance Directive Type

\*Status  Active  Inactive

Notes

 Save

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

- 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

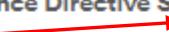
\*File Name  Donna\_Test2...120218.pdf

\*Advance Directive Signature Date

\*Advance Directive Type

\*Status  Active  Inactive

Notes



- 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**

**Upload Document:** Donna\_Test2\_Living\_Will\_Sample\_120218.pdf

**Advance Directive Signature Date:** 12/2/2018

**Advance Directive Type:** Living Will

**Status:** Active

**Source:** -

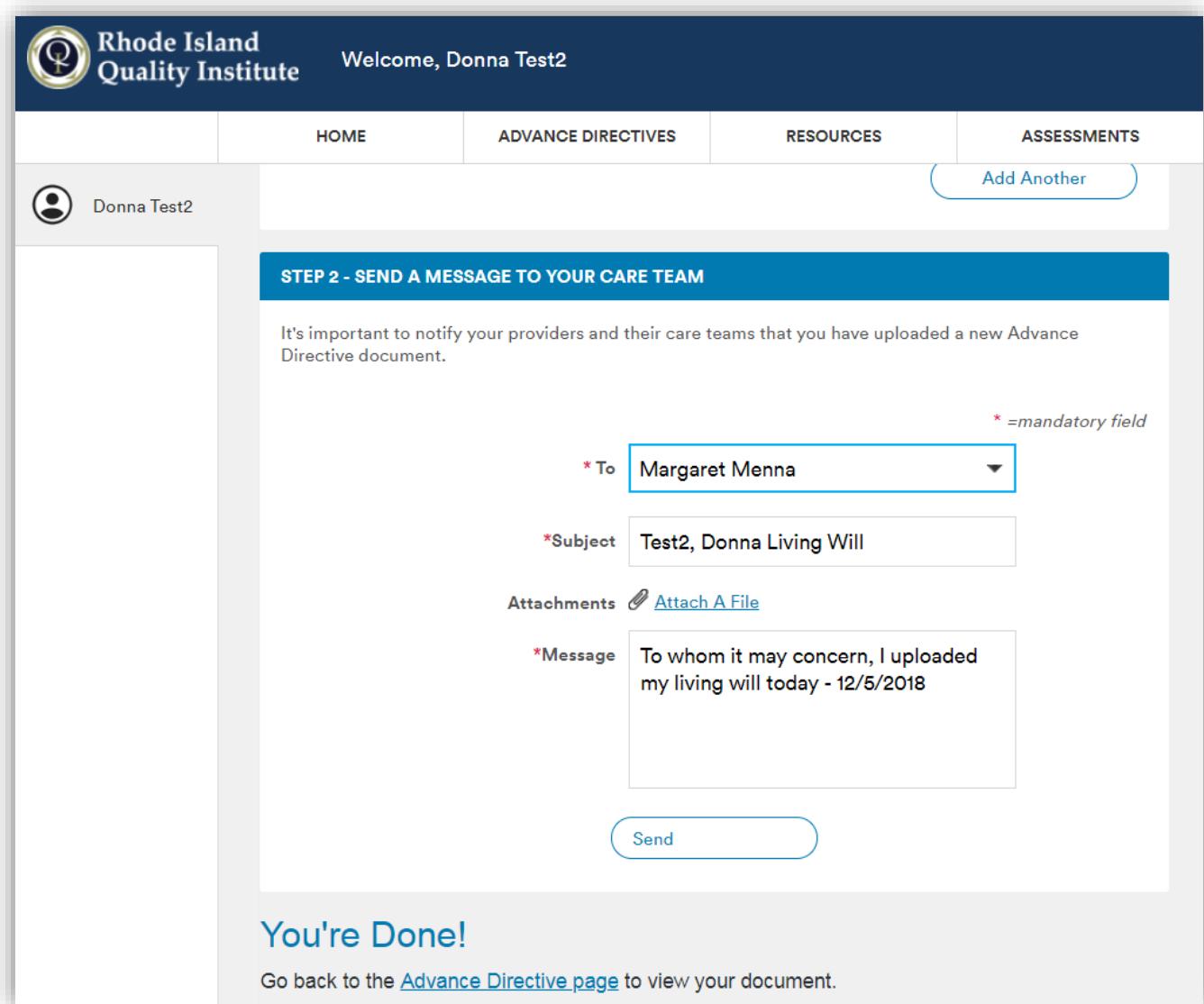
**Notes:** -

[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



The screenshot shows a web interface for the Rhode Island Quality Institute. At the top, the logo and name 'Rhode Island Quality Institute' are displayed, along with a welcome message 'Welcome, Donna Test2'. A navigation bar includes links for 'HOME', 'ADVANCE DIRECTIVES', 'RESOURCES', and 'ASSESSMENTS', with an 'Add Another' button. A sidebar on the left shows a profile picture and the name 'Donna Test2'. The main content area is titled 'STEP 2 - SEND A MESSAGE TO YOUR CARE TEAM'. It includes a note: 'It's important to notify your providers and their care teams that you have uploaded a new Advance Directive document.' Below this, there are fields for 'To' (containing 'Margaret Menna'), 'Subject' (containing 'Test2, Donna Living Will'), and 'Attachments' (with a link to 'Attach A File'). A 'Message' field contains the text: 'To whom it may concern, I uploaded my living will today - 12/5/2018'. A 'Send' button is at the bottom. A success message 'You're Done!' is displayed at the bottom, along with a link to the 'Advance Directive page'.

- 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**

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

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.

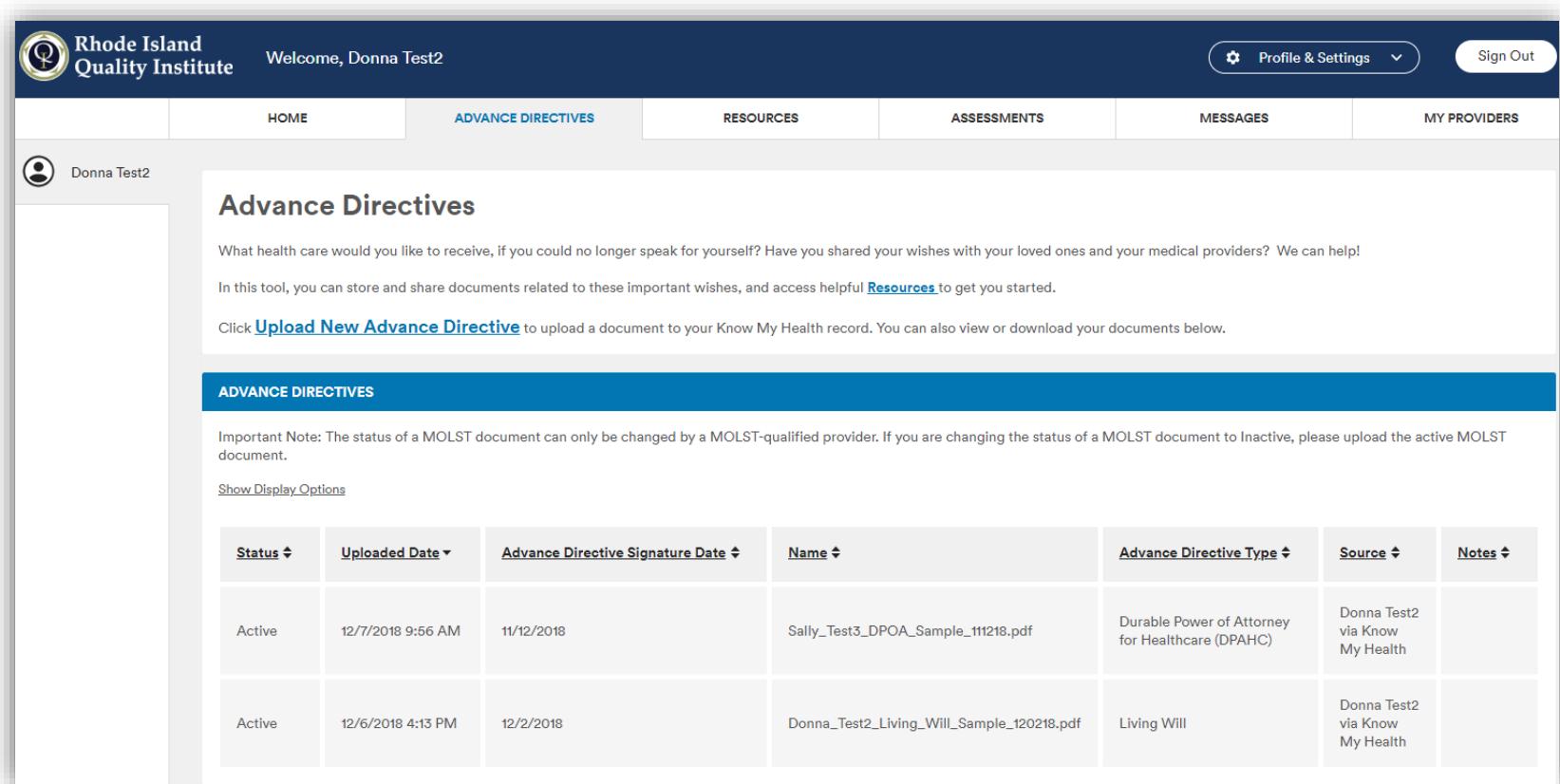
[Show Display Options](#)

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



**Advance Directives**

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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](#)

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.						
<a href="#">Show Display Options</a>						
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

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 provider? 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](#)

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**

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 provider 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](#)

**Files - All**

Item 2 of 2

**ADVANCE DIRECTIVES**

Important Note: The status of a document is based on the last time it was modified.

Show Display Options

Status	Uploaded Date
Active	12/7/2018 9:51 AM
Active	12/6/2018 4:11 PM

**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**

