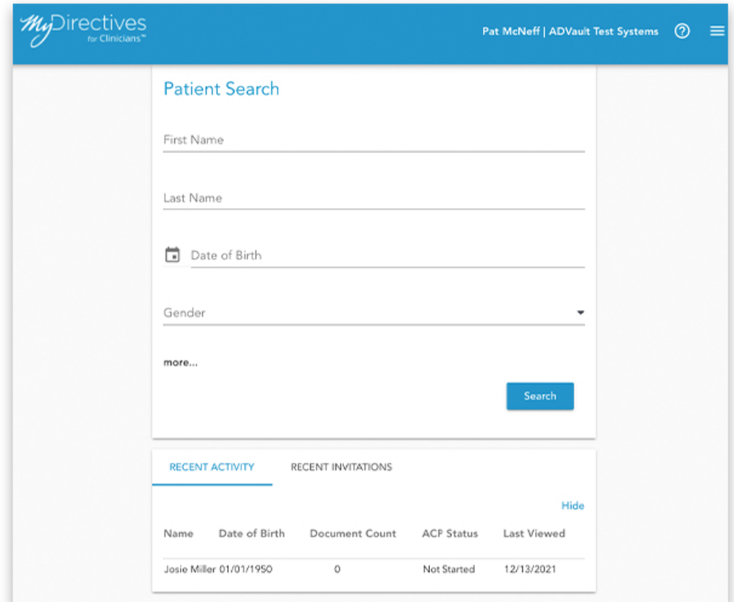
MyDirectives for Clinicians™

Clinician ACP Quick Start Guide

1. Start

You should have received login credentials from your company administrator. You will use those credentials to login to the website.

Contact your company administrator if you have not received logon credentials

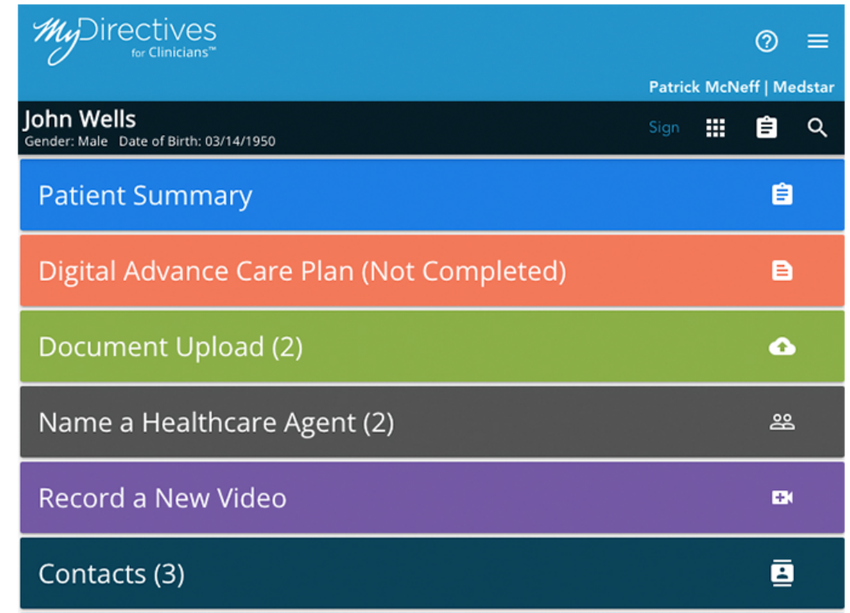


2. Search

You will need the patient information to search for a patient.

Enter the patient's information and then click the search button. If a patient is not found, then you will click the Create a New Patient button and add the patient details.

Note: check the "existing patient" section at the bottom for patients that have been previously accessed. You can click on the patient name to go to that patient's record



3. Dashboard

You can manage the patient's account from the patient dashboard. From the dashboard you can:

Access a patients advance care plan.

Add a patient's HCA(s) and/or contacts.

Upload and share the patient's documents.

and much more

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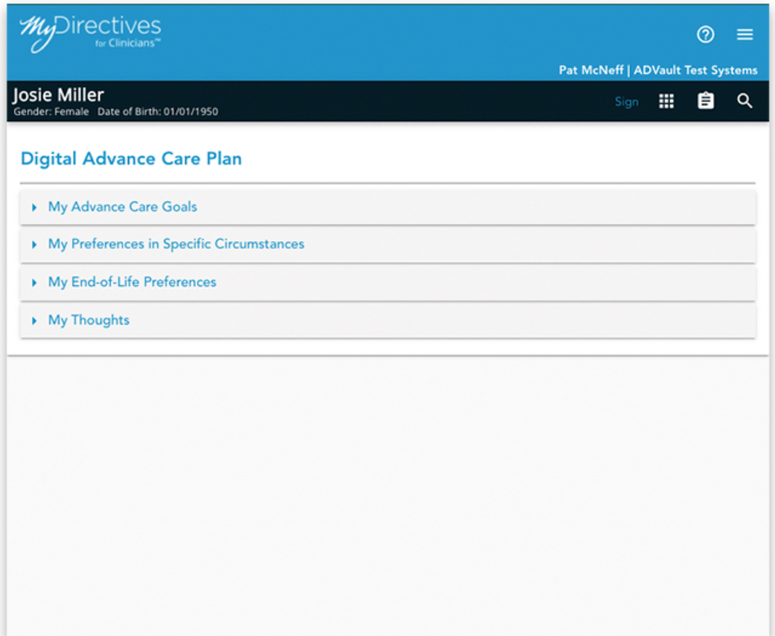
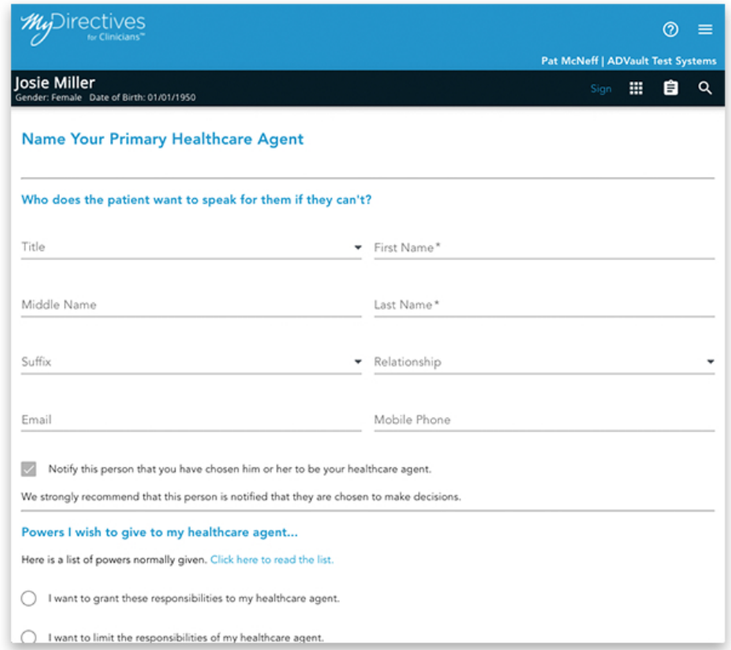


4. ACP

You will walk through each question of the ACP with the patient. You can access the ACP from the dashboard by clicking on the Digital Advance Care Plan tile. You can start a new ACP plan or modify a patients existing plan in this section.

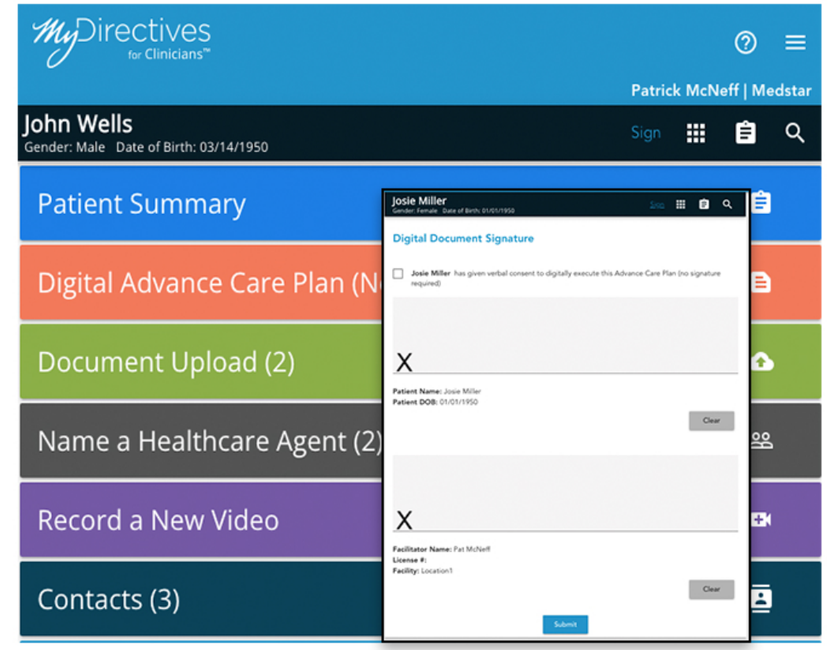
You mustcomplete the ACP by completing all sections of the ACP before you can sign.



5. HCA

You can add a Health Care Agent (HCA) to the patient's record. You will grant the HCA with privileges for accessing the patients docs.

You can add an alternate HCA and contacts and assign document privileges for each of the HCA(s) and contact(s)



6. Sign

You will need to sign the ACP with the patient present. If your patient is not able to sign then you can sign for them after verbal consent has been given.

The ACP is not complete, and is not accessible by EHR's, until the ACP is signed by patient and you.

You will click on the Sign link to sign the ACP.

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