

## ADVANCED DIRECTIVES

### What are advance directives?

Advance directives are legal documents that provide instructions about who should oversee your medical treatment and what your end-of-life wishes are, in case you are unable to speak for yourself.

### The primary advance directive documents include a Health Care Power of Attorney and a Living Will.

These documents allow you to plan ahead by sharing your health care instructions with your medical team and your loved ones if you become unable, even temporarily, to make your own medical decisions. Advance directives help ensure your wishes are followed if you become seriously injured or unconscious. Other documents that can be prepared ahead of time to indicate your health care preferences include organ/tissue donor registration form, nomination of guardian and a psychiatric advance directive.

### Advance directives only come into effect when you are unable to make your own decisions about medical treatment.

As long as you are able to make your own health care decisions, the forms will not be used.

### You have choices.

Cleveland Clinic recommends that every patient have an advance directive. We view this as a patient's right. You have the right to complete advance directive documents, at no charge, as long as you understand your options and can communicate them in front of witnesses OR a notary. You have the right to identify who you want to make decisions for you if/when you can no longer do so yourself—which is done through a Health Care Power of Attorney. You have the right to choose your own medical care based on your values, beliefs and personal choices—which is done through a Living Will.

And, although recommended, because they are not required or mandated, you have the right to wait and sign the forms when you feel confident that they accurately reflect your wishes because they are not required or mandated. You may also choose to complete only one of the forms, and add the other documents when you are ready to make those decisions.

### If you haven't completed advance directives:

Ohio law recognizes an Order of Decision Makers if you are unable to make health care decisions for yourself. If the state has appointed a guardian, this person is the first decision maker. If not, your legal next of kin have the right to make decisions for you. Ohio recognizes this order of your decision makers: legal guardian (if applicable), spouse, majority of adult children, parents, majority of adult siblings, or other nearest relative.

### Advance directives are always optional. However, they are especially important if:

- Your caregiver or health care representative is not your legal next of kin, (designated by State of Ohio law in the following order: spouse, majority of adult children, parents, majority of adult siblings, closest living relative);
- You have more than one child or sibling and would like to designate which, rather than “the majority”;
- You are in a relationship with a significant other, same sex or not. If you are unable to make your own health care decisions, either the next of kin or the legally appointed decision maker may act on the patient's behalf. When a partner has not been given health care power of attorney or decision-making authority, Cleveland Clinic must seek a next-of-kin decision maker, in accord with Ohio law.
- You are separated but not legally divorced. Per Ohio law, the Cleveland Clinic must seek a next-of-kin decision maker, in accord with Ohio law.
- You have specific medical wishes due to a medical condition, religious affiliation or family situation.

## Talking with your loved ones about your wishes

Talking about end-of-life issues is difficult. However, it is important for your family to be aware of your decisions about medical care so they can be comforted and know they are following your wishes if necessary.

## How do I complete advance directive forms?

Any person over age 18 who can make his or her own decisions can complete an advance directive form. You do not need a lawyer to complete advance directive forms. However, the forms need to be signed by two witnesses OR a notary. The witnesses may include anyone except your physician, family members, or the person(s) you're naming as decision maker in the advance directives.

## What if I want to make a change to my forms?

It's important to review your forms occasionally, or at any time there are significant changes in your family situation or medical condition, to make sure they still reflect your views. You may modify or stop using previous versions of the forms by completing new ones. Any changes should be written, signed and dated in accord with state law, and copies should be given to your doctor and others who have original copies. The latest version of your form is the one that will be followed.

## Where do I get advance directives forms?

You can download advance directive forms from the Cleveland Clinic site at [ccf.org/advancedirectives](http://ccf.org/advancedirectives) or type "advance directives" in the search box at [www.clevelandclinic.org](http://www.clevelandclinic.org). You can also request the forms from the registration area or from Care Management department.

## What if I live outside of Ohio?

The laws governing advance directives vary by state, so be sure to sign the forms from your home state. If you live outside of Ohio, you can give a copy of your existing advance directives to your medical staff

to keep in your Cleveland Clinic medical record. We will verify if the document meets the requirements for the state of Ohio. If you live out of state and do NOT already have advance directives, you can get help completing Ohio documents. When you return home, you can either keep your Ohio documents or make new documents for your home state.

## What do I do with my forms after I complete them?

After you complete the forms, talk to those people who may be involved in your healthcare decision making, and give them a copy of your forms to make sure your wishes are followed. Remember to include loved ones, family members and your healthcare providers so they know about your wishes. We can help you to facilitate the discussion about your wishes with your loved ones. If interested in this assistance, contact spiritual care at the number below. Please, bring them to your next appointment so we can upload them into your electronic medical record or send a copy to us.

The required elements for the forms to be valid are:

- Page 1: your name and date of birth
- Page 3: appointed agent name, address and phone number
- Page 8: your signature, address and date
- Page 9: 2 witnesses' signatures, addresses and dates or notary signature.

Return Your Forms to:  
Cleveland Clinic  
Health Information Management, Ab7  
Advance Directive Processing  
9500 Euclid Avenue  
Cleveland, Ohio 44195-9905  
Or  
Fax: 216.445-9733

Note: You can use this address or fax number if you are being treated at ANY Cleveland Clinic hospital, and we will make sure it is filed appropriately.

If you have any questions or need help completing the forms, please call Care Management at 216-444-3213 or Spiritual Care at 216-444-2518.

	<b>Definition</b>	<b>When it's used</b>	<b>Who Can Complete</b>	<b>How to Proceed</b>
<b>Healthcare Power of Attorney</b>	<p>Allows you, the patient, to appoint a trusted person to make all health care decisions in the event that you:</p> <ul style="list-style-type: none"> <li>- Become terminally ill and unable to make your own health care decisions; or</li> <li>- Are temporarily or permanently unable to make decisions for yourself.</li> </ul> <p>This designee has the authority to oversee your wishes and to make other necessary decisions about health care matters</p>	<p>Takes effect only when you are temporarily or permanently unable to make your own health care decisions.</p> <p>If you are temporarily impaired, you become the decision maker once you can make decisions for yourself.</p>	Any person over age 18 (who is not under current guardianship) who can make his or her own health care decisions.	<p>You may download advance directive forms for any state from the website of the National Hospice and Palliative Care Organization at <a href="http://www.nhpco.org">www.nhpco.org</a>. You may also request them from the Social Work or Spiritual/Pastoral Care departments or go to the links listed at the end of this document.</p> <p>After completing the form, make copies, share it with those people who may be involved in your health care decision making, and return a copy so we can honor your wishes. Include your name and date of birth on the form.</p>
<b>Living Will</b>	<p>Allows you to give advance written directions about health care decisions when you are unable to make your own health care decisions or if you are in a permanently unconscious state. The patient uses the living will to state what type of medical treatment he/she does or doesn't wish to receive if they are too ill or injured to direct their own care.</p> <p>A living will is NOT the same as last will and testament.</p>	<p>Takes effect only when two physicians agree that the patient is terminally ill and unable to make his/her own health care decisions, OR that the patient is in a permanently unconscious state.</p>	Any person over age 18 who can make his or her own health care decisions.	<p>You can download a living will form at <a href="http://www.uslivingwillregistry.com">www.uslivingwillregistry.com</a>. You may also request a form from the Social Work or Spiritual/Pastoral Care departments.</p> <p>After completing the form, make copies, share it with those people who may be involved in your health care decision making, and return a copy so we can honor your wishes. Include your name and date of birth on the form.</p>
<b>Do Not Resuscitate (DNR)</b>	<p>When a medical emergency occurs, a DNR order alerts emergency personnel that a patient does not wish to receive cardiopulmonary resuscitation (CPR) in the event that the heart or breathing stops.</p>	<p>Only when a medical emergency occurs. State-approved DNR orders cannot be canceled by a family member without the patient's consent.</p>	<p>A doctor's order is required. A DNR order is written by a physician after discussing the pros and cons of CPR with the patient or the patient's surrogate decision maker. DNR orders can be requested by patients who have a terminal or other serious illness and feel strongly that they do not want to receive CPR.</p>	<p>If you are considering having a DNR order written, talk to your doctor about your decision. There are three types of DNR orders available at Cleveland Clinic hospitals and your doctor can explain the differences between each one.</p> <p>You can find more information online at <a href="http://www.odh.ohio.gov">www.odh.ohio.gov</a>.</p>
<b>Organ Tissue Donor Enrollment</b>	<p>Supplemental to the Healthcare Power of Attorney and the Living will, the Donor Registry Enrollment Form ensures that your wishes concerning organ and tissue donation will be honored.</p>	<p>At the time of your death, your organs can be donated as indicated.</p>	Any person over age 18 who can make his or her own decisions.	<p>This form can be completed at your local Bureau of Motor Vehicles, and directions about where to send it are provided on the form. You can also download the form online at <a href="http://www.lifelineofohio.org">www.lifelineofohio.org</a>.</p>