

**TWIN CITY HOSPITAL  
NURSING SERVICE  
DEPARTMENTAL POLICY MANUAL**

22A

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**TITLE/DESCRIPTION:**     ***ADVANCE DIRECTIVES***

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**EFFECTIVE DATE:**        Approved by:  
4/96

**REVISED DATE:**  
10/96, 4/97, 02/00,  
10/01, 1/02

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**POLICY:**     Patient's Advance Directives are kept as part of the permanent medical record. If the patient does not have an Advance Directive, information will be presented on what rights an Advance Directive gives and how to obtain the various types. An Advanced Directive may be brought forward from a previous admission if the patient reads it, dates it, and initials it confirming that he/she wants to continue with the Advance Directive.

**PROCEDURES:**

- A. Upon admission, the admission representative will ask patients if they have an Advance Directive.
  - 1. If the patient states "YES", the Admitting representative will document that information on the patient's Advance Directives worksheet. Documentation includes:
    - a. Type of Advanced Directive. i.e., Living Will, Durable Power of Attorney, etc.
    - b. Date the Hospital was informed.
    - c. Admitting Representative shall ask a relative, patient's responsible party, or patient's designated person, to bring the Living Will to the Hospital within 24 hours. The request will be documented in the medical record. A copy will be placed on the patient's chart. If not received, the primary nurse will be responsible for at least one additional phone call, which they will document on the Advance Directive Worksheet. This call shall be made in the first 24 hours after admission.
    - d. The Admitting Representative will place a copy of the Advanced Directive in the patient's medical record.
    - e. When the patient has a Living Will, but it is not available at time of admission, Admitting nurse is responsible for documenting the intent of the Living Will in the Nursing Assessment.
    - f. Nursing personnel shall document on the worksheet or doctor's progress notes that a copy of the Living Will is on the chart.
    - g. A green sticker will be placed on the patient's chart, Kardex, and the FOB to indicate the presence of a Living Will.

2. If the patient states "NO", the Admitting Representative will document and give the patient an information package about Advanced Directives.
  - a. The Admitting Representative will answer basic questions and provide the patient with informational material.
  - b. If the patient would like additional information or to talk with an expert, they will be referred to Guest Relations, Social Services, a patient representative, nursing supervisor, and/or clergy.
  - c. Patient Care Unit staff will communicate this information to other care providers.