

Advance Care Planning (ACP Tracker)

Quick Reference Guide

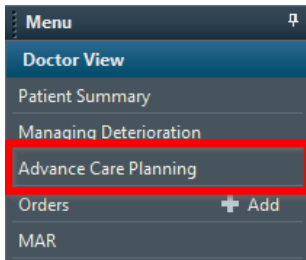
This QRG covers how to use the *ACP Tracker* in the ieMR. The QRG has been split into two sections –*Advance Care Planning documents* and *Advance Care Planning Comments*. Please ensure you refer to the relevant section.

Advance Care Planning documents

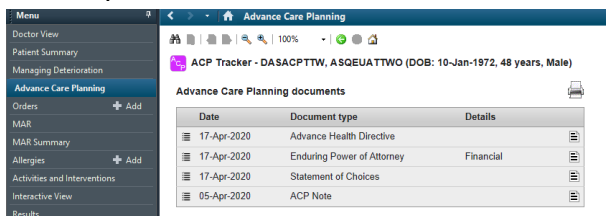
Open the patient's chart.

To view ACP documents

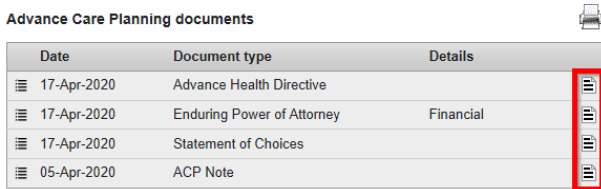
1. Navigate to *Advance Care Planning* by clicking on the corresponding menu item.



2. The *Advance Care Planning* information page will open.



3. Click the *document icon* to the right of the document you wish to view.

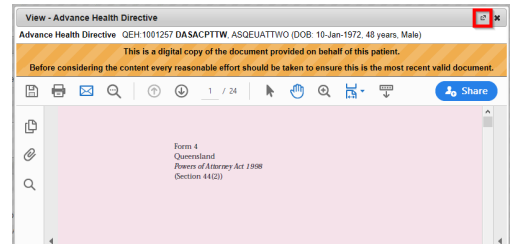


The most recent of each document type is shown by default. To view historical documents click the document type.

Date	Document type	Details
17-Apr-2020	Advance Health Directive	
17-Apr-2020	Enduring Power of Attorney	Financial
17-Apr-2020	Statement of Choices	
05-Apr-2020	ACP Note	

Effective Date	Source	Details	Published by	Publish date
17-Apr-2020	The Viewer	Financial	Singaraju, Aparna	17/04/2020 5:44:57 PM
17-Apr-2020	The Viewer	Revocation	Singaraju, Aparna	17/04/2020 5:45:52 PM

4. The document window can be expanded by clicking the open in new window icon.



5. Once reviewed, click the *X* to close the PDF viewing window.

Advance Care Planning comments

Viewing ACP Comments

The ACP comments can be viewed within the *ACP comments* section.

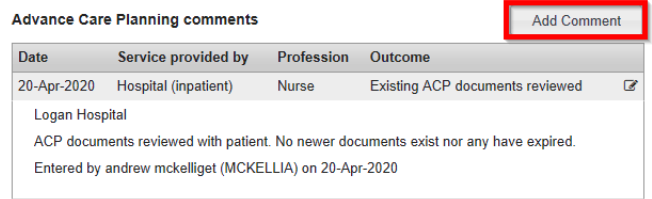
Date	Service provided by	Profession	Outcome
20-Apr-2020	Hospital (inpatient)	Nurse	Existing ACP documents reviewed
Logan Hospital ACP documents reviewed with patient. No newer documents exist nor any have expired. Entered by [Name] on 20-Apr-2020			
01-Apr-2020	Hospital (inpatient)	Doctor	ACP documents completed
Princess Alexandra Hospital test comment two Entered by [Name] on 17-Apr-2020			
01-Apr-2020	Hospital (inpatient)	Doctor	ACP discussion
Princess Alexandra Hospital test one Entered by [Name] on 17-Apr-2020			

Adding a Comment (authorised users only)



'View Only' and 'R4 Auditor' roles **do not** have the ability to add/edit comments.

1. Click the *Add Comment* button.



2. Complete the fields in the new comment window.

ACP Tracker - DASACPTTW, ASLGHUATONE (DOB: 10-Jan-1960, 60 years, Female)

Patient URN * 1004805 at Logan Hospital

Service provided by * Hospital (inpatient)

Facility * Logan Hospital

Date of Service * 21-Apr-2020

Profession * Nurse

Outcome * Existing ACP documents reviewed

Comments

Save Cancel



All questions are **mandatory**. Please ensure the **Patient URN** matches their **current encounter/location URN** and **Facility**.

3. Once fields have been completed, click **Save**.

ACP Tracker - DASACPTTW, ASLGHUATONE (DOB: 10-Jan-1960, 60 years, Female)

Patient URN * 1004805 at Logan Hospital

Service provided by * Hospital (inpatient)

Facility * Logan Hospital

Date of Service * 21-Apr-2020

Profession * Nurse

Outcome * Existing ACP documents reviewed

Comments

Reviewed ACP information with patient. There have been no additions nor any retractions.

Save Cancel

4. Read through the confirmation screen and, if happy, click **Confirm**.

ACP Tracker - DASACPTTW, ASLGHUATONE (DOB: 10-Jan-1960, 60 years, Female)

By pressing 'confirm' you assure that you:

- have identified the correct patient
- have fully completed relevant information
- are responsible for the accuracy of the data recorded

Confirm Cancel



Clicking **Cancel** will allow you to go back to the comment window to make any amendments required before confirming.

5. The new comment is now added to the ACP Tracker and is visible in the chart.



Comments can be viewed by non-ieMR sites and GP's in The Viewer.



Important: If you add a comment to the ACP Tracker you **also** need to document a progress note in the ieMR for visibility in the medical record.

Editing your comments

1. Click the **Edit** icon to the right of your comment.

Date	Service provided by	Profession	Outcome
20-Apr-2020	Hospital (inpatient)	Nurse	Existing ACP documents reviewed

Logan Hospital

ACP documents reviewed with patient. No newer documents exist nor any have expired.

Entered by andrew mckelliget (MCKELLIA) on 20-Apr-2020

2. Update comment as required.

3. Click **Update**.

ACP Tracker - DASACPTTW, ASLGHUATONE (DOB: 10-Jan-1960, 60 years, Female)

Patient URN * 1004805 at Logan Hospital

Service provided by * Hospital (inpatient)

Facility * Logan Hospital

Date of Service * 20-Apr-2020

Profession * Nurse

Outcome * Existing ACP documents reviewed

Comments

ACP documents reviewed with patient. No newer documents exist nor any have expired.

Update Delete Cancel

4. Read through the confirmation screen and, if happy, click **Confirm**.

ACP Tracker - DASACPTTW, ASLGHUATONE (DOB: 10-Jan-1960, 60 years, Female)

By pressing 'confirm' you assure that you:

- have identified the correct patient
- have fully completed relevant information
- are responsible for the accuracy of the data recorded

Confirm Cancel

Reporting an Issue

1. Click on the **Eye Icon** next to the comment you wish to report.

Date	Service provided by	Profession	Outcome
01-Apr-2020	Hospital (inpatient)	Doctor	ACP documents completed

Princess Alexandra Hospital

test comment two

Entered by [Name] on 17-Apr-2020

2. Click the **Report issue** button.

ACP Tracker - DASACPTTW, ASLGHUATONE (DOB: 10-Jan-1960, 60 years, Female)

Patient URN 9013220 at Princess Alexandra Hospital

Service provided by Hospital (inpatient)

Facility Princess Alexandra Hospital

Date of Service 01-Apr-2020

Profession Doctor

Outcome ACP documents completed

Comments test comment two

Report issue Cancel

3. Add **comments** in the free text area about the possible issue and click **Submit**.



Once submitted, the information will be sent to Advance Care Planning administrators for actioning.