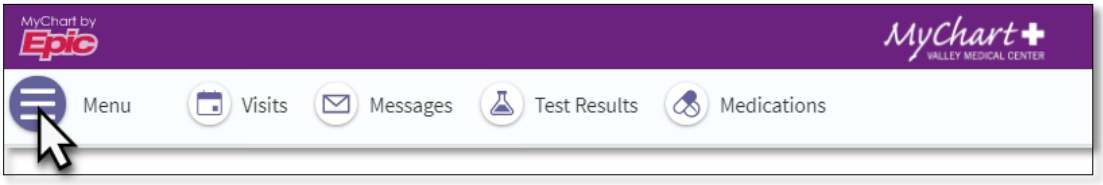
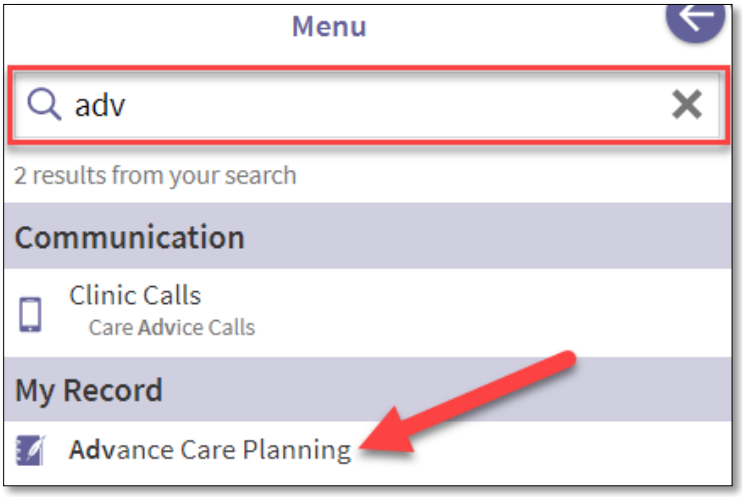
How to Navigate to the Advance Care Planning Page in MyChart

How to access the Advance Care Planning section

- The Patient will log in to their MyChart account
- They can click on the **Menu** button and select **Advance Care Planning** under the **My Record** section.



- ***Or***, they can simply **Search** for the activity by typing starting to type the name of the activity.
- Click on **Advance Care Planning**

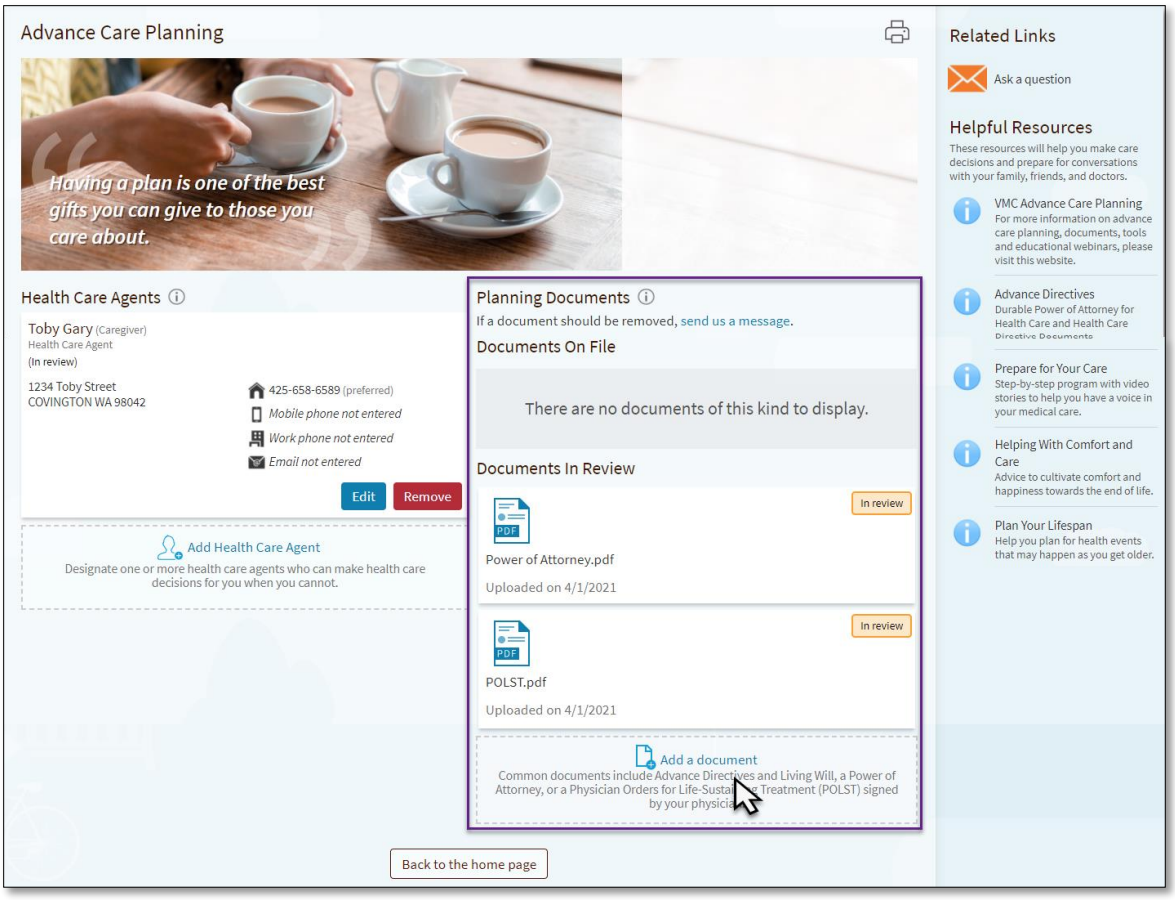


How to Upload **Advance Care Planning** documents to MyChart

- Click **ADD A DOCUMENT** located on at the bottom in the **Planning Documents** section.
- You will be taken to **File Explorer** your computer.
- **Locate** and **double click** on the **.JPEG, .JPG, .PDF or .PNG** document you want to upload.

  Note: The patients uploaded documents will be filed in the **Documents In Review** section.

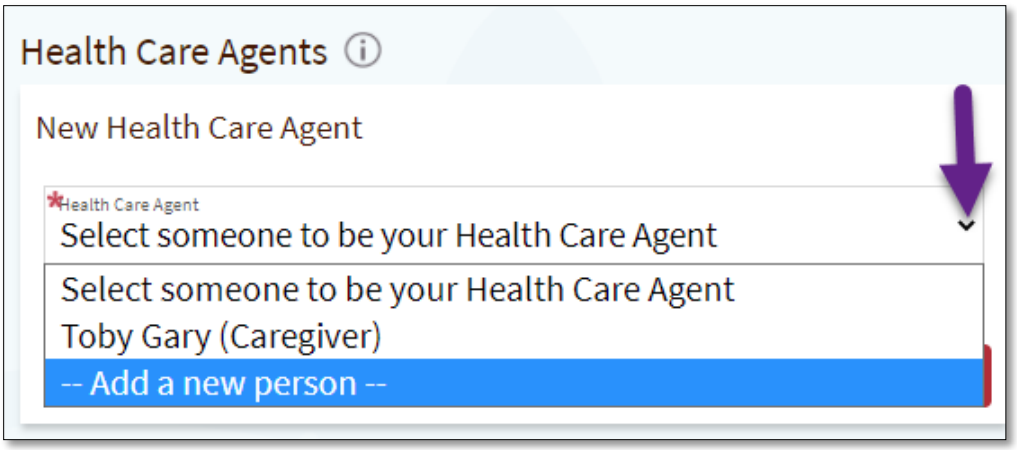
- The Planning Documents section will include links to **Documents On File** and **Documents In Review**.



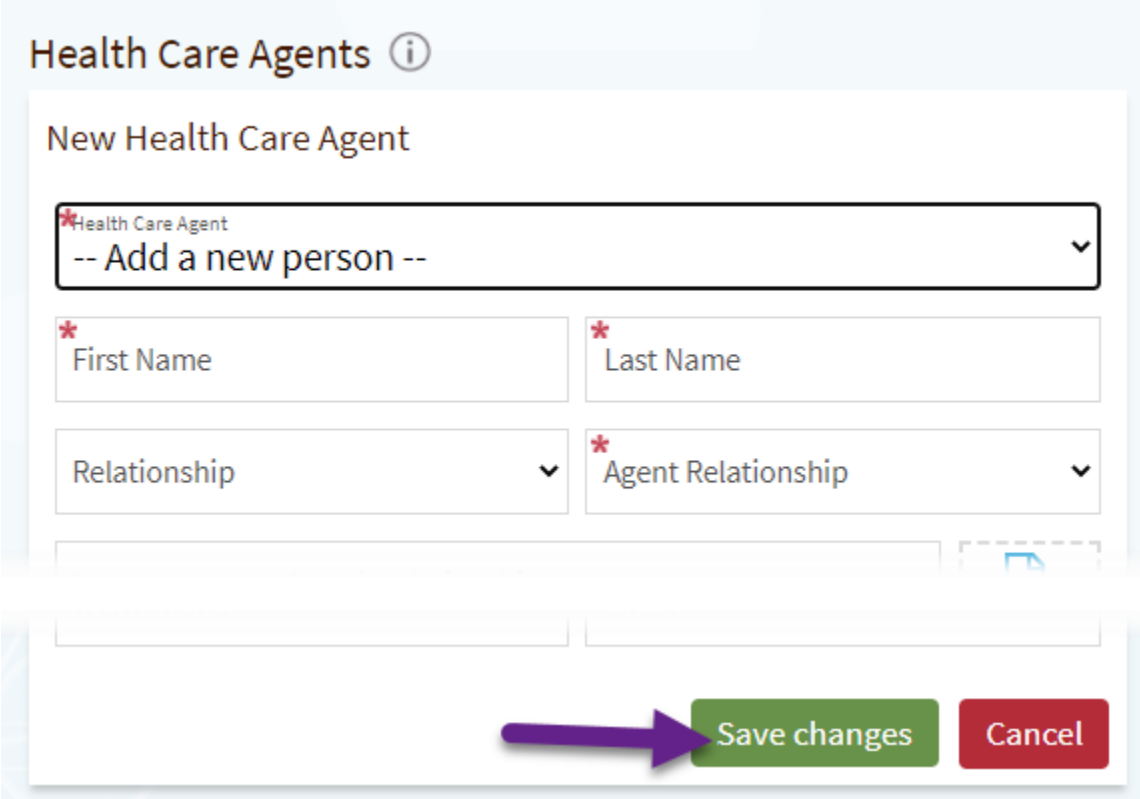
How to add a Health Care Agent to MyChart

If you have completed the **Durable Power of Attorney** paperwork, you may also add a Health Care Agent to the **Advance Care Planning** page.
You are not able to add a Health Care Agent without the supporting documentation.

- Click **ADD HEALTH CARE AGENT** at the bottom of the **Advance Care Planning** page.
- Click the drop-down arrow in the Health Care Agent field and select **Add a new person**.



- Fill out the information requested and click **Save Changes** when done.



- Your new Health Care Agent entry will be listed under the **Health Care Agents** section.

Health Care Agents

Your changes have been submitted but may take up to 24 hours to be updated.

Toby Gary (Caregiver)

1234 Toby Street
COVINGTON WA 98042

425-658-6589 (preferred)
Mobile phone not entered
Work phone not entered
Email not entered

Edit Remove