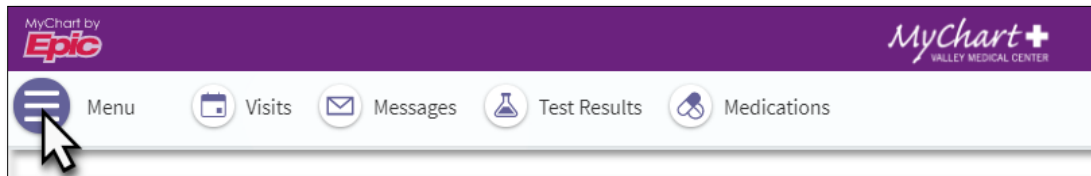


## How to Navigate to the Advance Care Planning Page in MyChart

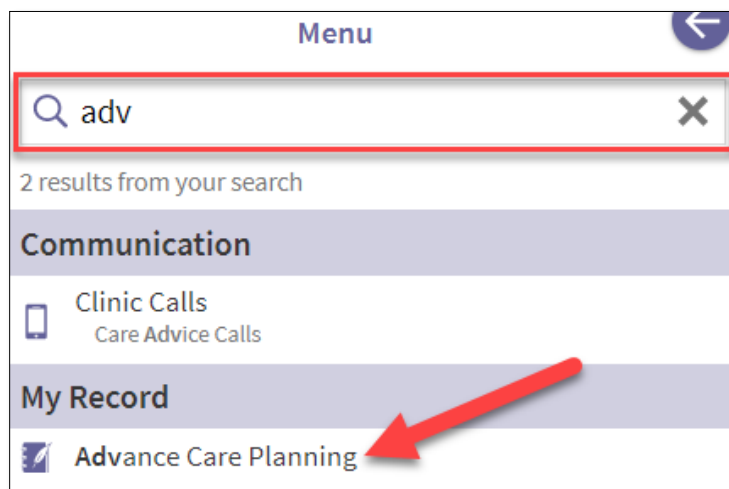
---

### 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**.

**Advance Care Planning**

Having a plan is one of the best gifts you can give to those you care about.

**Health Care Agents**

Toby Gary (Caregiver)  
Health Care Agent  
(In review)

1234 Toby Street  
COVINGTON WA 98042

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

Edit Remove

**Add Health Care Agent**  
Designate one or more health care agents who can make health care decisions for you when you cannot.

**Planning Documents**

If a document should be removed, send us a message.

**Documents On File**

There are no documents of this kind to display.

**Documents In Review**

Power of Attorney.pdf  
Uploaded on 4/1/2021

POLST.pdf  
Uploaded on 4/1/2021

**Add a document**  
Common documents include Advance Directives and Living Will, a Power of Attorney, or a Physician Orders for Life-Sustaining Treatment (POLST) signed by your physician.

Back to the home page

**Related Links**

Ask a question

**Helpful Resources**

These resources will help you make care decisions and prepare for conversations with your family, friends, and doctors.

- VMC Advance Care Planning  
For more information on advance care planning, documents, tools and educational webinars, please visit this website.
- Advance Directives  
Durable Power of Attorney for Health Care and Health Care Directive Documents
- Prepare for Your Care  
Step-by-step program with video stories to help you have a voice in your medical care.
- Helping With Comfort and Care  
Advice to cultivate comfort and happiness towards the end of life.
- Plan Your Lifespan  
Help you plan for health events that may happen as you get older.

## 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**.

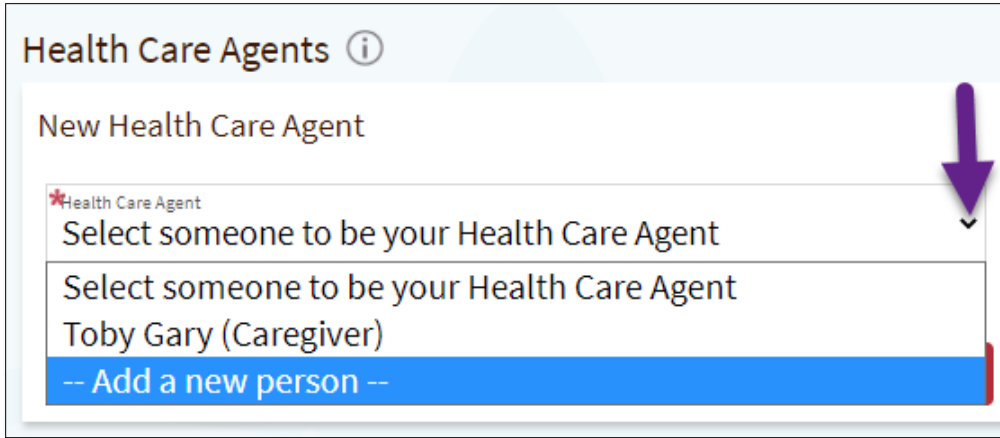
Health Care Agents ⓘ

New Health Care Agent

\*Health Care Agent  
Select someone to be your Health Care Agent

Select someone to be your Health Care Agent  
Toby Gary (Caregiver)

-- Add a new person --



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

Health Care Agents ⓘ

New Health Care Agent

\*Health Care Agent  
-- Add a new person --

\* First Name

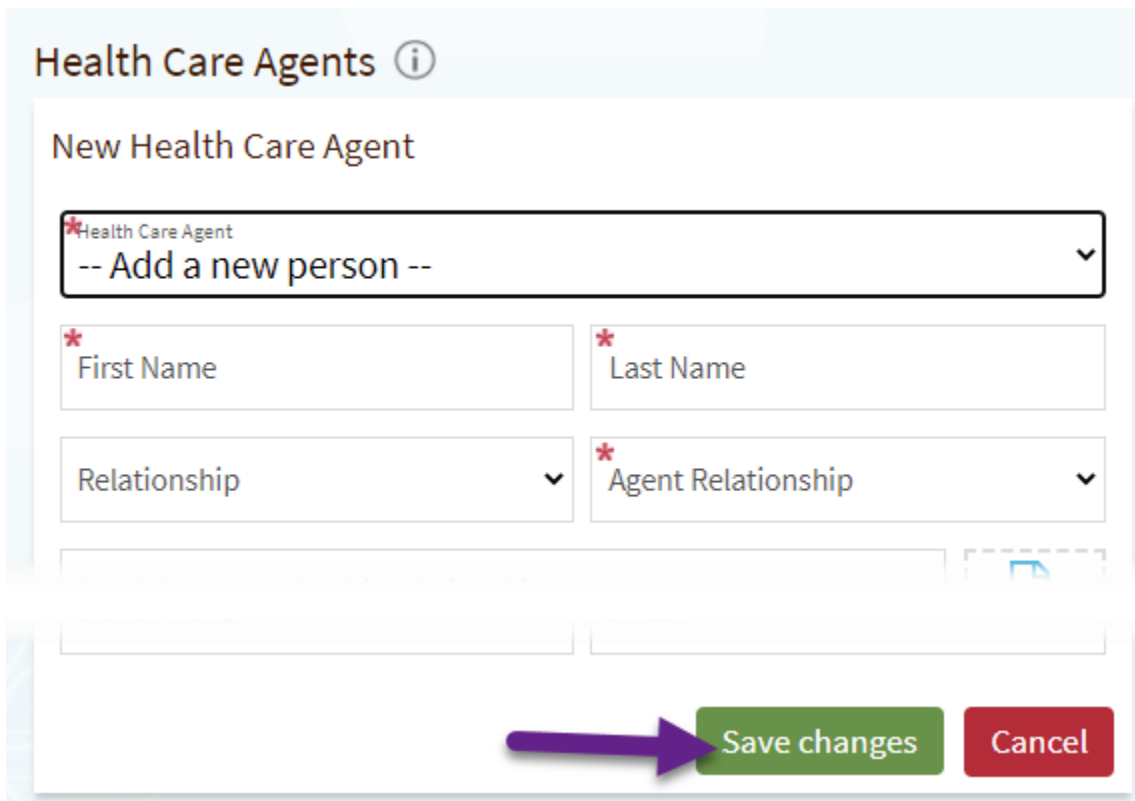
\* Last Name

Relationship

\* Agent Relationship

Save changes

Cancel



- 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