Clinician Documentation Guide

Using built-in tools to document advance care planning, goals of care and family meetings

This guide was developed for use with Epic at our institution. It is intended for educational purposes only and may not be applicable to other institutions. If you don't use Epic, the principles of Advanced Care Planning documentation are the same:

1. Conduct a Goals of Care meeting
2. Input notes into patient's chart
3. Ensure notes are available for future clinicians to refer to

Epic's Advance Care Planning (ACP) section provides a place to document important goals-and-values-related information to help guide patient care. Documenting and retrieving information here can save you time and streamline communication across clinical teams and sites.

The ACP section contains:

Code Status	**Substitute Decision Maker (SDM) contact information, and Power of Attorney (POA) scanned document if applicable**	**Goals of Care (GOC) and related notes**

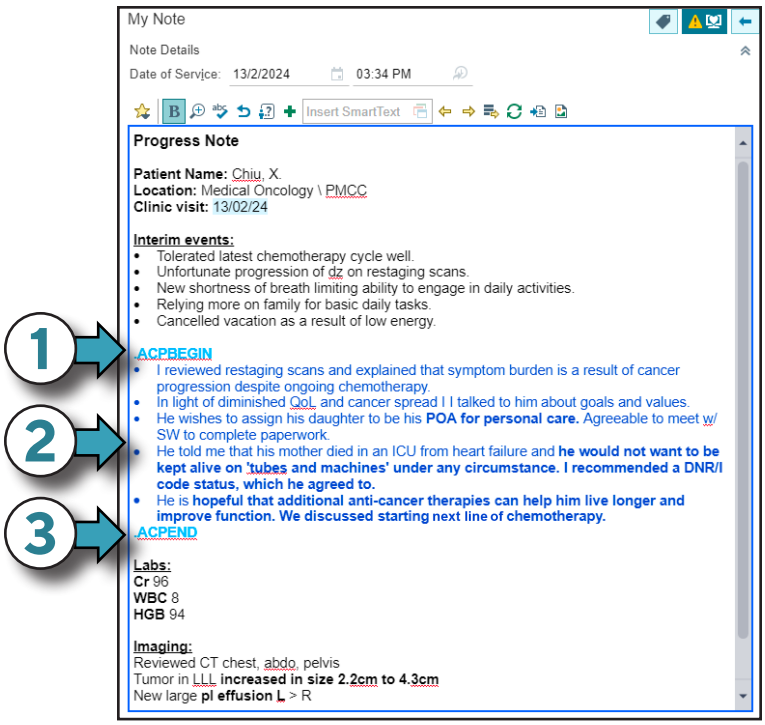
Documenting GOC without a Template (free text)

Bookmarking allows you to choose relevant information from your notes to duplicate and auto-save into the ACP notes section. The relevant information appears in both notes (e.g., the note you type in real-time as well as in the ACP section). Content bookmarked between **.ACPBEGIN** and **.ACPEND** will be auto-saved in the ACP section.

To bookmark a section of your note:

1. Type **.ACPBEGIN** before GOC content
2. Type or dictate your note
3. Type **.ACPEND** after GOC content
4. Click **Sign** to finish

(The GOC text in blue below is duplicated and auto-saved in the ACP section of the chart. It stays in this note too.)



TeamUHN members,
Click here for a video demonstration

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