

Advance Care Planning

HOW DO I MAKE AN ADVANCE CARE PLAN?

You must follow several rules when you make a formal living will, health care power of attorney or an advance instruction for mental health treatment. These rules are to protect you and ensure that your wishes are clear to the doctor or other provider who may be asked to carry them out. A living will, a health care power of attorney and an advance instruction for mental health treatment must be written and signed by you while you are still able to understand your condition and treatment choices and to make those choices known.

ARE THERE FORMS I CAN USE TO MAKE AN ADVANCE CARE PLAN?

Yes. There is a living will form and an advance instruction for mental health treatment form that you can use. These forms meet all the rules for a formal advance care plan and are a good way to make sure that your wishes are carried out. Forms are available from the hospital or from your lawyer.

WHEN DOES AN ADVANCE CARE PLAN GO INTO EFFECT?

A living will goes into effect when you are going to die soon and cannot be cured, or when you are in a persistent vegetative state. The powers granted by your health care power of attorney go into effect when your doctor states in writing that you are not able to make or to make known your health care choices. An advance instruction for mental treatment goes into effect when your doctor or mental health provider determines that you are incapable of making decisions for yourself.

WHAT HAPPENS IF I CHANGE MY MIND?

You can cancel your living will anytime by informing your doctor that you want to cancel it. You should also destroy all copies of it. You can cancel your health care power of attorney while you are able to make and

make known your decisions by telling your doctor and each health care agent you named that you are canceling it. You can change your health care power of attorney while you are able to make and make known your decisions, by signing another one and telling your doctor and each health care agent you named of the change. You can cancel your advance instructions for mental health treatment while you are able to make and make known your decisions, by telling your doctor or other provider that you want to cancel it.

WHOM SHOULD I TALK TO ABOUT AN ADVANCE CARE PLAN?

You should talk to those closest to you about an advance care plan and your feelings about the health care you would like to receive. Your doctor or health care provider can answer medical questions. A lawyer can answer questions about the law. Some people also ask to discuss the decision with clergy or other trusted advisors. For more information, please call 252-482-6429.

Patient Rights and Responsibilities

AS AN ADULT PATIENT, YOU HAVE THE RIGHT TO:

- Considerate and respectful care in a safe setting.
- Treatment without discrimination based on race, color, religion, sex, sexual preference, national origin or source of payment.
- Quality care given by competent personnel and high professional standards that are continually maintained and reviewed.
- Expect that emergency procedures will be implemented without unnecessary delay.
- Freedom from abuse or harassment.
- Know what hospital rules and regulations apply to your conduct as a patient.
- Have a family member and your doctor notified of your hospital admission.
- Be informed about the outcome of your care including unanticipated outcomes.
- Participate in your plan of care.

- Know the name of the doctor responsible for coordinating your care and the name and functions of others involved in your care.
- Obtain information about any professional relationships among individuals who are treating you.
- Consult with another doctor at your own request and expense. Medical or hospital staff will assist in securing a consultation if requested.
- Receive from your doctor information necessary to give informed consent before the start of any procedure and/or treatment, except in emergencies. Such information for informed consent should include, but not necessarily be limited to, the specific procedure or treatment, the medically significant risks involved and the probable duration of incapacitation and significant medical alternatives.
- Obtain from your doctor complete, current information, in layman's terms, concerning your diagnosis, treatment and prognosis. When it is not medically advisable to give such information to you, the information will be available to an appropriate person on your behalf.
- Comfort, including information about pain, and access to staff who are committed to pain relief. You are entitled to a quick response to your complaints and to dedicated pain specialists who can provide state-of-the-art pain control measures.
- Be free from needless duplication of medical procedures.
- Refuse treatment to the extent permitted by law and to be informed of the medical consequences of your action.
- Be informed about potential participation in a research study or in an organ or tissue donor program. You have the right to refuse participation in such programs and may withdraw from them at any time.
- Not be restrained or put in seclusion unless necessary for your safety or the safety of others.

- Personal and informational privacy in accordance with HIPAA regulations and hospital policies related to privacy.
- Not be awakened unless medically necessary.
- Every consideration of privacy about your own medical care program. Case discussions, consultations, examinations and treatments are confidential and should be conducted discreetly. Those not directly involved in your care must have your permission to be present.
- Expect that all communications and records pertaining to your care should be treated as confidential.
- Access to all information in your medical record. When it is not medically advisable to give the information to you, the information will be available to an appropriate person on your behalf.
- A complete explanation of the reasons for a transfer to another facility and the alternatives. The institution to which you are to be transferred must first accept you.
- Request a transfer to another room if another patient or visitors in the room are unreasonably disturbing you.
- Expect reasonable continuity of care. You have the right to know of your continuing health care requirements following discharge.
- Examine and receive an explanation of your bill regardless of source of payment.
- Information about financial resources that may help you pay for your care.
- Request assistance with ethical issues regarding your care.
- Receive spiritual and emotional support and care by a religious official. Your religious practices will be supported as much as possible.
- Make advance directives. The hospital staff will comply with these directives.
- Assistance communicating effectively with caregivers.
- Be told who to contact to file a grievance.

AS A PATIENT, YOU ARE RESPONSIBLE FOR:

- Providing, to the best of your knowledge, accurate and complete information about present complaints, past illnesses, hospitalizations, medications and other matters relating to your health. Some patients find it helpful to carry a list of their medications.
- Informing your caregiver if you anticipate problems in following the prescribed treatment.
- Speaking up and asking questions if you do not understand your treatment plan and your role in the plan.
- Following the treatment plan recommended by the doctor primarily responsible for your care.
- Making informed decisions about your care.
- Making sure the hospital has a copy of your written advance directive if you have one.
- Making reasonable accommodations to the needs of the hospital, other patients, medical staff and hospital employees.
- Providing necessary information for insurance claims and for working with the hospital to make payment arrangements, when necessary.
- Recognizing the impact of your lifestyle on your personal health.
- Keeping appointments that are arranged for your continuing care.
- Accepting responsibility for the medical results if you refuse treatment and do not follow your health providers' instructions.
- Ensuring that you and your guests respect the rights of other patients, staff members and hospital property.

Rights for Children and Teens

YOU AND YOUR FAMILY HAVE A RIGHT TO RESPECT AND PERSONAL DIGNITY

- You are important. We want to get to know you better.
- We will tell you who we are, and we will call you by your name. We will take time to listen to you.
- We will honor your privacy.

Care that supports you and your family

- You and your family are important. We will work together to make you feel as safe and comfortable as possible.
- All families are different. We want to learn about what is important to you and your family.
- You, your family and caregivers will plan how the important people in your life can visit you.

Information you can understand

- We will explain things to you. We will speak in ways that you can understand.
- You can ask about what is happening to you and why.
- Someone who speaks your language will help explain things to you.
- Someone from your family can be with you when people in the hospital are explaining things to you.

Quality health care

- You will be taken care of by doctors, nurses and other people who know how to take care of children and teenagers.
- You have the right to know all of the people who take care of you in the



hospital. You and your family can meet with them to plan what is best for you.

- You have a right to treatment without discrimination based on race, color, religion, sex, sexual preference, national origin or source of payment.

Emotional Support

- When you are in the hospital, you might feel scared, mad, lonely or sad. You can let people know how you feel. It is okay to cry or complain.
- You can have your family with you as much as possible. When this is not possible, the other people caring for you will explain why.
- We can help you meet other children and families who have had similar experiences to yours.
- You can wear your own clothing most of the time and keep your special things with you.
- You can talk or play with people who know how to help when you have questions or problems.
- You can ask to be moved to another room if you are uncomfortable or unhappy, and we can try to make this happen if we can.

Care that respects your need to grow, play and learn

- We will consider all your interests and needs, not just those related to your illness or hospitalization.
- You have the right to rest, to play and to learn. We will make sure that you have places and times for the things children your age need to grow and learn.
- Make choices and decisions
- Your ideas and feelings about how you want to be cared for are important.
- You can tell us how we can help you feel more comfortable.
- You can tell us how you want to take part in your care.
- You can make choices whenever possible.

Family Responsibilities

YOU HAVE THE RESPONSIBILITY TO:

Provide information

- You have important information about your child's health. We need to know about symptoms, treatment, medicines and other illness.
- You should tell us what you want for your child.
- It is important for you to tell us how you want to take part in your child's care.
- You should tell us if you don't understand something about your child's care.
- If you are not satisfied with your child's care, please tell us.

Provide appropriate care

- You and the other members of the health care team work together to plan your child's care.
- You are responsible for doing the things you agreed to do in this plan of care. If you cannot follow the plan, please tell us.

Meet financial obligations

- You are responsible for your child's hospital bill. Notify us if you need financial counseling.

Respect and consider the rights of others by

- Respecting their privacy.
- Keeping noise low, including voices, TV, radio and video games.
- Not smoking on the hospital campus.
- Not bringing/using adult entertainment items, such as R-rated movies, adult magazines or adult websites.

Questions to Ask Your Doctor

ASK ABOUT TESTS

- What will this test show me?
- How accurate is this test?
- How will the results affect my treatment?

- What are the risks and possible side effects?
- What should I do to prepare for the test?
- Do I need to take medicine or limit my activity?
- How much will the test cost?

ASK ABOUT PROPOSED TREATMENT AND SURGERY

- Have you received my medical history and test results from my referring physician?
- Will recently obtained tests be repeated before surgery?
- Do I need to take medicine or limit my activity?
- What are the benefits and risks?
- How soon will my condition improve?
- Are other treatments available?
- If I want a second opinion, is there another doctor you can recommend?
- If surgery is needed, can it be done on an outpatient basis?
- How long will I be in the hospital?
- What are the costs?

ASK ABOUT PRESCRIPTIONS

- Why do I need this medicine?
- Should I provide a list of my current medicine, including prescription and over-the-counter drugs?
- Are there side effects?
- Is a less expensive drug available?
- Are there special instructions?
- When should my symptoms improve?

ASK ABOUT GOING HOME

- When will I be able to go home?
- Will my daily activities be affected? If so, how?
- Will hospital personnel help me with discharge plans?
- What time of the day will I go home?
- Will I need special supplies, bandages or dressings? Where can I buy them?