

**MARTIN LUTHER KING, JR.
OUTPATIENT CENTER
POLICY AND PROCEDURE**

DIVISION: PATIENT CARE SERVICES	NUMBER: 6.6
SUBJECT: ADVANCE DIRECTIVES	
SECTION: PATIENT RIGHTS	PAGE: 1 OF: 1
REVIEWED BY: POLICY AND PROCEDURE COMMITTEE	EFFECTIVE DATE: 11/01/07
TO BE PERFORMED BY: ALL APPLICABLE STAFF	REVIEWED DATE: 10/26/09; 04/26/11 REVISED DATE: 10/26/09; 04/26/11, 12/16/14, 8/27/15

PURPOSE

To inform and honor patients' advance directive choices and to ensure compliance with the Los Angeles County – Department of Health Services (DHS) policy related to advance care directives.

POLICY

To comply with DHS Policy No. 326 in support of a patient's right regarding advance care directives.

PROCEDURE

Advance directives for all services will be processed as follows:

1. Patients are given information regarding the advance directive by nursing as part of the intake process in all clinics except for Urgent Care.
2. If a patient inquires about an Advance Directive, questions may be addressed by nursing staff or clinician staff as appropriate. If needed the patient may additionally be referred to the social worker and/or other agencies for information and assistance.
3. If a patient presents an Advance Directive, a copy will be scanned into the electronic chart as part of the medical record. The original copy will be returned to the patient. The patient will be instructed to carry the advance directive at all times.
4. Advance Directives will honor except in emergencies when a patient's medical record is unavailable and the existence of an Advance Directive is not known to the providers.
5. The existence of an Advance Directive will be documented in the medical record.

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Officer

Date

Lessie Barber, RN, Nursing Director

Date

Signature(s) on File.