

**OLIVE VIEW-UCLA MEDICAL CENTER
CLINICAL SOCIAL WORK
POLICY & PROCEDURE**

**NUMBER: 1341
VERSION: 2**

SUBJECT/TITLE: ADVANCE DIRECTIVES

POLICY: The Clinical Social Work Department Staff will provide information and counseling to patients and families requesting these services in regard to Health Care Directives.

PURPOSE: To provide information about Advance Directives / Health Care Directives to the patients and their families.

DEPARTMENTS: All

DEFINITIONS: Health Care Directives, Advance Directives.

PROCEDURE:

1. Social Work staff will respond to patient referrals within 72 hours of requesting information about Advance Directives.
2. Documentation should be done in the routine charting format.
3. Advance Directives-Durable Power of Attorney for Healthcare Decisions Forms may be provided to patients in English or Spanish.
4. Patients and family members should be assisted to understand the options provided by health care directives.
5. Patients should be advised to discuss their specific wishes with their family, friends, or a designated person prior to completing or signing any document.
6. The patient should complete forms personally. If the patient lacks the capacity to complete the form, no advance directive of any type can be done at this time. The patient must have the mental capacity to make decisions.
7. Staff cannot witness these documents or become the designated agent.
8. Immediate medical treatment wishes should be communicated verbally between the patient and physician, and the physician should document this in the patient's medical record.

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References: Health Care Directive Act of 2000	
Approved by: OVEC-2018 October	Date: 06/04/2019
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