Scanned Advance Directive Documents can be found in Code Status/Adv. Directives Workflow MPage, Recommendations, Documentation, and Results Review within the EHR.

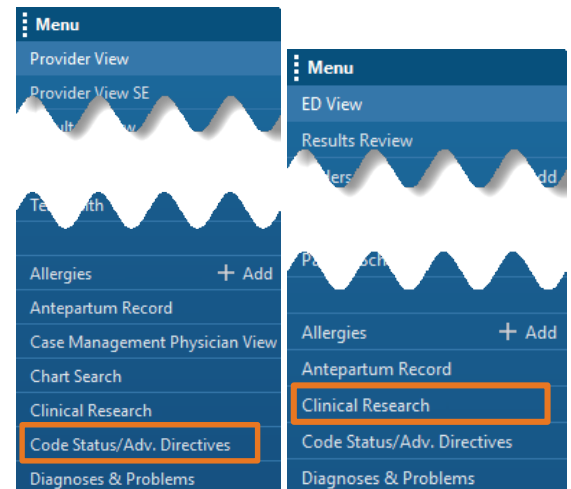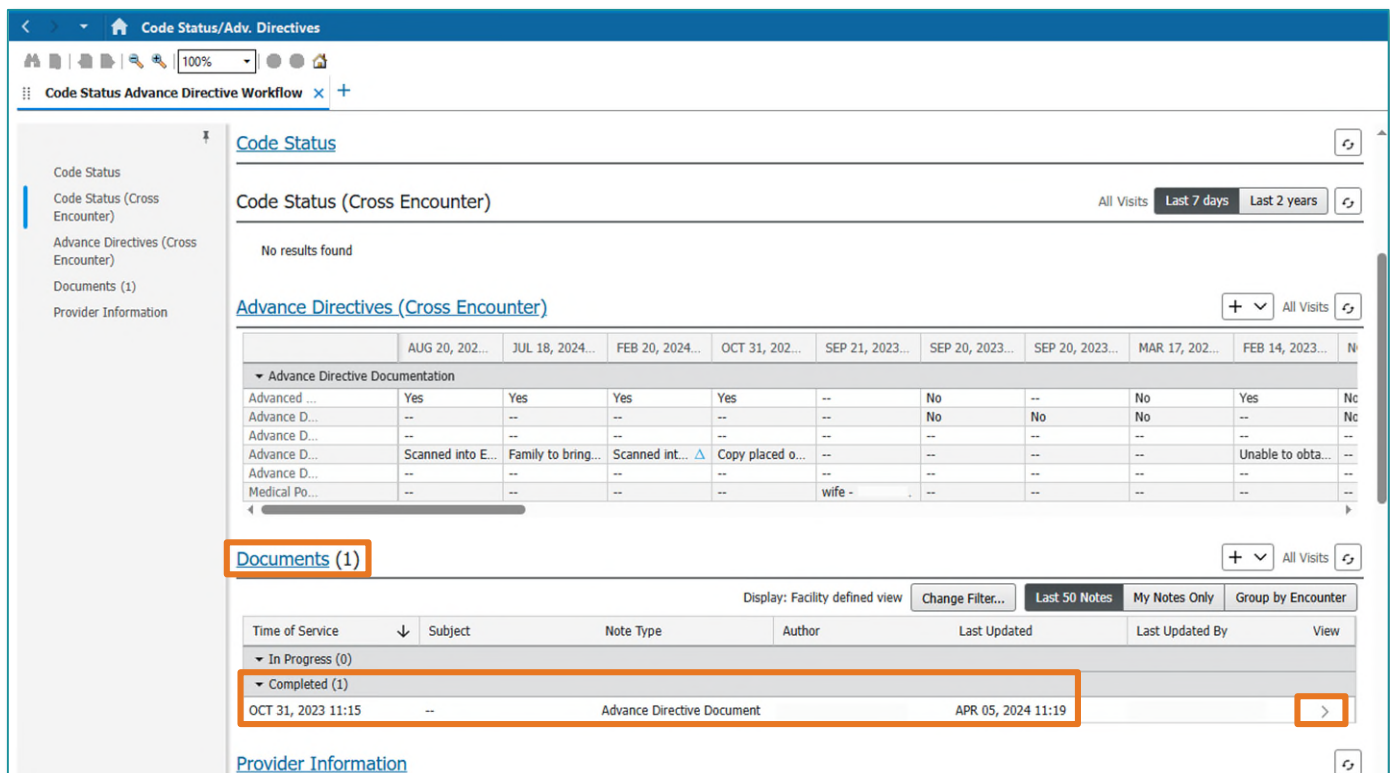## Code Status Advance Directive Workflow MPage

STEP 1: Click **Code Status/Adv. Directives** located in the third section of the **PowerChart** or **FirstNet** Menu.

- **Code Status Advance Directive Workflow** MPage opens.

STEP 2: Locate the **Documents** section of the MPage.

- Advance Directive Documents display in the **Documents** section under **Completed**.

STEP 3: Click the **arrow** to the right of the **Advance Directive Document** row to open and view the Advance Directive scanned document.

Recommendations

STEP 1: Navigate to the **Recommendations** component from the **Ambulatory 2018 MPage** tab in **Provider View**.

NOTE: **The recommendation for Advanced Care Plan Annual Discussion will display in the Pending tab if due or overdue. Once completed, it will show in the Not Due/Historical tab of Recommendations.**

STEP 2: In the **Pending** tab or **Not Due/Historical** tab of **Recommendations**, click **Advance Care Plan Annual Discussion** to open **Recommendation Details**.

STEP 3: Click the blue hyperlink **Advance Directive Document** to open the Advance Directive.

Documentation

NOTE: **Knowing the date in which the Advance Directive Document was scanned into the EHR helps in locating it in Documentation.**

STEP 1: Click **Documentation** located in the first section of the **PowerChart** or **FirstNet** Menu.

- **Documentation** opens.

STEP 2: Make sure the **Type** column is in view.

STEP 3: Locate the **Advance Directive Document**. Use the **Next Page** feature to search as needed for the document.

Results Review

NOTE: **Knowing the date in which the Advance Directive Document was scanned into the EHR helps in locating it in Results Review.**

STEP 1:   Click **Results Review** located in the first section of the **PowerChart** or **FirstNet** Menu.

- **Results Review** opens.

STEP 2:   Click the **Results – Extended** tab.

STEP 3:   Adjust the **Clinical Range** as needed.

STEP 4:   Scroll as needed in the **Navigator** until **Advance Directive Documents** is in view.

STEP 5:   Scroll in **Results Flowsheet** as needed until **Advance Directive Document** appears in a time column.

STEP 6:   Double-click **Advance Directive Document** in the date and time column to view the document.