

Replacing a revoked/cancelled Advance Care Directive in the medical record

This fact sheet outlines the process to be followed by non-administrative staff when a patient has revoked/cancelled their Advance Care Directive and the medical record needs to be modified to reflect this.

The *Advance Care Directives Act 2013* empowers adults to make legal arrangements for their future health care, end of life, preferred living arrangements and other personal matters, and/or appoint one or more Substitute Decision-Makers to make decisions on their behalf when they are unable to do so themselves.

Altering or modifying an Advance Care Directive

Please note: An Advance Care Directive cannot be altered or modified after being witnessed and signed by the person. If a person wishes to make changes to their Advance Care Directive, they must complete a new Advance Care Directive and have it signed by any appointed substitute decision-makers and an independent witness.

Replacing an Advance Care Directive with a new Advance Care Directive

If a person completes a new Advance Care Directive, any Advance Care Directive made previously (including an Anticipatory Direction, Medical Power of Attorney or Enduring Power of Guardianship) is automatically revoked/cancelled.

If a person presents to the health service with a new Advance Care Directive and there is already an Advance Care Directive in their medical record:

1. Check that the new Advance Care Directive is completed, signed and dated by an independent witness (including initialled on each page).
2. Locate the previous Advance Care Directive in the person's medical record and ask the person to draw a line and write 'revoked' or 'cancelled' across each page and initial and date each strike-through. If the person is physically unable to, you may do this on their behalf.
3. Place the revoked/cancelled Advance Care Directive in the correspondence section of the person's medical record.
4. If the person presents with an original of the new Advance Care Directive, make or arrange for a certified copy to be made. For more information on certified copies, see certification fact sheet: www.sahealth.sa.gov.au/advancecaredirective.
5. Place the certified copy of the new Advance Care Directive into the alert section of the person's medical record. The original should be returned to the person.
6. Advise the person that their medical record has been updated and that their new Advance Care Directive is on file.
7. Ensure that any necessary changes to the patient details in the patient administration system are made, including recording the date of when the new Advance Care Directive was entered onto the system (where possible).



Instructions for replacing a revoked/cancelled Advance Care Directive in the person's EPAS record

1. Add an electronic 'sticky note' to the revoked/cancelled Advance Care Directive advising that this document is no longer valid.
2. Notify medical records to re-index the invalid document to the appropriate document type.
3. Scan the new (certified copy) Advance Care Directive into EPAS and place certified copy into the patient's temporary inpatient folder (if applicable).
4. Update the problem list as required.
5. Update Contacts/Directives screen.

For more information

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