

Office Safety Policy & Procedure Manual

2011

Section A

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Care Decisions	
OS-A100	Advance Directives
OS-A100 Attachment	Advance Directive Forms
OS-A101	Patient Participation

POLICY NUMBER	OS-A100
POLICY TITLE	Advance Directives
INITIAL EFFECTIVE DATE	09/98
REVISION EFFECTIVE DATE (S)	
DEPARTMENT	Quality Assessment
ORGANIZATION (S)	CCHP, CCHCA
LINES OF BUSINESS	

Purpose

Compliance with federal and state laws and to give the patient information that will increase their control over their medical decisions.

Policy

Each physician office shall have copies of the booklet “Your Right to Make Decisions About Medical Treatment” for patient distribution. At the initial or within three visits, the patient shall sign an advisory declaration. If the patient health status change a review of the information about Advance Directive will be done. Provide the necessary forms in the physician’s office. The physician shall discuss with the patient their right to make their own health care decisions and to plan for the possible situation in which the patient may not be able to make their own decisions. The discussion shall be documented in the patient record.

Procedure

1. During the initial intake interview, the patient shall be queried if they wish to receive information about Advance Directives.
2. If the patient wants more information, the physician/nurse shall discuss Advance Directive with the patient, and note this in the patient record.
3. If the patient does not wish information on Advance Directives, this refusal is documented in the patient chart.

Responsibility

Physician, nurse, social worker.

Department Linkages QA Assessment Department

Attachment

Declaration (English, Chinese)
California Advance Health Care Directive (English, Chinese)

Questionnaire (English, Chinese)
Natural Death Act Guidelines for Physicians
Natural Death Act Guidelines for Signers
Natural Death Act (English, Chinese)
Durable Power of Attorney (English, Chinese)

POLICY NUMBER	OS-A101
POLICY TITLE	Patient Participation
INITIAL EFFECTIVE DATE	04/01
REVISION EFFECTIVE DATE (S)	
DEPARTMENT	Quality Assessment
ORGANIZATION (S)	CCHP, CCHCA
LINES OF BUSINESS	

Purpose

To ensure patient's rights to participate in decision-making regarding his/her health care and to facilitate development of mutually agreed upon treatment goals to better facilitate successful care outcome.

Policy

It is the policy that information describing the patient's rights to participate in decision-making regarding his/her health care is provided to all adult patients and in the case of minors, to their legal guardians. Special emphasis is placed on involvement of patients and/or problems, with chronic diseases, or at the end of life.

Procedure

1. Practitioners educate patients regarding their health care needs.
2. Practitioners share findings of history and physical examinations.
3. Practitioners discuss potential treatment options, side effects of treatments, and management of symptoms.
4. Practitioners recognize the patient has the right to choose the final course of action among clinically acceptable choices.
5. Practitioners document the explanations provided, patient's input into the proposed treatment plan, and the patient's participation in decision-making.

Responsibility/Department Linkages

Medical Staff / Quality Assessment Department