

Advance Health Care Directive Registry Fact Sheet

The Virginia Department of Health Advance Directive Registry Partnership

The Virginia Department of Health entered into a public-private partnership with UNIVAL, Inc. and Microsoft Corp. to provide an Advance Health Care Directive Registry. All adults with a legal residence in Virginia have a right to prepare a document called an “Advance Directive” which lets other people know the types of medical care you do and do not want in the event you are unable to express your wishes on your own.

Appointment of an Agent

You may authorize another person, such as a spouse, child, or friend, to be your “agent” or “proxy” to make decisions for you if you become incapable of making informed healthcare decisions for yourself. You can also specifically tell your agent what kinds of care you do and do not want. This authorization is, in legal terms, often called a “Power of Attorney for Healthcare.”

Written Healthcare Directive

You may state what kinds of healthcare you want or do not want if you are determined to be unable to express your own wishes. These instructions are often referred to as a “living will.”

Document Types Accepted by the Registry

You may add any documents regarding your medical wishes including but not limited to Advance Health Care Directives, Health Care Power of Attorneys, etc. This Registry is a place to store any document that you would like to make available to loved ones and health care providers in the event that you are unable to express your wishes regarding medical care.

Registering Online or Through the Help Desk

When registering through the website or through the helpdesk, you will need to complete the following before your registration is complete:

- Identifying Information – Complete all required fields
- Personal Identification Number (PIN) & Password –This will be used for read-only access to your documents. After registering on the site, you will be given the opportunity to share this information with the family and friends of your choice.
- Agree to the Terms and Conditions

Optional-Recommended Information

The “optional information” is information that you may wish to provide in order to make your record more complete. This information will be printed on the identification card that you will receive after registering on www.VirginiaRegistry.org. We strongly suggest that you complete this information to help people know that your health care wishes are registered.

By completing this, and having your card in your wallet you will be able to assist emergency personal or hospital personal if you are ever in a position that you are unable to make decisions for yourself.

Sharing Your Information

You can give your friends, family and health care providers access to view documents that you have stored in the Commonwealth of Virginia Advance Health Care Directive Registry. They will be provided with an identification number for your account and the PIN that you selected during registration.

Provide their email address, and the Registry will send them an email that gives them instructions to log in and view your documents. They will only be able to view the documents in your account, they will not have any access to add, update or delete any documents.

If you wish to restrict access to your account at any time, simply change your PIN.

Adding Documents to the Registry

Click "Upload a New Document" to upload a document that is stored on your computer. You will be directed to a page that lets you select the type of document you are uploading, and there is a button to browse to the location of your document on your computer. After you have located your document, click "Add" to upload the document.

You may also click "Fax a New Document" to send a document via fax. You will be directed to a page to print a customized fax cover sheet that includes instructions for sending the document. Simply fax your document along with the personalized cover sheet to the provided number and the document will be included in your account.

Viewing or Updating Documents in the Registry

Once you've added a document, you can click "View" to see and print your document. You may also click "Update" to revoke the existing document and replace it with a new Archiving Documents

If you wish to revoke a document you may click "Archive". This will make the document inactive and place it in your archive - You may view these revoked documents at any time by clicking "View Archived Documents". Once a document is in your archive you may permanently delete it by clicking "Delete".

Privacy and Security

The online database of Advance Directives at this website is held in a confidential and secure site, protected by the most up-to-date web security standards. All information submitted will be used only by authorized individuals and will be kept completely confidential. This information will not be shared or sold. To read the more detailed privacy statement, please see the link to the left side of the registry page.

Contacting the Registry

Help Desk Phone:	(800)224-0791
Help Desk Fax:	(877)422-4633
Help Desk E-mail:	Support@virginiaregistry.org
Help Desk Hours:	Monday – Friday 8:00 AM to -5:00 PM EST
Help Desk Mailing Address:	Commonwealth of VA Advance Directive Registry P.O. Box 130770 Ann Arbor, MI 48113