

## **ADVANCE DIRECTIVES**

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### **Policy Statement**

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As a matter of conscience and due to the elective nature of the procedures performed in this Surgery Center, treatment will not be withheld if an unexpected complication arises. If there is a need to transfer a patient to a hospital for additional care measures beyond what can be provided in the Surgery Center, the patient’s Advance Directive (if they have one) will be in their medical record and will be shared with the hospital and caregivers upon transfer.

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### **Who Should Know This Policy**

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| <input type="checkbox"/> Pre-Op Staff  | <input checked="" type="checkbox"/> All Employees    | <input checked="" type="checkbox"/> Clinical Director |
| <input type="checkbox"/> Post-Op Staff | <input type="checkbox"/> All Clinical Staff          | <input checked="" type="checkbox"/> Medical Director  |
| <input type="checkbox"/> OR Staff      | <input type="checkbox"/> All Business Office Staff   | <input checked="" type="checkbox"/> Administrator     |
|  | <input type="checkbox"/> Business Office Coordinator |   |
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### **Procedures**

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The center provides the patient or, as appropriate, the patient’s representative in advance of the date of the procedure, with information concerning its policies on advance directives, including a description of applicable state laws and if requested, official Virginia Advance Directive forms

Inform the patient or, as appropriate the patient’s representative of the patient’s rights to make informed decisions regarding the patient’s care.

The center will document whether or not the individual has executed an Advance Directive or living will in a prominent part of the patient’s medical record.

A copy of the Advanced Directive and/or Living Will will be placed on the patient’s medical record.

If transfer to an acute care hospital becomes necessary, a copy of the Advanced Directive or Living Will will be provided to the hospital as part of the patient’s chart.

If information regarding advanced directives is requested, a copy of Inova’s “Your Right to Decide” will be provided to the patient. This gives information on Advanced Directives, Living Wills and provides sample documents which will meet the requirements of the Virginia Healthcare Decisions Act.

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The following positions are responsible for the accuracy of the information contained in this document:

- Administrator
- Medical Director
- Clinical Director
- Business Office Coordinator
- Vice President

**Effective Date: January 2016**

REFERENCE: AAAHC Standards, *Patient Rights and Responsibilities*, Chapter 1