



Advanced Directives.

Your Right to Decide



Ball Memorial Hospital

Your right to decide.

The purpose of this brochure is to inform you of ways that you can direct your medical care and treatment in the event that you are unable to communicate for yourself.

This brochure covers:

- What is an advance directive?
- Are advance directives required?
- What happens if you do not have an advance directive?
- What are the different types of advance directives?

Introduction...

- Did you know that you can determine the extent of your medical treatment before you become ill?
- Did you know that you can tell your doctors and loved ones what your wishes are?
- Did you know that federal law says that you must also be informed of other ways you can control your medical treatment?

Reading this brochure is the beginning of your education about advance directives. For more information, call Indiana University Health Blackford Hospital's Social Work Department at 765.348.6893.

The importance of advance directives.

Each time you visit your physician, you make decisions regarding your personal healthcare. You tell your doctor (generally referred to as a “physician”) about your medical problems. Your physician makes a diagnosis and informs you about available medical treatment. You then decide what treatment to accept. That process works until you are unable to decide what treatments to accept or become unable to communicate your decisions. Diseases common to aging such as dementia or Alzheimer’s disease may take away your ability to decide and communicate your healthcare wishes. Even young people can have strokes or accidents that may keep them from making their own healthcare decisions. Advance directives are a way to manage your future health care when you cannot speak for yourself.

What is an advance directive?

“Advance directive” is a term that refers to your spoken and written instructions about your future medical care and treatment. By stating your healthcare choices in an advance directive, you help your family and physician understand your wishes about your medical care. Indiana law pays special attention to advance directives. Advance directives are normally one or more documents that list your healthcare instructions. An advance directive may name a person of your choice to make healthcare choices for you when you cannot make the choices for yourself. If you want, you may use an advance directive to prevent certain people from making healthcare decisions on your behalf. Your advance directives will not take away your right to decide your current healthcare. As long as you are able to decide and express your own decisions, your advance directives will not be used. This is true even under the most serious medical conditions. Your advance directive will only be used when you are unable to communicate or when your physician decides that you no longer have the mental competence to make your own choices.

Are advance directives required?

Advance directives are not required. Your physician or hospital cannot require you to make an advance directive if you do not want one. No one may discriminate against you if you do not sign one. Physicians and hospitals often encourage patients to complete advance directive documents. The purpose of the advance directive is for your physician to gain information about your healthcare choices so that your wishes can be followed. While completing an advance directive provides guidance to your physician in the event that you are unable to communicate for yourself, you are not required to have an advance directive.



What happens if you do not have an advance directive?

If you do not have an advance directive and are unable to choose medical care or treatment, Indiana law decides who can do this for you. Indiana Code § 16-36 allows any member of your immediate family (meaning your spouse, parent, adult child, brother, or sister) or a person appointed by a court to make the choice for you. If you cannot communicate and do not have an advance directive, your physician will try to contact a member of your immediate family. Your healthcare choices will be made by the family member that your physician is able to contact.

What types of advance directives are recognized in Indiana?

- Talking directly to your physician and family
- Organ and tissue donation
- Healthcare representative
- Living Will Declaration or Life-Prolonging Procedures Declaration
- Psychiatric Advance Directives
- Out of Hospital Do Not Resuscitate Declaration and Order
- Power of Attorney

Talking to your physician and family.

One of the most important things to do is to talk about your healthcare wishes with your physician. Your physician can follow your wishes only if he or she knows what your wishes are. You do not have to write down your healthcare wishes in an advance directive. By discussing your wishes with your physician, your physician will record your choices in your medical chart so that there is a record available for future reference. Your physician will follow your verbal instructions even if you do not complete a written advance directive. Solely discussing your wishes with your physician, however, does not cover all situations. Your physician may not be available when choices need to be made. Other healthcare providers would not have a copy of the medical records maintained by your physician and therefore would not know about any verbal instructions given by you to your physician. In addition, spoken instructions provide no written evidence and carry less weight than written instructions if there is a disagreement over your care.

Writing down your healthcare choices in an advance directive document makes your wishes clear and may be necessary to fulfill legal requirements. If you have written advance directives, it is important that you give a copy to your physician. He or she will keep it in your medical chart. If you are admitted to a hospital or health facility, your physician will write orders in your medical chart based on your written advance directives or your spoken instructions. For instance, if you have a fatal disease and do not want cardiopulmonary resuscitation (CPR), your physician will need to write a “do not resuscitate” (DNR) order in your chart. The order makes the hospital staff aware of your wishes. Because most people have several healthcare providers, you should discuss your wishes with all of your providers and give each provider a copy of your advance directives. It is difficult to talk with family about dying or being unable to communicate. However, it is important to talk with your family about your wishes and ask them to follow your wishes. You do not always know when

or where an illness or accident will occur. It is likely that your family would be the first ones called in an emergency. They are the best source of providing advance directives to a healthcare provider.

Organ and tissue donation.

Increasing the quality of life for another person is the ultimate gift. Donating your organs is a way to help others. Making your wishes concerning organ donation clear to your physician and family is an important first step. This lets them know that you wish to be an organ donor. Organ donation is controlled by the Indiana Uniform Anatomical Gift Act found at Indiana Code § 29-2-16. A person that wants to donate organs may include their choice in their will, living will, on a card, or other document. If you do not have a written document for organ donation, someone else will make the choice for you. A common method used to show that you are an organ donor is making the choice on your driver's license. When you get a new or renewed license, you can ask the license branch to mark your license showing you are an organ donor.



Healthcare representative.

A “healthcare representative” is a person you choose to receive healthcare information and make healthcare decisions for you when you cannot. You can choose to appoint any adult over the age of 18, including but not limited to a spouse, unmarried partner of the same or opposite sex, parent, sibling, child or friend. To choose a healthcare representative, you must fill out an appointment of healthcare representative document that names the person you choose to act for you. Your healthcare representative may agree to or refuse medical care and treatments when you are unable to do so. Your representative will make these choices based on your advance directive. If you want, in certain cases and in consultation with your physician, your healthcare representative may decide if food, water, or respiration should be given artificially as part of your medical treatment. Choosing a healthcare representative is part of the Indiana Health Care Consent Act, found at Indiana Code § 16-36-1. The advance directive naming a healthcare representative must be in writing, signed by you, and witnessed by another adult. Because these are serious decisions, your healthcare representative must make them in your best interest. Indiana courts have made it clear that decisions made for you by your healthcare representative should be honored.



Living will.

A “living will” is a written document that puts into words your wishes in the event that you become terminally ill and unable to communicate. A living will is an advance directive that lists the specific care or treatment you want or do not want during a terminal illness. A living will often includes directions for CPR, artificial nutrition, maintenance on a respirator, and blood transfusions. The Indiana Living Will Act is found at Indiana Code § 16-36-4. This law allows you to write one of two kinds of advance directive.

Living Will Declaration: This document is used to tell your physician and family that life-prolonging treatments should not be used so that you are allowed to die naturally. Your living will does not have to prohibit all life-prolonging treatments. Your living will should list your specific choices. For example, your living will may state that you do not want to be placed on a respirator but that you want a feeding tube for nutrition. You may even specify that someone else should make the decision for you.

Life-Prolonging Procedures Declaration: This document is the opposite of a living will. You can use this document if you want all life-prolonging medical treatments used to extend your life.

Both of these documents can be canceled orally, in writing, or by destroying the declaration yourself. The cancellation takes effect only when you tell your physician. For either of these documents to be used, there must be two adult witnesses and the document must be in writing and signed by you or someone that has permission to sign your name in your presence.

Psychiatric advance directive.

Any person may make a psychiatric advance directive if he/she has legal capacity. This written document expresses your preferences and consent to treatment measures for a specific diagnosis. The directive sets forth the care and treatment of a mental illness during periods of incapacity. This directive requires certain items in order for the directive to be valid. Indiana Code § 16-36-1.7 provides the requirements for this type of advance directive.

Out of Hospital Do Not Resuscitate Declaration and Order.

In a hospital or health facility setting, if you have a terminal condition and you do not want CPR, your physician will write a “do not resuscitate” order in your medical chart. If you are home when an emergency occurs, there is no medical chart or physician’s order. For situations outside of a hospital or health facility, the “Out of Hospital Do Not Resuscitate Declaration and Order” is used to state your wishes. The Out of Hospital Do Not Resuscitate Declaration and Order is found at Indiana Code § 16-36-5. The law allows a qualified person to say they do not want CPR given if the heart or lungs stop working in a location that is not a hospital or a health facility. This declaration may override other advance directives. The declaration may be canceled by you at any time by a signed and dated writing, by destroying or canceling the document, or by communicating to healthcare providers at the scene the desire to cancel the order. Emergency Medical Services (EMS) may have procedures in place for marking your home so they know you have an order. You should contact your local EMS provider to find out their procedures.

Power of attorney.

A “power of attorney” (also referred to as a “durable power of attorney”) is another kind of advance directive. This document is used to grant another person say-so over your affairs. Your power of attorney document may cover financial matters, give healthcare authority, or both. By giving this power to another person, you give this person your power of attorney. The legal term for the person you choose is “attorney in fact”. Your attorney in fact does not have to be an attorney. Your attorney in fact can be any adult you trust. Your attorney in fact is given the power to act for you only in the ways that you list in the document. The document must:

1. Name the person you want as your attorney in fact;
2. List the situations which give the attorney in fact the power to act;
3. List the powers you want to give; and
4. List the powers you do not want to give.

The person you name as your power of attorney is not required to accept the responsibility. Prior to executing a power of attorney document, you should talk with the person to ensure that he or she is willing to serve. A power of attorney document may be used to designate a healthcare representative. Healthcare powers are granted in the power of attorney document by naming your attorney in fact as your healthcare representative under the HealthCare Consent Act or by referring to the Living Will Act. When a power of attorney document is used to name a health care representative, this person is referred to as your healthcare power of attorney. A healthcare power of attorney generally serves the same role as a healthcare representative in a healthcare representative advance directive. Including healthcare powers could allow your attorney in fact to:

1. Make choices about your healthcare;
2. Sign healthcare contracts for you;
3. Admit or release you from hospitals or other health facilities;
4. Look at or get copies of your medical records; and
5. Do a number of other things in your name.

You can choose to appoint any adult over the age of 18, including but not limited to a spouse, unmarried partner of the same or opposite sex, parent, sibling, child or friend.

The Indiana Powers of Attorney Act is found at Indiana Code § 30-5. Your power of attorney document must be in writing and signed in the presence of a notary public. You can cancel a power of attorney at any time but only by signing a written cancellation and having the cancellation delivered to your attorney in fact.

Which advance directive or directives should be used?

The choice of advance directives depends on what you are trying to do. The advance directives listed above may be used alone or together. Although an attorney is not required, you may want to talk with one before you sign an advance directive. The laws are complex and it is always wise to talk to an attorney about questions and your legal choices. An attorney is often helpful in advising you on complex family matters and making sure that your documents are correctly done under Indiana law. An attorney may be helpful if you live in more than one state during the year. An attorney can advise you whether advance directives completed in another state are recognized in Indiana.

Can I change my mind after I write an advance directive?

It is important to discuss your advance directives with your family and healthcare providers. Your healthcare wishes cannot be followed unless some one knows your wishes. You may change or cancel your advance directives at any time as long as you are of sound mind. If you change your mind, you need to tell your family, healthcare representative, power of attorney, and healthcare providers. You might have to cancel your decision in writing for it to become effective. Always be sure to talk directly with your physician and tell him or her your exact wishes.

Are there forms to help in writing these documents?

Advance directive forms are available from many sources. Most physicians, hospitals, health facilities, or senior citizen groups can provide you with forms or refer you to a source. These groups often have the information on their web sites. You should be aware that forms may not do everything you want done. Forms may need to be changed to meet your needs. Although advance directives do not require an attorney, you may wish to consult with one before you try to write one of the more complex legal documents listed above.

What should I do with my advance directive if I choose to have one?

Make sure that your healthcare representative, immediate family members, physician, attorney, and other healthcare providers know that you have an advance directive. Be sure to tell them where it is located. You should ask your physician and other healthcare providers to make your advance directives part of your permanent medical chart. If you have a power of attorney, you should give a copy of your advance directives to your attorney in fact. You may wish to keep a small card in your purse or wallet that states that you have an advance directive, where it is located, and who to contact for your attorney in fact or healthcare representative, if you have named one.

Physician Orders For Scope of Treatment (POST).

A “Physician Orders for Scope of Treatment” (also referred to as a POST form) is a direct physician order for a person with at least one of the following:

1. An advanced chronic progressive illness;
2. An advanced chronic progressive frailty;
3. A condition caused by injury, disease, or illness from which, to a reasonable degree of medical certainty there can be no recovery and death will occur from the condition within a short period without the provision of life prolonging procedures; or
4. A medical condition that, if the person were to suffer cardiac or pulmonary failure, resuscitation would be unsuccessful or within a short period the person would experience repeated cardiac or pulmonary failure resulting in death.

In consultation with you or your legal representative, your physician will write orders that reflect your wishes with regards to CPR, medical interventions (comfort measures, limited additional interventions, or full treatment), antibiotics and artificially administered nutrition. You additionally have the option on the POST form to designate a healthcare representative. Note that if you have previously designated a healthcare representative and you name a different person on your POST form, the person designated on the POST form replaces (revokes) the person named in the previous healthcare representative advance directive. The Indiana POST form is available on the Indiana State Department of Health website at www.in.gov/isdh/25880.htm.

The POST form must be signed and dated by you (or your legal representative) and your physician to be valid. The original form is your personal property and you should keep it. Paper, facsimile (fax), or electronic copies of a valid POST form are as valid as the original. Your physician is required to keep a copy of your POST form in your medical record or; if the POST form is executed in a health facility, the facility must maintain a copy of the form in the medical record. The POST form may be used in any healthcare setting. The Physician Orders for Scope of Treatment statute is found at Indiana Code § 16-36-6.

Executed POST forms may be revoked at any time by any of the following:

1. A signed and dated writing by you or your legal representative;
2. Physical cancellation or destruction of the POST form by you or your legal representative;
3. Another individual at the direction of you or your legal representative; or
4. An oral expression by you or your legal representative of intent to revoke the POST form.

The revocation is effective upon communication of the revocation to a healthcare provider.

Our policy.

It is IU Health Blackford Hospital's policy to respect and honor your right under Indiana law to participate in healthcare decisions affecting you, and your right to consent to or refuse medical or surgical treatment. If an advance directive of any kind is presented to the hospital, it will be made part of your medical record and followed according to Indiana law. Your care provided at all IU Health Blackford Hospital facilities will not be conditioned upon, nor will you in any way be discriminated against, based on whether you have signed an advance directive.

Final things to remember:

- You have the right to choose the medical care and treatment you receive. Advance directives help make sure you have a say in your future healthcare and treatment if you become unable to communicate.
- Even if you do not have written advance directives, it is important to make sure your physician and family are aware of your healthcare wishes.
- No one can discriminate against you for signing, or not signing, an advance directive. An advance directive is, however, your way to control your future medical treatment.
- This information was prepared by the Indiana State Department of Health as an overview of advance directives. The Indiana State Department of Health attorneys cannot give you legal advice concerning living wills or advance directives. You should talk with your personal lawyer or representative for advice and assistance in this matter.