

Have you completed a living will or health care surrogate form?

If so, have you provided copies to UF Health for inclusion in your existing medical record?



Here's how:

- ▶ Provide a copy to your UF Health Clinic Provider at your next appointment **or**
- ▶ Take a copy to the Admissions area of UF Health north campus and place it in the red bin for Medical Records to scan into your record **or**
- ▶ *Mail a copy to:*
UF Health Information Management Department
4002 NW 22nd Drive, Gainesville, FL 32605 **or**
- ▶ Scan the document into MyUFHealth (*see instructions*)

Questions?

Please call Robert Whitehead at
352.265.9344
or Fax to 352.265.1114
or whitjs@shands.ufl.edu

Entering an Advance Directive into your UF Health medical record

If your provider sees patients in the Hospital Outpatient Department or UFHP Clinics, you may submit your advance directive into MyUFHealth to be uploaded into your UF Health medical record. (If you note the date that you sent the documents, you may also retrieve the documents from "Sent Messages" at a later date.)

Attaching an Advance Directive

When available as an option, you can attach Advance Directive documents such as your Living Will, Healthcare Surrogate or Durable Power of Attorney to your medical record. To do this, select a provider from your list and then select Attach Advance Directive as the Subject topic, then use the Attach an image feature to attach your scanned and signed document. Your document will be sent directly to the Health Information Management Team for processing and will not be immediately available to the provider you selected at this time. Please do not include any comments for your provider when sending an Advance Directive.

