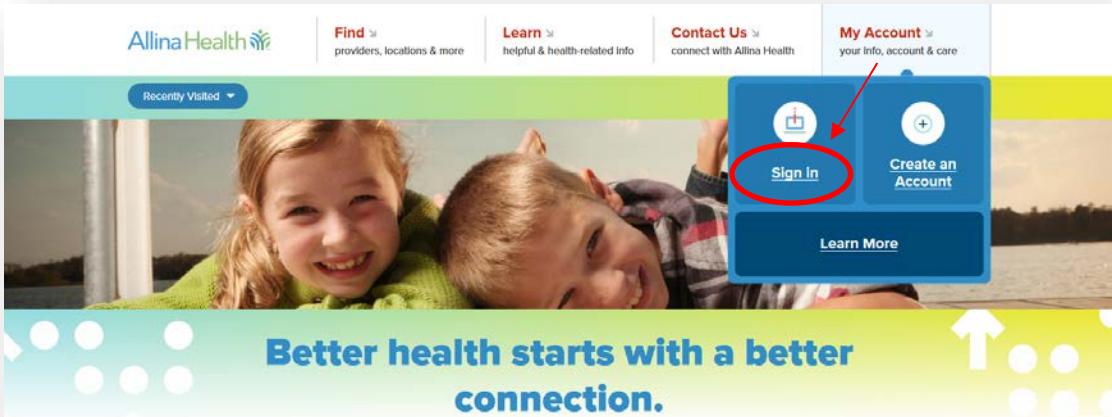


# My Account online health care directive

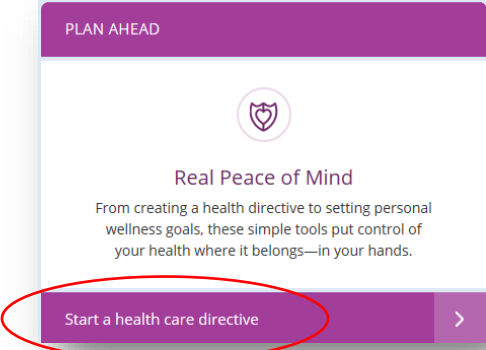
## Accessing the directive

You can access the online health care directive for the Allina Health homepage by going to the My Account menu item and clicking on the “Sign in” link:

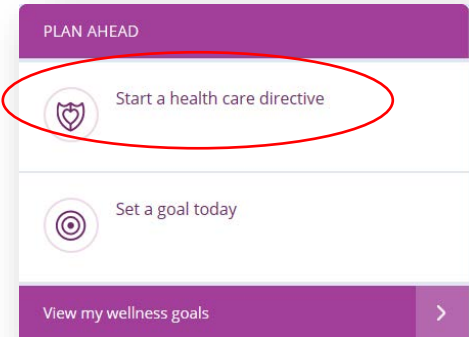


Once on the My Account dashboard, go to the Plan Ahead widget. The widget will have various looks, depending on if the user is signed in to their account or not:

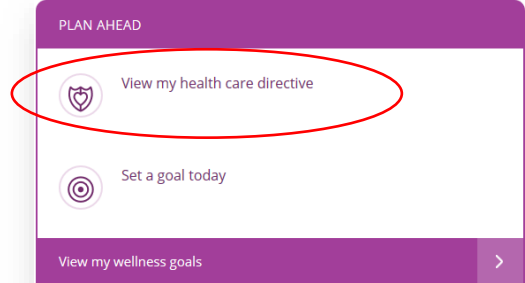
Anonymous user:



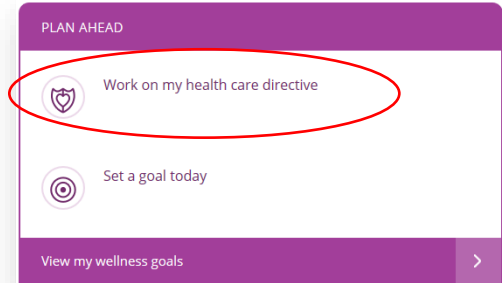
Signed-in user, no directive started:



Signed-in user, directive started:



Signed-in user, completed directive:



## Getting started

To start the online health care directive, a user must choose a state and select either the “Start with Prepare” or “Start with Create” buttons:

Congratulations on taking this important step toward planning for your future! This tool will help you think about your end-of-life plan and create an online health care directive. A health care directive documents your treatment choices and personal preferences for use at a time when you cannot communicate your wishes or make your own health care decisions.

You can also see [tips for creating a quick health care directive](#).

**Prepare** (optional)

Consider how your values and life experiences shape your health care preferences.

[View a checklist.](#)

**Create**

Select your health care agent(s) and choose your medical treatment and end-of-life care preferences.

[View a checklist.](#)

**Finalize**

Have it notarized or signed by 2 witnesses.

[View a sample health care directive.](#)

**Share**

Give loved ones and trusted friends access to your health care directive.

**Ready to get started?**

Choose which state your health care directive is for:

Minnesota

Wisconsin

**Start with Prepare**

This is a good place for everyone to start.

**Start with Create**

Jump here to dig into the questions.

**Want to learn more about health care directives?**

[Resources](#) >

[FAQ](#) >

[Glossary](#) >

\* This health care directive is only valid for persons (Minnesota or Wisconsin) but may not be recognized in all states. If you travel often or seasonally, we strongly advise that you take your finalized health care directive with you, and also check the requirements for those other states.

Even though you have chosen a state, you may still see references to both Minnesota and Wisconsin as you go through the questions.

## Completing the directive

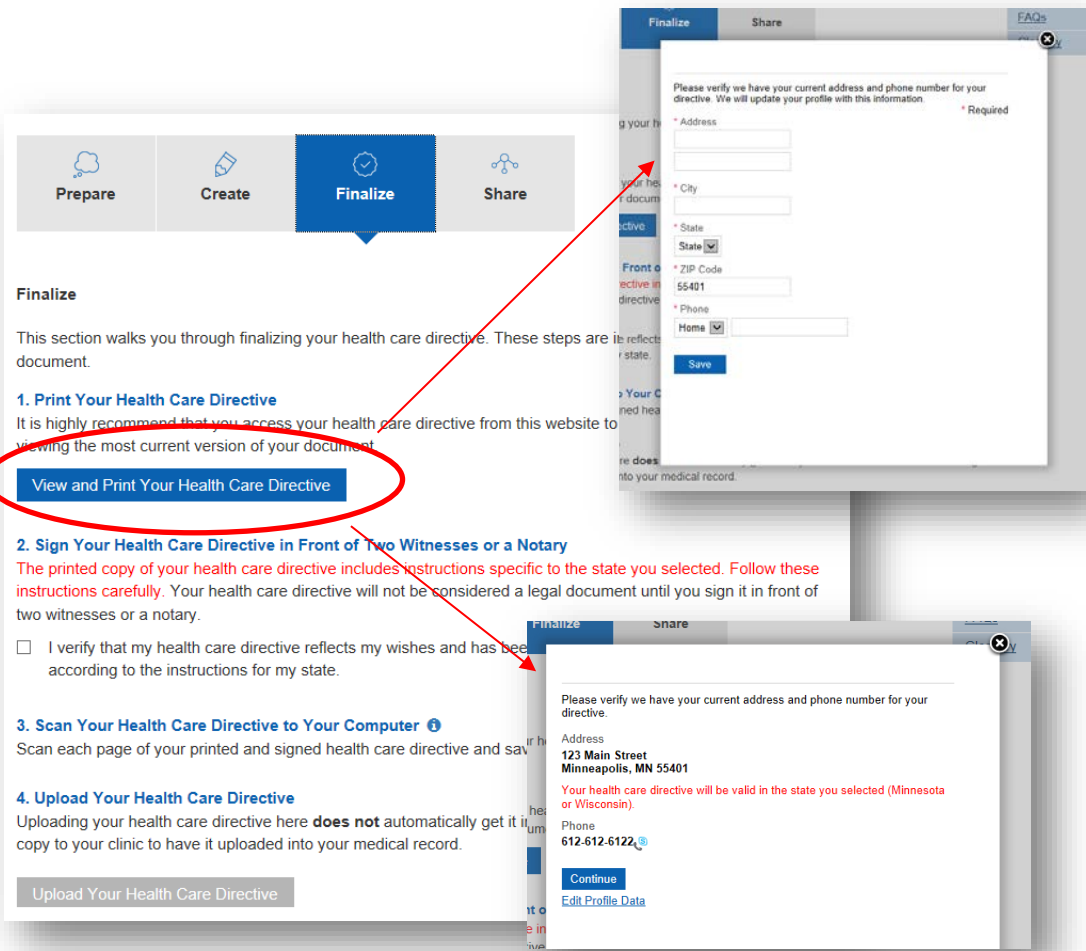
The questions in the directive are divided into two main sections. Questions in the Prepare category are optional and focus primarily on personal care, while questions in the Create category are based around agent selection and final wishes for medical care.

The questions in each section are divided up further into chapters. A user can choose to answer the questions in order or skip around to the various chapters. Not all questions need to be answered in order to make the directive complete.

There are 3 types of questions within the directive – informational, free text and radio selection.

## Finalizing the directive

Once the directive has been completed to the user’s liking, the directive must then be printed, signed and notarized per state laws in order to be considered a legal document. When a user clicks the “View and Print Your Health Care Directive” button in the Finalize section, the page will display a pop-up that will either require a user to enter his or her contact information, or display the current contact information we have for that user:



Once the user's contact information is saved, the PDF will open.

**PLEASE NOTE:** we are aware of an issue with the PDF generating properly for Mac users. If possible, we recommend users view and print their health care directive from a PC with Internet Explorer.

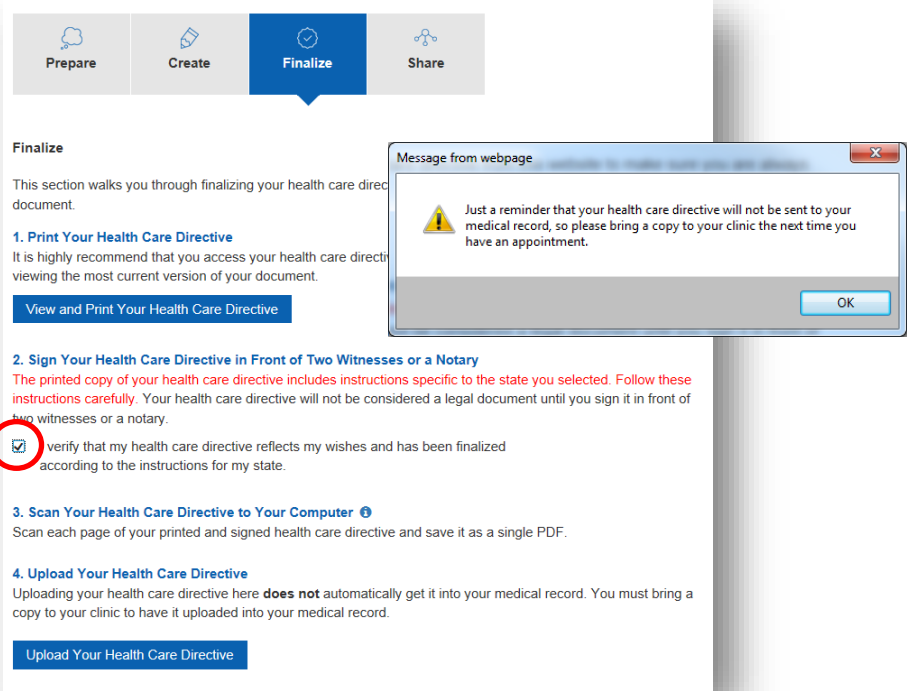
When the PDF appears, the user must print the document:

**Please read the following instructions carefully**  
*There are several steps to complete. Each is important. Take your time.*

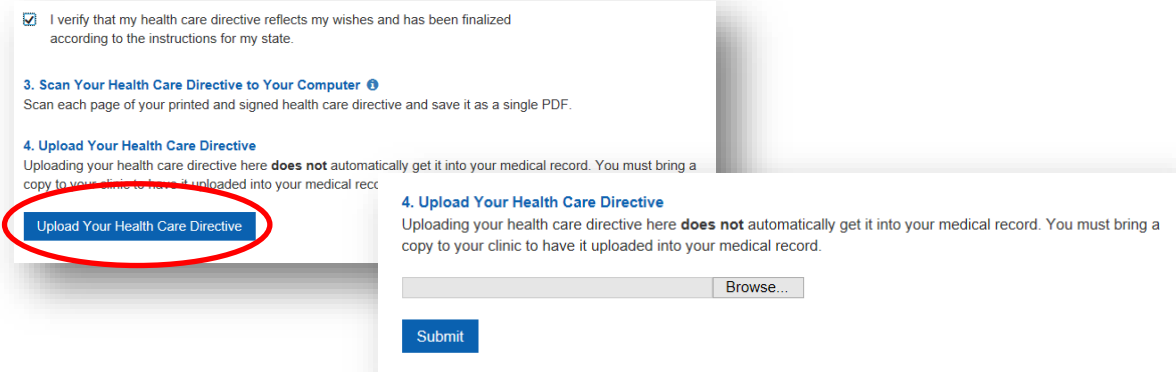
This is your legal document, created with the answers you provided.  
 Allina Health assumes no responsibility for the answers in the final document.

<b>1) Make changes until the document reflects your wishes.</b>	✓ when step is done <input type="checkbox"/>
You can make changes at any time by returning to the <i>Health Care Directive</i> within your account. Take your time. If you like, you may share your draft with your loved ones and health care agent(s). If you have questions, you may also want to talk with your health care provider.	
<b>2) Print and review the document.</b>	<input type="checkbox"/>
Print a final copy. Review each page. There may be state-specific choices that are required, such as checking a box or initialing a line. Complete those areas as needed.	
<b>3) Sign the document.</b>	<input type="checkbox"/>
To make the document legal, complete your health care directive and sign it in front of two witness or a notary public.	

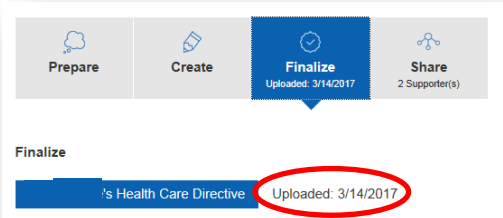
Once the directive has been signed and notarized according to state laws, it must then be scanned and saved to the user's computer. From there, a user must click on the "I verify that my health care directive reflects my wishes..." checkbox, where they will see a pop-up reminding them that the directive will not be uploaded to their medical record:



The user must then click the "Upload Your Health Care Directive" button, where they will be able to select the PDF from their computer to upload:



The upload date will display within the Finalize section:



### Sharing the directive

A user can share access to a directive with agent(s) and loved ones in 2 ways – via email and by a printable access card:

**Prepare** **Create** **Finalize** (Uploaded: 3/14/2017) **Share**

**Share**

**1. Share Your Health Care Directive With Your Supporters**  
It is strongly recommended that you share your health care directive with your health care agent(s), loved ones and trusted friends when it is completed. Encourage them to ask questions to make sure they are comfortable understanding your decisions. This will allow them to serve most effectively as your advocate.

**Share Access to Your Directive**

\* First Name  \* Last Name  Email

**Email this person access to my directive.** **Print an access card of my directive.**

**2. Share Your Health Care Directive With Your Health Care Provider**  
To have your completed health care directive saved in your medical record, you must bring a copy to your clinic (this would include your primary care doctor and any specialists).

**3. Bring Your Health Care Directive With If You Travel**  
This health care directive is recognized in the state you selected (Minnesota or Wisconsin). This health care directive is recognized in the state you selected (Minnesota or Wisconsin) and is recognized in all states. If you move, travel often or seasonally, you should bring a copy of your health care directive with you, and also check the requirements for those other states.

**4. Review Your Health Care Directive on a Regular Basis**  
These choices are not permanent. As life brings change, your thoughts about end-of-life care may change. You may cancel this health care directive and create a new one at any time.

**Share**

**1. Share Your Health Care Directive With Your Supporters**  
It is strongly recommended that you share your health care directive with your health care agent(s), loved ones and trusted friends when it is completed. Encourage them to ask questions to make sure they are comfortable understanding your decisions. This will allow them to serve most effectively as your advocate.

**Sally Sample**  
sally.sample@mailinator.com  
Emailed on: 3/14/2017  
[Send an email](#)  
[Print an access card](#)  
[Delete](#)

**Share Access to Your Directive** \* Required

\* First Name  \* Last Name  Email

**Email this person access to my directive.** **Print an access card of my directive.**

**Portal Stage Test recently completed her health care directive and has authorized you to access it online.**

**Steps to access Portal Stage's health care directive:**

1. Visit <http://alinastaging.welliclicks.com/healthcaredirective/retrieve>
2. Enter Access Code: Portal5195 – 3TVDCC
3. Enter PIN: 2253
4. click the "Access Health Care Directive" button

Please take the time to review Portal Stage's wishes. If you have questions or concerns about her health care directive, please have a conversation with her soon.

**Alina Health**  
**Health Care Directive for:**

To access the health care directive, go to:  
<http://alinastaging.welliclicks.com/healthcaredirective/retrieve>

Access Code: Portal5195 – 3TVDCC  
PIN: 2253

Recipients will receive instructions on how to access the directive by going to a website and entering an access code and PIN.

### Revising a finalized directive

If a user has revisions to a finalized directive, they can sign in to their account and make changes anytime. A message will display notifying the user that they have a finalized directive and that any changes will need to go through the print, sign/notarize, and upload process again to be considered a legal document:

You have finalized your health care directive. If you make changes to these questions you will need to re-finalize your health care directive.