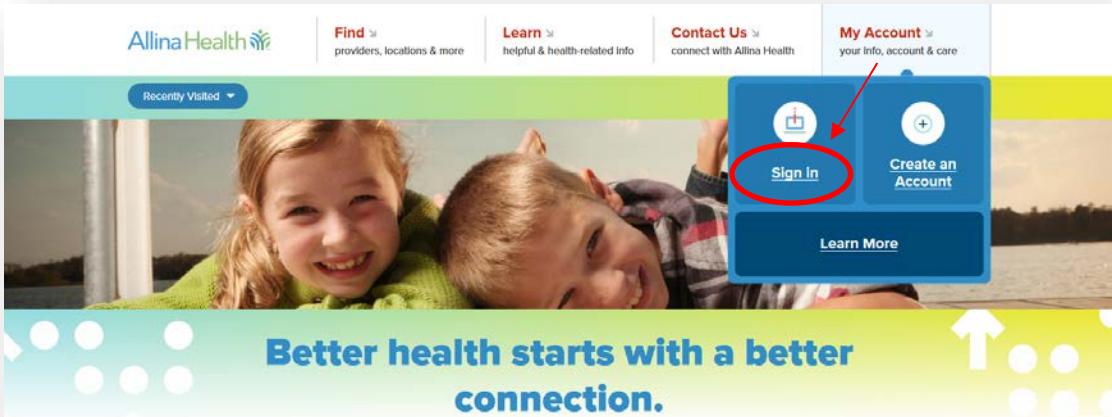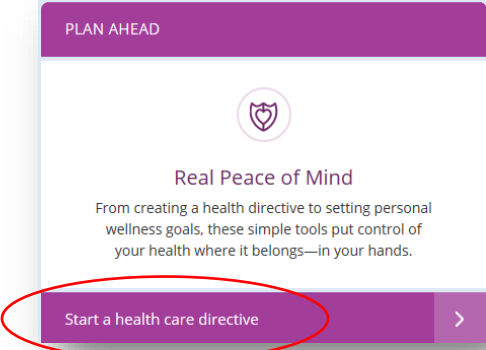# My Account online health care directive

## 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:
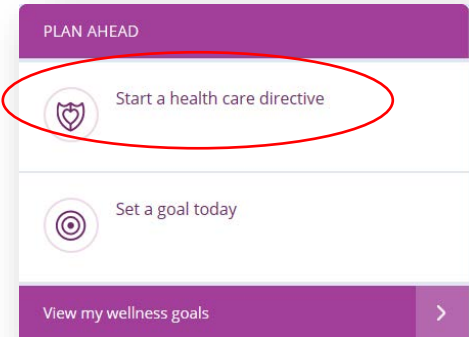


Once on the My Account dashboard, go to the Plan Ahead widget. The widget will have various looks, depending on if the user is signed in to their account or not:
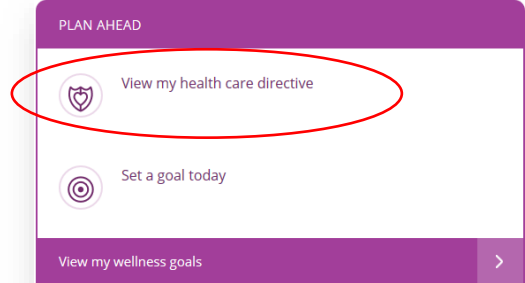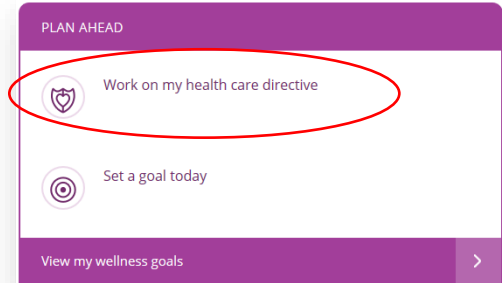
Anonymous user:



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:



## 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 and 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:

Finalize    Share    FAQs

Please verify we have your current address and phone number for your directive. We will update your profile with this information.
* Required

* Address

* City

* State
State ▾

* ZIP Code
55401

* Phone
Home ▾

Save

**Prepare    Create    Finalize    Share**

**Finalize**

This section walks you through finalizing your health care directive. These steps are i reflects your document.

**1. Print Your Health Care Directive**
It is highly recommend that you access your health care directive from this website to viewing the most current version of your document.

View and Print Your Health Care Directive

**2. Sign Your Health Care Directive in Front of Two Witnesses or a Notary**
The printed copy of your health care directive includes instructions specific to the state you selected. Follow these instructions carefully. Your health care directive will not be considered a legal document until you sign it in front of two witnesses or a notary.

☐ I verify that my health care directive reflects my wishes and has bee according to the instructions for my state.

**3. Scan Your Health Care Directive to Your Computer** ⓘ
Scan each page of your printed and signed health care directive and sav

**4. Upload Your Health Care Directive**
Uploading your health care directive here **does not** automatically get it i copy to your clinic to have it uploaded into your medical record.

Upload Your Health Care Directive

Finalize    Share

Please verify we have your current address and phone number for your directive.

Address
**123 Main Street
Minneapolis, MN 55401**
Your health care directive will be valid in the state you selected (Minnesota or Wisconsin).

Phone
**612-612-6122**

Continue

Edit Profile Data

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.

✓ when step is done

1) **Make changes until the document reflects your wishes.**

    You can make changes at any time by returning to the *Health Care Directive* 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.

2) **Print and review the document.**
    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.

3) **Sign the document.**
    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:
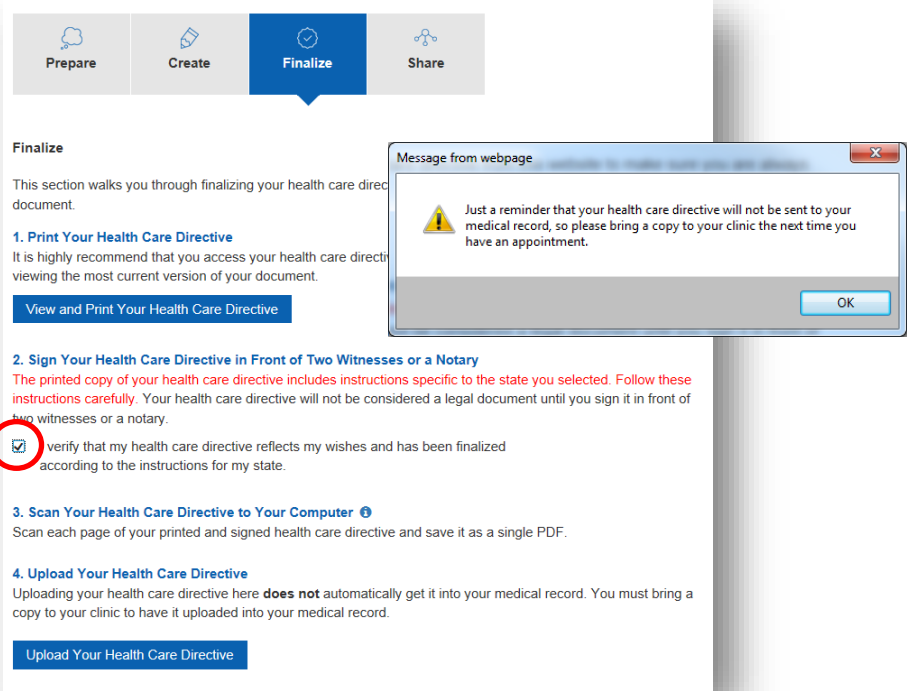


The user must then click the "Upload Your Health Care Directive" button, where they will be able to select the PDF from their computer to upload:
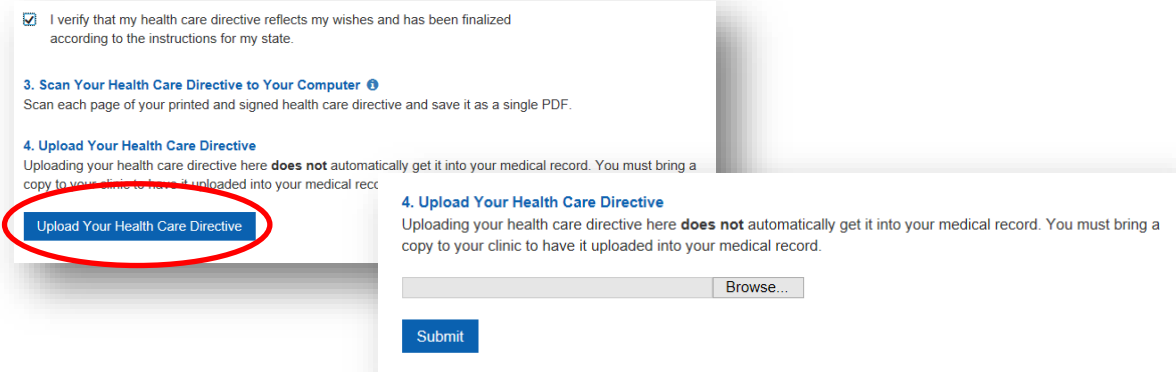


The upload date will display within the Finalize section:
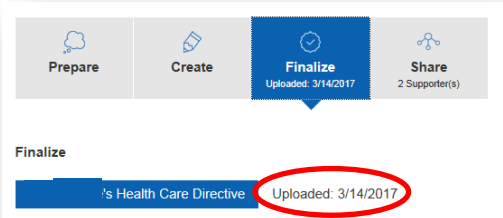
## Sharing the directive

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:



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: