Advance care planning (ACP) document storage
Reception staff script

The following script provides a structured approach for reception staff to talk to patients about the storage of completed advance care planning (ACP) documents.

– Script begins –
Practice ACP document storage
Now that you have completed your advance care planning (ACP) document(s), we will upload a copy of the document(s) to your health record at this practice. The document(s) may be provided to other medical specialists if your GP is making a referral and the document(s) is/are related. We will also upload the document(s) to your My Health Record (MHR) which means that the document(s) can be accessed by doctors at the hospital, if this is necessary.
Patient ACP document storage and sharing
There are now important things that you need to do with your completed ACP document(s): 1. Keep the original document(s) with your important home documents. 2. Make copies of the document(s) and share them with all the people who matter to you. If you completed an Advance Health Directive (AHD), we recommend putting an AHD alert card on your fridge and in your wallet/purse. If something changes with your health and you want to make changes to your ACP document(s), please make an appointment to review the document(s).
– Script ends –