

# My wishes, My plan

## Advance Care Planning

If you have wishes for your future medical treatment you should write them down and share them, so that they are known should the need arise.

You may also ask someone to speak on your behalf, and make decisions about your medical treatment, if you were unable to do so yourself. You can share this information in your My Health Record where it will be available to healthcare providers at the time and place it is needed.

You should still share this important information with the people who might be contacted if you were unable to communicate regarding your medical treatment as not all healthcare providers will have access to your My Health Record.



### My Voice:

**If important decisions had to be made about your medical treatment, who would you want your doctors to talk on your behalf if you couldn't?** You can identify someone to be your voice through an enduring guardian or power of attorney document and add it to your My Health Record – we also call this an **Advance Care Planning document**.



### My Support:

**If important decisions had to be made about your medical treatment and you had documented your wishes so your views were known, who are the people who know about and have copies of your documented wishes who could share these with your doctors if you couldn't?** You can add the names and contact details of the people who you shared your Advance Care Planning documents with to your My Health Record, and doctors will be able to contact them should the need arise – we call these people your **Advance Care Document Custodians**.



### My Wishes:

**If you became very ill and could not communicate, would your family or doctors know your wishes for future medical treatment?** You can communicate your wishes in an informal document or a more formal document such as an Advance Care Directive or Advance Health Directive, and add it your My Health Record – we call this an **Advance Care Planning**.





# Advance Care Planning in three easy steps:

**1. Talk to your family,** trusted friends and carers about what you want, and don't want, when it comes to your future medical treatment and care. You can do this at any time - when you are healthy, if you are sick or facing serious or ongoing medical treatments, or preparing for end of life. Tell your loved ones who you have nominated for doctors to contact if someone needs to make medical decisions for you.

**2. Write down your wishes** in an Advance Care Planning document. Your wishes could be about life-prolonging treatments or services you do or don't want - write an outline of what you want for your future care, as these are your wishes. List the names and contact details of who can speak on your behalf with your treating doctors, if you are unable to. The format of your document can be a note that you have written or typed. Doctors should consider this when they make decisions about how to care for you, if or when, you can't communicate. You may want to formalise your wishes in a document that is legally recognised. Every state and territory in Australia has its own information and forms supporting Advance Care Planning.

**3. Share your Advance Care Planning documents** with the people who can be contacted should the need arise and upload the documents and contact details for these people to your My Health Record. This will help make your treating doctors, hospitals and other healthcare providers aware that you have specific wishes about your future medical treatments or care given to you. Of course, you can also share your documents with your GP, Aged Care Facility and other healthcare providers who are involved in your care. Remember to review your plan regularly, and update when your wishes or custodian contacts change.

In preparing an Advance Care Plan or identifying someone who might be able to make decisions for you if you can't, a range of information resources are available to help. There are variations in the state and territory legislation and supporting forms that you should consider before you start your plan.

There are many health, financial, faith and cultural-based organisations that may also help you prepare an Advance Care Planning Document, but any advice should be considered with respect to the state or territory in which you live.

## Uploading an Advance Care Planning Document to your My Health Record

1. Scan your paper document on your computer.
2. Save it as a 'pdf' document - it's a good idea to include your name, date and the type of document in the title.  
*Note: When you scan and save your Advance Care Planning Document, please check that it is less than 21 MB in size. You may need to scan the document in black and white only to achieve this, particularly if your document is large.*
3. Sign in to your My Health Record. If you do not have one, register at [myhealthrecord.gov.au](https://myhealthrecord.gov.au)
4. When in your My Health Record, click on the **Add an Advance Care Planning Document** link.
5. Browse and select the document you want to add to your record.
6. Enter the date that the document was last updated.
7. Enter the name and contact number of the person who wrote the document - normally this would be you.
8. Click the **Prepare** document for review and upload button.
9. The document you selected will be displayed - review the document, check that it is around the right way, correct and complete.
10. Click the **Confirm** and **Add to my record** button if you are happy for the document to be added to your My Health Record.
11. Enter the names and contact details of the people you have shared the document with your **Advance Care Document Custodian/s**.  
*Note: You can come back and change or add to these details at any time.*
12. You and your healthcare providers can view your Advance Care Planning Document from any computer or mobile device with an internet connection.

For more information

[myhealthrecord.gov.au](https://myhealthrecord.gov.au) or

call Help line on 1800 723 471