Advance Care Planning Clinician Quick Reference
Documenting on the ACP Record

“How should I (Health Care Professional) document my conversation with the client?”

Check boxes for all previous ACP documentation you reviewed as part of your conversation. Make sure there is a copy of each in the chart and/or client’s Greensleeve.

Document the key aspects of your conversation, including outcomes and next steps.

This can be point form or narrative, however you like to chart.

Document if you have discussed specific interventions, including the client’s current perspective on each.

Document name and role/relationship of all participants.

If there is additional related documentation located elsewhere, use this section to identify where it can be found.

Don’t forget!
Non-acute sites MUST fax to this number (Health Records). This ensures the ACP Record is attached to the client’s health record and is viewable in all settings.