

Advance Directive

ALL-IN-ONE GUIDE

**Do you have health insurance? Car insurance?
Do you wear a seatbelt?**

We don't ever plan to get in a car accident; we have these things in place "just in case." If you are 18 years or older, you should have an advance directive. An advance directive protects our wishes and voices if we get so sick or hurt that we cannot speak for ourselves. Advance directives may spare our loved ones the agony of guessing what kind of medical care we would want. Your advance directive keeps you in charge of those decisions!

STEP 1 FILL OUT THE ADVANCE DIRECTIVE.



Visit prepareforyourcare.org. You can watch a step-by-step tour of the form for an in-depth review and tips. Or you can just download the form and get started. **You must use this form if you want to use the free online notary services at City of Hope.** The form takes about 30 minutes to fill out. Please save it to your computer as a PDF when you are done. Do not sign or date the form until you meet with a notary.



One key question on the form: Who should speak for me?
Visit CityofHope.org/health-care-proxy to watch a video that can help you choose the right person.

Note: An advance directive tells your medical decision makers about the kind of medical care you would want if, in the future, you could not speak for yourself. If, at this time, you are sure that you would not want certain therapies, such as intubation (use of a breathing tube) or cardiopulmonary resuscitation (CPR), please talk to your doctor about filling out a Physician Orders for Life Sustaining Treatment Form.

STEP 2 FINALIZE YOUR ADVANCE DIRECTIVE WITH FREE NOTARY SERVICES.

We highly recommend using a notary service to sign your form. There are two free notary options below. The third option is to have two witnesses sign the form.

Option 1 Virtual notary services allow City of Hope patients to have their advance directives notarized from anywhere, 24/7. Please see instructions under “Virtual Notary Service.” Please do not sign or date the form until you meet with the notary.

Option 2 In-person notary services are offered at the Sheri & Les Biller Patient and Family Resource Center on the Duarte campus or at City of Hope Orange County Lennar Foundation Cancer Center. Contact the Biller Patient and Family Resource Center for more information. Please do not sign or date the form until you meet with the notary.

Option 3 Your witnesses must know you, be at least 18 years of age and agree that it was you who signed this form. Your witnesses cannot be your medical decision maker, your health care provider or work at the place that you live (like a nursing home).

If you choose a notary outside of City of Hope or use witnesses, you will need to upload a copy of your advance directive to your MyCityofHope portal or bring in a copy to your care team.

VIRTUAL NOTARY SERVICE

To use the free online notary service, you must use the saved PDF of the California advance directive form from **prepareforyourcare.org**. Make sure to have your government-issued ID ready, and plan for about 10 minutes for the notary session.



1. Scan the QR code to the left or enter the following URL to go to the website: usvirtualnotary.com/cityofhope
2. Select the date and time that you would like to have a virtual appointment with a notary.
3. After booking your appointment, you will be sent to a page to upload your PDF from prepareforyourcare.org. Your appointment will be confirmed by email with a link to your session. If you are not able to upload your form, you can reply to the email with the PDF attached.
4. When it is time for your session, click the link in the email you received to meet with the notary.
5. During the session, the notary will check your identity and witness the electronic signing of the form.
6. After you have signed, the notary will email the notarized copy to you and to City of Hope. The team at City of Hope will upload it to your patient chart within two business days.



Scan the QR code to the left to see video instructions about the online notary process. The video is also on the website: usvirtualnotary.com/cityofhope

STEP 3 SHARE YOUR ADVANCE DIRECTIVE WITH OTHERS.

Make copies and give one each to:

- Your medical decision maker(s)
- Each family member who would know if you were hospitalized
- Your lawyer, if you have one (Keep in mind that your lawyer is not likely to be called if you are in a hospital.)

If you had your advance directive done on your own, bring it in to your care team or the Sheri & Les Biller Patient and Family Resource Center. You may also upload it to the MyCityofHope patient portal.

If you use the virtual notary service, they will send your advance directive to City of Hope for you.

Keep the original in a safe place where you can get it easily — not in a safe deposit box.

Your advance directive stays valid until you revoke or replace it.

Set a reminder for yourself every few years to review your advance directive, and make sure your wishes are still the same. Life events can sometimes change who would be the best person to speak for us and what we would want if we got very sick or were in an accident.

What if I change my mind or want to add something?

If you want to change and/or add something, you should fill out a new form. Let your medical decision maker(s), your family and your health care team know that you have a new form.

An Advance Directive Can Be Done in Three Steps

STEP 1: FILL OUT YOUR ADVANCE DIRECTIVE.

prepareforyourcare.org

Please do not sign or date the form until you meet with the notary.

STEP 2: FINALIZE YOUR ADVANCE DIRECTIVE WITH FREE NOTARY SERVICES.

usvirtualnotary.com/cityofhope

You can get free notary services in English, Spanish, Mandarin, Korean, Cantonese, Arabic, Tagalog, Russian, Vietnamese and more!

STEP 3: SHARE YOUR ADVANCE DIRECTIVE WITH OTHERS.

If you use the virtual notary service, they will send your advance directive to City of Hope for you.

THAT'S ALL THERE IS TO IT.

You still might have a to-do list a mile long, but now you have planned today for tomorrow.

The people who love you will thank you.

Additional Resources

CONTACT US AT ANY TIME IF YOU HAVE ANY QUESTIONS OR WOULD LIKE SOME MORE HELP.

Advance Directive Volunteer Champions

For direct support, please contact a volunteer advance directive champion, who can walk you through the form and answer your questions. All of our volunteers have their own advance directives, and many of them are current or former City of Hope patients and caregivers — they understand.



You can reach us Monday to Friday from 8 a.m. to 4 p.m., or after hours by appointment. To connect with a virtual volunteer, go to the webpage CityofHope.org/advance-directive, or scan the QR code to the left and click on the button that reads "Click Here to Connect With Virtual Volunteers."

Sheri & Les Biller Patient and Family Resource Center

If you need help to use these tools, please visit a Biller Patient and Family Resource Center.

Duarte campus: Located in Main Medical, call 626-218-CARE (2273) or email BillerResourceCenter@coh.org.

City of Hope Orange County Lennar Foundation Cancer Center: Located in the first floor lobby, call 949-671-4121 or email BillerResourceCenterOC@coh.org.

This team can:

- Answer your questions about advance directives.
- Help you through the steps to complete your advance directive.
- Make an appointment for free notary services at City of Hope.

Need help talking about your wishes with your medical decision makers and family?

Try **Go Wish!**



At gowish.org, you can use an online deck of cards to share what matters to you with others. They will also have the chance to think about what matters most to them.