

EMPOWERED PATIENT®

“Ten Things Patients Should Know” Series

IMPORTANT DOCUMENTS AND FORMS

Advocate, Wishes and Privacy Documents:

1. **DESIGNATION OF A PERSONAL ADVOCATE FORM** from the Empowered Patient® Guide to Hospital Care *is not a legal document* but it will confirm and record the patient's intention to name a personal advocate.
2. **MEDICAL POWER OF ATTORNEY** form names a legal agent who will make your medical decisions if the patient becomes unable to do so. This form is signed by patients and they should have a copy (not the original) with them when they enter the hospital.
3. **ADVANCE DIRECTIVE** (living will or "wishes" document) tells the Medical Power of Attorney designee what to do if the patient becomes incapacitated. This form needs to be completed and signed before hospitalization.
4. **HIPAA RELEASE FORMS** allow advocates to be able to speak to providers and receive information from them about the patient's condition and to have access to the patient's medical records.
5. **DNR OR “DO NOT RESUSCITATE” FORMS** confirm that the patient does not want to have heart function or breathing restarted. These forms must be obtained and signed by a physician.

Important Medical Records to Keep in the Empowered Patient® Journal:

6. The **MEDICATION ADMINISTRATION RECORD (MAR)**. Patients and advocates can ask for a copy of the medication record daily during hospitalization and compare it to the Empowered Patient journal entries to ensure that all medications are given.
7. Copies of **IMAGING REPORTS** including MRI, CT, X-ray, mammograms.
8. All **PATHOLOGY REPORTS** from biopsies and tissue samples.
9. All surgical **OPERATIVE REPORTS** which contain detailed accounts of surgical procedures.
10. Copies of all **DISCHARGE SUMMARIES** which are the written synopses of hospitalizations.