



TITLE: Advance Directives

PURPOSE: To document the First Coast Advantage's policy regarding Advance Directives.

PROCEDURE:

1. Advance Directives will be included in each Member's medical record
 - A. First Coast Advantage will provide these policies to all Members eighteen (18) years of age and older and shall advise Members of:
 1. Their rights under the law of the State of Florida, including:
 - a. The right to accept or refuse medical, Revised 09/01/06: behavioral or surgical treatment
 - b. The right to formulate Advance Directives
 2. Written policies respecting the implementation of those rights, including:
 - a. A statement of any limitation regarding the implementation of Advance Directives as a matter of conscience
 - b. The information will include a description of State law and will reflect changes in State law as soon as possible, but not later than ninety (90) Calendar Days after the effective change
 - c. The information will inform Members that complaints may be filed with the State's complaint hotline. Information is reflected in Member Handbook.
 3. How Staff will be educated about its policies and procedures on Advance Directives, situations in which Advance Directives may be of benefit to Members, and their responsibility to educate Members about this tool and assist them to make use of it. Member Services will provide assistance to members with regard to Advance Directives.
 4. How Members will learn about their ability to direct their care using this mechanism and shall specifically designate which staff and/or network Providers are responsible for providing this education. The Provider Manual includes information and requirements that Providers offer information/direction to information sources.
 5. Providers are required to document a copy in the medical record a member's Advance Directives if shared with the Provider.