

Creating an Advanced Care Planning documentation filter

Patients may have *Advanced Care Planning (ACP)* document/s completed, such as an *Acute Resuscitation Plan (ARP)*, an *Advance Health Directive (AHD)*, a *Statement of Choices* or an *Enduring Power of Attorney (EPOA)*.

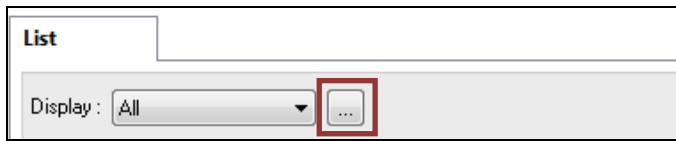
To quickly find and review these *ACP documents*, you can create a *custom filter* that will identify these documents within the *Documentation* screen.

Creating a custom Advanced Care Planning documentation filter

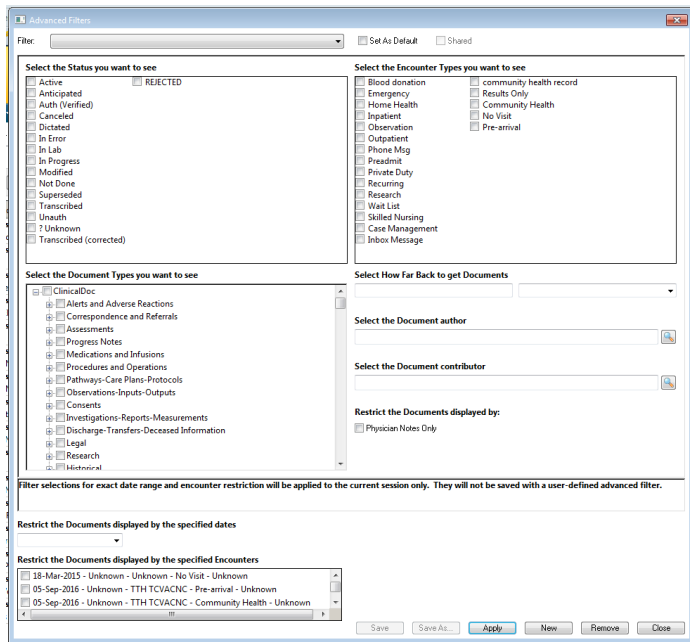
1. *Open* Patient Chart and go to *Documentation*



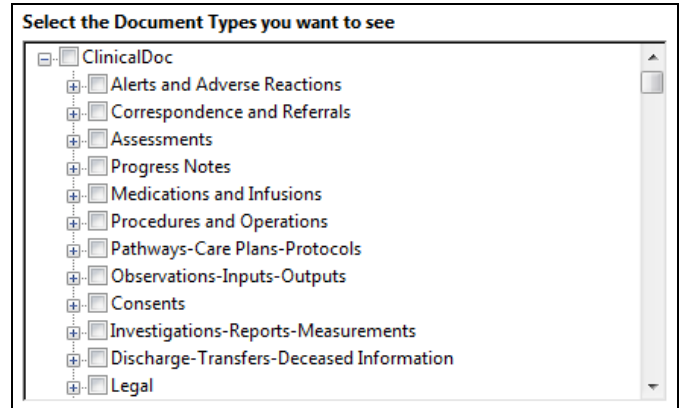
2. Click on the ellipsis button



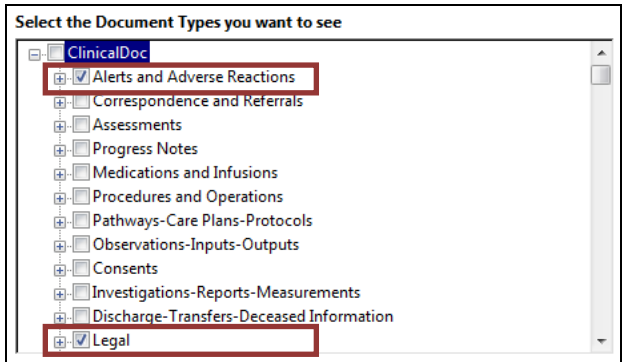
3. The *Advanced Filters* window will open.



4. The mid-section of the window contains the section *Select the Document Types you want to see*.



5. *Tick the box/es* for the document types that you want to filter.

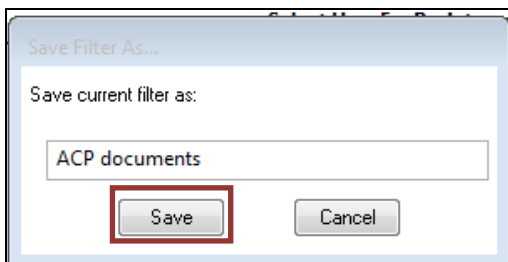


To find *ARP*, *AHD* and *Statement of Choices* documents click the *Alerts and Adverse Reactions* checkbox.

To find *EPOA* documents, click on the *Legal* checkbox.

Note: Multiple checkboxes can be selected for the custom filter

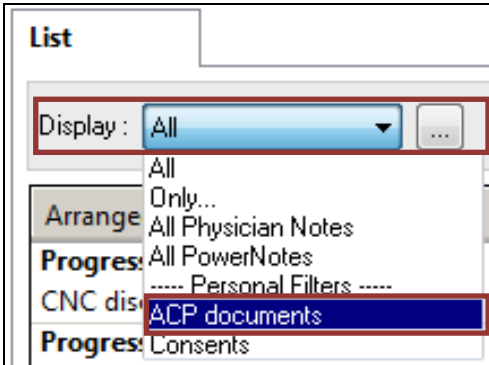
6. Select *Save As* and then a box will come up for you to *Save Current Filter As* – name your custom filter as desired, e.g. *ACP documents* and select *Save*.



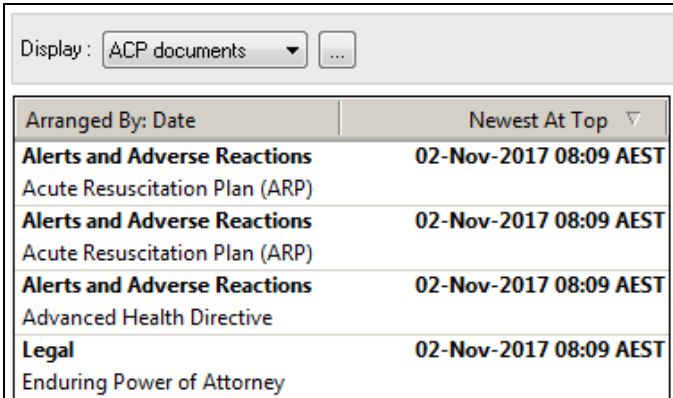
7. You will be returned to the *Advanced Filters* window. Select *Close* to close the window and return to *Documentation*



8. Your *filter* is now available from *Display* dropdown



9. *Click* on the custom filter to display only those document types you have selected.



Please note that other types of *Alert and Adverse Reactions* or *Legal* document may appear in these filters.