

What to Do When You've Completed Your Advance Care Planning Documents

Admission to Emergency or Hospital: You and your Representative must ensure that these documents are delivered to your healthcare team whenever and wherever you receive healthcare services. They are worthless if they are not seen and acted upon.

★ See below for instructions on setting up your smartphone for emergencies.

1. **Make an “Advance Care Planning” appointment with your Primary Care Practitioner (PCP).** They have a billing code for this that allows them to provide you with 30 minutes.

- Have your PCP's office scan the original documents into your file: Representation Agreement and Advance Directive

★ **If you don't want CPR performed if your heart should stop, you must have a physician-signed No CPR Order or a MOST order.**

- Once signed, it must always be available: it should be at the front of your ICE packet, kept with you, or worn as an [official Medical Alert bracelet](#).

2. **Make COPIES of Documents:**

- **Give a copy of your documents to your Representative and Alternate.** This is not just a formality but a crucial step to ensure that your wishes are known and respected. It's also a great opportunity to discuss your values, beliefs, and preferences for future health care.
- **Store your ACP documents on your smartphone** and have your Representative and Alternate do the same. See below for detailed instructions.

3. **Put copies of the following documents in your In Case of Emergency (ICE) packet (in the following order):**

Note: Put an X or a line through documents that don't apply.

- No CPR, or **MOST order** (these are medical order forms, and your PCP will decide which one is best and supply the form)
- Medical Summary and current medications
- Representation Agreement
- Advance Directive (or Letter of Wishes for Medical Care)

★ Do not send your enduring power of attorney document to the hospital.

4. Put your packet of 'copied' documents on the fridge or make a clear note about where your documents can be found.

5. Put the ORIGINALS in your files with other important estate planning documents and let your Representative, Enduring Power of Attorney, and Executor know where to find these documents.)

6. Review all of your Advance Care Planning documents:

- Every significant admission to the hospital or change in diagnosis
- If one of your Representatives becomes ill, is experiencing cognitive decline, dies, or is no longer someone you wish to represent you.
- Every significant birthday.

7. Consider signing and dating the back of your documents when you have reviewed them:

Example: "Reviewed on September 12, 2031. It is still all accurate. J Smith."

Setting up your smartphone for Emergencies

(AI-generated instructions)

Setting up your emergency information—often called a **Medical ID** or **Safety Info**—is one of those "set it and forget it" tasks that can genuinely save your life. It allows first responders to see your allergies, medications, and who to call without needing your passcode. Here is how to set it up for both major platforms:



For iPhone (iOS)

Apple handles this through the **Health** app.

1. **Open the Health app** (the white icon with a red heart).
2. Tap your **Profile Picture** or initials in the top right corner.
3. Select **Medical ID**.
4. Tap **Edit** in the top right corner.
5. **Fill in your details:** Enter your birth date, medical conditions, allergies, and blood type.
6. **Add Emergency Contacts:** Scroll down to the "Emergency Contacts" section, tap the **(+)** button, and choose a person from your contact list.
7. **Crucial Step:** Ensure "**Show When Locked**" is toggled **ON**. This allows people to see your info from the lock screen.
8. Tap **Done**.



For Android

Android steps can vary slightly by manufacturer (like Samsung vs. Google Pixel), but generally follow this path:

1. **Open Settings.**
 2. Scroll down and tap **Safety & emergency.**
 3. **Medical Information:** Tap this to enter your name, blood type, allergies, and medications.
 4. **Emergency Contacts:** Go back one screen and tap **Emergency contacts.** Select **Add contact** to choose people from your list.
 5. **Visibility:** Ensure the option to **"Show on lock screen"** (or "Always show") is enabled within these menus.
- **Tip for Samsung Users:** You can also find this in **Settings > Safety and emergency > Medical info.** Samsung often has a specific toggle to "Show on Lock screen" at the bottom of the entry page.

How to view it (testing your work)

It is a good idea to check if it actually works from the lock screen:

- **iPhone:** Wake the phone, swipe up (or press the home button) to get to the passcode screen. Tap **Emergency** in the bottom left, then tap **Medical ID.**
- **Android:** Wake the phone and swipe up for the passcode screen. Tap **Emergency call**, then tap **View medical info** (or tap the "Emergency" text twice on some models).

Storing Vital Documents on Your Smartphone

Storing emergency documents like medical records, insurance policies, or IDs on your phone is a vital safety step. Since emergencies often occur in areas with poor service, the key is to ensure these files are accessible **offline** and, in some cases, even if your phone is **locked**.



For iPhone Users

Apple's ecosystem offers two primary ways to handle emergency PDFs: local storage for your own use and the "Medical ID" for first responders.

1. Save to the "Files" App (For Offline Access)

The Files app is pre-installed and allows you to store documents directly on your phone's memory.

- **How to do it:** Open the PDF (from an email, website, or message). Tap the **Share** button (the square with an upward arrow) and select **Save to Files**.
- **Pro Tip:** Choose "**On My iPhone**" rather than "iCloud Drive" to ensure the file is physically on the device and doesn't require an internet connection to download.

2. Add to Apple Wallet (For Quick Access)

While you can't "upload" a raw PDF directly into the Wallet like a credit card, you can use third-party apps (like *Pass4Wallet*) to convert a PDF into a Wallet pass. This is useful for insurance cards or vaccination records as they can be accessed via the side-button shortcut.

3. Medical ID (For First Responders)

You cannot attach a PDF to your Medical ID, but you should transcribe the most critical info there.

- **Setup:** Open the **Health app** > Tap your **Profile Picture** > **Medical ID** > **Edit**.
- **Crucial Step:** Ensure "**Show When Locked**" is turned on. This allows paramedics to see your info without needing your passcode.



For Android Users

Android offers more flexibility in where you can "pin" a file for immediate access.

1. Google Drive "Available Offline."

Most Android users store PDFs in Google Drive. By default, these require internet to open.

- **How to fix:** Open Google Drive, find your PDF, tap the **three dots (:)** next to it, and toggle on "**Make available offline.**"
- **Access:** You can now find this in the "**Offline**" section of the Drive menu, even in airplane mode.

2. Add a Shortcut to the Home Screen

For an actual emergency, you don't want to be digging through folders.

- **How to do it:** In Google Drive, tap the **three dots (:)** on your offline PDF and select "**Add to Home screen.**" This creates an icon that opens the document instantly, like an app.

3. Personal Safety App (Pixel & Modern Android)

Google's **Personal Safety** app is the central hub for emergencies.

- **Set up:** Go to **Settings** > **Safety & emergency**.
- **Medical Info:** Enter your blood type, allergies, and medications. Like the iPhone, ensure "**Show when locked**" is enabled so the info is accessible via the "Emergency" button on your lock screen.