

Hello and welcome,

Thank you for taking this important step toward planning your future health care. Inside this free advance care planning starter pack, you'll find everything you need to start the conversation and make sure your wishes are known and respected.

Keep your advance care planning documents in a secure place once they are completed.

To make sure they are accessible:

- ✓ Share copies of your advance care planning documents with:
 - Your family
 - Your substitute decision-maker
 - Your local doctor and hospital
 - Anyone else you trust.
- ✓ Upload them to My Health Record via your myGov account (see back for details)
- ✓ Some states and territories have their own systems for storing advance care planning documents. Check your forms or visit www.advancecareplanning.org.au/start-planning/store-your-documents

Please note: Advance Care Planning Australia does not store completed advance care planning documents.

If you have any questions, please visit www.advancecareplanning.org.au or contact our **National Advisory Service** at acpa@advancecareplanning.org.au or on **1300 208 582** Monday to Friday, 8am – 4pm AEST.

Warm regards,

Advance Care Planning Australia
e. acpa@advancecareplanning.org.au
p. 1300 208 582

Disclaimer: Information provided by Advance Care Planning Australia is general in nature, and does not constitute legal advice and is not intended to and should not be relied upon as such. If required, please seek legal advice in relation to any matters you or your organisation may have in relation to advance care planning.

Uploading an Advance Care Planning Document to your My Health Record

1. Scan your paper document on your computer.
2. Save it as a 'pdf' document – it's a good idea to include your name, date and the type of document in the title. Note: When you scan and save your Advance Care Planning Document, please check that it is less than 21 MB in size. You may need to scan the document in black and white only to achieve this, particularly if your document is large.
3. Sign in to your My Health Record via your myGov account: **my.gov.au**

Sign in to My Health Record via myGov



4. From the **Documents** tab, select the **Advance Care Planning** link
5. Click the **Add an Advance Care Planning Document** button
6. Scroll down to the **Select a PDF file to upload** section and select **Browse** to find the scanned PDF copy of your advance care planning document saved to your computer
7. Enter the date that the document was last updated
8. Enter the name and contact number of the person who wrote the plan
9. Select **Next**. The document will be uploaded.
10. Once the document is uploaded, you can check that you uploaded the correct document, it's the right way up, and all pages are included
11. Are you happy with the document upload? If you're happy, select **Save** and then **OK** or if you wish to make changes, click **Cancel**. Then make the necessary changes in the document and start the process again.
12. Once your Advance Care Planning documents have been uploaded, you can add the details of two custodians to your record.

Review and revise your advance care planning documents as your wishes, preferences and/or custodian changes.

Please call the My Health Record help line on 1800 723 471 for general enquiries or concerns about My Health Record.