

Advance Directive Checklist

Take your health into your own hands.

Make creating an advance health care directive easy.

Did you know that **60%** of Americans say that making sure their family is not burdened by tough decisions is “extremely important”—but **52% have not communicated their end-of-life wishes**.

An advance health care directive is essential to a complete plan, and each of your clients should have one. Make sure all your clients are protected and prepared.

You can support your client’s planning process.



First, start the conversation. When you follow a few simple discussion points, it’s easy to get people talking, even about creating an advance directive. Ask:

- When you think about the future, what's most important to you?
- Do you want to be in control of your medical care, or do you want your doctors to make decisions for you?
- When you imagine the last stage of your life, where would you like to be and how would you like to be treated?



Second, help your clients get organized with this Advance Directive Checklist.

An added benefit: Everplans has advance directive forms for every state on our site, so you can be prepared for this conversation.

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Getting Started

An Advance Directive is a legal document stating how you would like to be treated at the end of your life.

An advance directive contains the following elements:

- Decide the type of life-support treatments you want and don't want
- Name someone to be your Health Care Proxy
- Decide if you want a Do Not Resuscitate order (DNR)
- Decide if you'd like to become an organ donor

Making it Count

This checklist serves as a guide in helping you prepare your advance directive.

To locate and complete the legally valid form for your state, use our resource: [State-By-State Advance Directive Forms](#).



LIVING WILL

Decide what kind of life-support treatment you want and don't want at the end of life. This will be your **Living Will**. Life-support treatments may include medical devices to aid breathing, medical devices to provide food and water, blood transfusions, dialysis, antibiotics, and surgery.

- I would like all life-support treatments that might prolong my life
- I would like no life-support treatments, even if they might prolong my life
- I would like some life-support treatments, including:
 - Medical devices to aid breathing (ventilator)
 - Medical devices to aid nutrition and hydration (tube feeding)
 - Blood transfusions
 - Dialysis
 - Antibiotics
 - Surgery

Notes & Personal Thoughts:

HEALTH CARE PROXY

Decide who you want to make medical decisions on your behalf in case you're no longer be able to make them on your own. This person will be your **Health Care Proxy** (aka **Health Care Power of Attorney** or **Health Care Agent**).

- If I should become unable to make my own health care decisions, the person I would like to make my health care decisions for me is:

- If this person is unable to serve, I would like my successor Health Care Proxy to be:

Notes & Personal Thoughts:



DO NOT RESUSCITATE (DNR) ORDER

A **DNR** order is separate from a Living Will—even if your Living Will states that you do not want life-support treatments. If you'd like to create a DNR, you'll need to meet with your doctor to complete the forms.

In case my heart or breathing should stop, I want **every effort made** to revive me

In case my heart or breathing should stop, I want **no effort made** to revive me

I have met with my doctor and filled out my DNR form

I have made copies of my DNR forms and distributed them to:

My primary care physician

My Health Care Proxy

Any caregivers, nurses, or other doctors who are managing my care

Notes & Personal Thoughts:

ORGAN DONATION

Decide if you'd like to become a registered organ donor. Every state has its own donor registry. Find yours on Everplans.com here: [State-By-State Organ Donation Registries](#). You can also register to be a donor the next time you renew your driver's license at the DMV.

I would **not like** to donate my organs

I would **like** to donate my organs

I have registered as an organ donor with my state's donor registry

Notes & Personal Thoughts:



COMPLETE THE PAPERWORK SO THESE DECISIONS ARE LEGAL

Use the decisions you've made here to help you complete your state's Advance Directive form. Depending on where you live, the form for a Living Will and the form for a Health Care Proxy may be combined into a single form, or they may be separate forms.

- Download your state's forms from our list of [State-by-State Advance Directive Forms](#)
- Have two witnesses over the age of 18 sign the form; get it notarized, if necessary
- If you would like a DNR order, contact your doctor to complete the form together

IMPORTANT FINAL STEP: SHARING

The only way these documents will ever be useful is if you share them with the most important people in your life.

- Make copies and store these forms in an obvious, accessible location where they can easily be found by your Health Care Proxy, family, and anyone else of importance in the event of an emergency

NOTES & PERSONAL THOUGHTS

Use this section for any important information, personal thoughts, or anything we may have missed. Remember, you can do this all online. Create an Everplan so this info, along with much more, is neatly organized, securely stored, and easy to share with the people you care about most.

CREATE YOUR FREE EVERPLAN NOW: www.everplans.com

Create, store, and share all of the information in this document (and so much more) in a personalized Everplan so it's accessible to those who will need it.