



## ***Congratulations! You have completed your Advance Directive. . . .***

Now it's time to communicate your health care wishes and goals with those who matter most to you. Sharing this information will help ensure your wishes are known and followed in the event you cannot make decisions for yourself.

Make sure that you discuss the contents with your designated health care agent as well as friends and family who are important to you. You want them to understand who you've chosen to make health care decisions on your behalf in the event you can't make those decisions yourself.

### **1. Make copies of your completed and signed documents for:**

- Yourself (and keep it where it can be easily located);
- Your designated health care agent(s);
- Family members;
- Important friends;
- Your primary care physician AND/OR
- Your primary health care organization

### **2. Submit your documents to be included in your medical record:**

- Sonoma County Community Health Clinics
  - Bring a copy of your documents to your next appointment **OR**
  - Santa Rosa Clinic: Fax your documents to the Health Information Management Department at **707-303-3094**
  - Sonoma Clinic: Fax your documents to the Health Information Management Department at **707-939-6077**
- Petaluma/Rohnert Park/Pt. Reyes Clinics: Upload your documents by secure email via the online Patient portal **OR** fax to **707-559-7620**
- Jewish Community Free Clinic: in person only

- Sonoma County Indian Health Project  
Fax your documents to the Health Information Management Department at **707-544-4626**
- Kaiser Permanente:
  - Electronically through the KP app (My Doctor Online) **OR**
  - Email: [LCPSantaRosa@kp.org](mailto:LCPSantaRosa@kp.org), Subject: Advance Directive **OR**
  - Drop off at Health Education:
    - Main Campus, MOB 1, Suite 145 (707) 393-4167
    - Mercury Way, 1<sup>st</sup> floor (707) 393-4167
- Sutter Santa Rosa
  - Call the Social Services department at (707) 576-4309
- Providence St. Joseph Health (Memorial, Santa Rosa & Petaluma Valley)
  - Fax to 714-771-8965 **OR**
  - Email to [SJMROI@stjoe.org](mailto:SJMROI@stjoe.org), Subject: Advance Directive
- The VA
  - Sign in to My HealtheVet and send your care team a [Secure Message](#). In your message, attach your advance directive and ask to have it uploaded to your VA health record.
- **OR** bring a copy to your next medical appointment or hospitalization and ask for your document to be included in your medical record.
- IF your doctor is not a part of one of these health systems listed above, be sure to hand carry a copy of your AHCD to that doctor too.

**Your Advance Directive can be changed at any time.** If you decide to change your designated health care agent, you will need to create a new document and go through the process above again to get all current. By law the most current dated document is the one that will be followed if old copies surface in the course of providing care.

**It is wise to review your document:**

- Every 10 years
- When you have a new diagnosis
- If you are experiencing increased health care needs
- Experience a life changing event (marriage, divorce, death in the family)



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