

**Lodging your ADVANCE CARE PLANNING documents with Monash Health**

Advance Care Planning documents (for medical treatment) include any of the following:




- Appointment of medical treatment decision maker
- Advance care values directive
- Advance care instructional directive
- Enduring Power of Attorney – Medical Treatment (completed prior to 12 March 2018)
- Advance care plan – Statement of choices (completed prior to 12 March 2018)

Sharing these documents with your health service is important. It ensures that they are accessible when required, informing medical staff of your preferences regarding medical treatment and who you have appointed to make medical decisions on your behalf (if you become unable to do this yourself).

To have your documents lodged on your Monash Health medical records please follow the instructions below.

**What you need to do:**

1. **Complete** the ‘Request to have Advance Care Planning documents lodged at Monash Health’ (on the back of this page)
2. **Attach a copy of your documents**
3. **Send to: Monash Health Advance Care Planning Program**

<p><b>EMAIL to:</b> <b>acp@monashhealth.org</b></p> 	<p><b>FAX to:</b> <b>9594 6302</b></p> 	<p><b>POST to :</b> Monash Health Advance Care Planning Program c/- Corporate Services Level 2, E Block 246 Clayton Rd Clayton 3168</p> 
---	--	---

**What the Monash Health Advance Care Planning Program will do:**

1. **Contact you if any information in your document(s) needs to be clarified**
2. **Lodge the document(s) on your Monash Health medical record**
3. **Send you notification that the documents have been lodged on your medical record at Monash Health and an alert card for your wallet**

**If you have any questions please contact:**  
**Monash Health Advance Care Planning Program**

- Ph: 9594 3475      Fax: 9594 6302
- Email: [acp@monashhealth.org](mailto:acp@monashhealth.org)

***It is important to review your advance care planning documents every year or when you have a change in your health or preferences regarding future health care. If you make any changes lodge the new documents with your health service.***

