

Advance Directive – Cover Sheet To File In Your ECU Health Medical Record



Instructions to Add Your Advance Directive to Your ECU Health Medical Record

After you complete your Advance Directive, give a **COPY** of your document with this cover sheet to ECU Health. You can send a copy to the Health Information Management Services (HIMS) department **or** take it to your ECU Health provider or hospital.

Your Advance Directive will go in to your ECU Health Electronic Health Record (EHR) so it is available if you are not able to communicate your choices for yourself.

- **If you have never been an ECU Health patient before**, we will create an ECU Health medical record for you. Your Advance Directive will be the first entry in your record.
- **If you are already an ECU Health patient**, we will scan your Advance Directive into your record.
- Your documents will be available in your record within five business days after we receive them.
- Any ECU Health hospital or medical practice can check your ECU Health record. You **DO NOT** have to send your documents to each separately.

Please complete the following information:

Full Name: _____

Address: _____

Phone Number: _____ Alternate Phone Number: _____

Date of Birth: _____ (Month/Day/Year) Gender: Male Female

Last 4 Digits of Social Security Number: _____

Patient Status:

- I have been an ECU Health patient before (hospital or medical practice), so I have an ECU Health Record:
ECU Health Medical Record Number (*not required*): _____
- I have never been an ECU Health patient and need a new ECU Health Record created for me.

Send a copy (not the original) of your completed, signed and notarized Advance Directive(s) to ECU Health. Be sure to include all pages of the document.

1) Mail a copy to:
ECU Health Medical Center
Attn: Health Information Management Services
2300 Beasley Drive, Doctors Park 8
Greenville, NC 27834

OR

2) Take a copy to:
Your ECU Health Physicians medical practice
or
Patient Access Services at an ECU Health hospital