Advance care planning is the process of taking time to decide what is important to you and what you want for your future medical care. Having an advance care plan is important when you cannot make health care decisions because of an accident or illness.

An Advance Care Plan is for **adults at any age over 18** at any stage of health. Your advance care plan can change as goals and values change over your lifetime. For more information and a copy of our **Advance Care Planning Guide**, go to [www.uchicagomedicine.org/advancecareplanning](http://www.uchicagomedicine.org/advancecareplanning).

**Be sure to share your Healthcare Power of Attorney (HPOA) form with your care team.**

**Follow these easy steps to:**
- Add Advance Care Planning documents (HPOA)
- Edit contact information for a Health Care Decision Maker
- Find resources on MyChart

### Step 1

Log into your MyChart account.

From the Main Menu, **select Advance Care Planning**
Upload Your Advance Care Plan to MyChart

Step 2

**Complete and sign an Illinois Power of Attorney for Health Care Form.**

You can use one of the forms found under the Helpful Resources section. The UChicago Medicine version is written in plain everyday language that is easier to read and understand. Both forms are legal and okay to use.

Step 3

**Add your Health Care Decision Maker** who can make health care decisions for you when you cannot.

To start, click **Add Health Decision Maker.**

Step 4

**Select your Health Care Decision Maker.**

You can choose a person who is already listed as your emergency contact or you can add a new person

Select **Add a new person** if this is someone new.
**Upload Your Advance Care Plan to MyChart**

**Step 5**

If you are adding a new person, enter their first name and last name. Add their relationship to you.

Then, **add your decision maker relationship.**

Select if this person is your:
- Health Care Decision Maker
- Successor Health Care Decision Maker #1
- Successor Health Care Decision Maker #2
- Surrogate Decision Maker

This needs to match what is listed in your Health Care Power of Attorney form.

**Step 6**

Upload the completed and signed Health Care Power of Attorney form that lists this person as your Health Care Decision Maker.

**Click on the document icon to upload a signed HPOA form.** Your HPOA form can be a photo or a PDF document.
Upload Your Advance Care Plan to MyChart

**Step 7**

After you upload the document, make sure it is listed under Documents In Review.

**Step 8**

Enter the rest of the information needed for your Health Care Decision Maker. Select **Save Changes** at the bottom.

**Step 9**

Our team will review the information you have added to make sure it is complete. If something is missing, you will get a notice saying the reason it was not accepted.

You can upload the corrected document or contact information, or send us a message if you have questions.