This tipsheet is to show you how to prepare a LaPOST document.

Try It Out

1. Once logged into the registry, enter the patient name, gender and as much additional information as is available in the appropriate fields, then click “Search”.

LaPOST documents may be prepared by the PHYSICIAN, ADVANCED PRACTICE PROFESSIONAL (APP), SOCIAL WORKER or NURSE, but must be signed by a physician to be valid.

2. Review the search results and select the correct patient. Click in the gray area to open the dashboard.
To start a new LaPOST document, click the “Start a NEW LaPOST” button in the “All Documents” section.

Complete the LaPOST document as you discuss the choices with the patient or their representative. Indicate the patient’s preference by clicking the appropriate radio button on the right. Click “Accept and Continue” to advance to the next section. The system will prevent you from entering contradicting choices.

In the “Summary” section, confirm that the completed LaPOST document was discussed with either the patient or personal health care representative (PHCR), then check the box that is most appropriate regarding the basis for these orders.
If the preparer is a physician, you have two options to electronically sign the LaPOST document in the “Physician’s Information” section:

- **Option A:** You can use your mouse to draw your signature in the space provided.
- **Option B:** You can use the “Connect to Mobile” feature to use your smart phone, tablet, or mobile device as an electronic signature pad. See related tip sheet.

You will be prompted to double check the signature. Click “Accept and Continue”. A physician’s signature in this section is required to complete a valid LaPOST document.
In the “Patient’s/PHCR’s Information” section, you may have the patient or their PHCR sign the LaPOST document. After completing the appropriate fields in this section, the signer may use your mouse to draw their signature or they can sign from a connected mobile device using the “Connect to Mobile” feature. The patient or PHCR’s signature in this section is required to complete a valid LaPOST document.

You will be prompted to double check the signature. Click “Accept and Continue”.

Click “Clear Signature” to reattempt signing the document.
10 The “Submit” section allows a final review of the form before it is submitted to the LaPOST registry. Scroll down and click “Sign and Submit to Registry” to complete the LaPOST. Alternatively, Click “Clear” to leave the form unsigned and inactive for later review.

11 When the LaPOST document is complete, you will be returned to the “Advance Care Planning Dashboard” where the patient’s new LaPOST document is now available to view and print. To print a copy of the LaPOST document, click “View LaPOST”. On the following page, click the “Print” button.
You Can Also...

If you click on the top “?” you will find more help.

Getting Started

Vynca Advance Care Planning is a suite of tools to help you document and access your patient's advance care documents.

Records Across Care Continuum

Your health care organization is part of the Vynca network and therefore have access to all of your patient’s advance care document located at other health care organizations who are also part of the Vynca network.

Accessing the Vynca Portal