This tipsheet is to show you how to complete and sign 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”.

2. Review the search results and select the correct patient. Click in the gray area to open the dashboard.

LaPOST documents must be signed by a PHYSICIAN and by the PATIENT, or if the patient lacks decision-making capacity, the legally recognized personal health care representative.
If someone has already prepared a LaPOST document for you to sign, click on the “Resume LaPOST” button.

**NOTE:** It is important to note that the first section the signer sees depends on where the preparer left off. If sections of the form were left blank, the signer will see the last section of the form that the preparer left incomplete. Normally, all sections would be completed once a physician has been notified that the LaPOST document is ready to be electronically signed and submitted to the LaPOST registry.
The “Physician’s Information” section is typically the screen the physician signer will see next. If the physician wants to verify the CPR, Medical Interventions or Artificially Administered Fluids and Nutrition sections and/or the patient or personal health care representative signature, select the appropriate radio button on the left side of the screen.

A pop-up box will appear and ask if the user wants to discard changes or stay on the page. User will select “Discard Changes” and then select the radio button they wish to review. The corresponding screen(s) will then appear.

The user could then click the “Physician’s Information” radio button on the left side of the screen. This takes you back to the Physician signature screen.
In the “Physician’s Information” section, you have two options to electronically sign the LaPOST document:

- **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.
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.

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.