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

The viewer role is for those individuals who are not expected to assist in completing a LaPOST document, but may need to view a LaPOST form, or be tasked with printing or routing LaPOST forms to providers or clinical staff.

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.

The viewer’s role is intended for CLERICAL STAFF and CLINICAL PROVIDERS who do not have the credentials to prepare or sign LaPOST documents but otherwise have a job requirement to view patient records.
3 You will be taken to the “Advance Care Planning Dashboard” where the patient’s LaPOST document is available to view by clicking the “View LaPOST” button.

4 Once opened, you can scroll to navigate through the document.
If the LaPOST document had been uploaded into the registry, you would see a thumbnail image of the document displayed in the same space instead of the color-coded thumbnails. Click the “View LaPOST” button to open the document.

Once opened, you can scroll to navigate through the document.

Whether the LaPOST was uploaded or created in the registry, you can print a copy by clicking on the “Print” button.