



LaPOST

Louisiana Physician Orders for Scope of Treatment

REGISTRY

Powered by
VYNCA
Advance Care Planning Solution

LaPOST Registry User Guide
for Long-Term Care Professionals



A Participating Program
of National POLST



MISSION

To improve end-of-life care in Louisiana by honoring the health care wishes and goals of care of those with serious, advanced illnesses.

VISION

To empower consumers and health care professionals with the information, education and resources necessary to make educated decisions about end-of-life care.

Table of Contents

Introduction	4
LaPOST Registry Access	5
LaPOST Registry User Roles	5
LaPOST Registry Administrator	6
Physician Preparer Role	9
Non-Physician Preparer Role	13
Physician Signer Role	17
Uploader Role	20
Viewer Role	25
Connecting with a Mobile Device	27
Help Section	29

Introduction

The **Louisiana Physician Orders for Scope of Treatment (LaPOST)** program is a quality initiative of the Louisiana Health Care Quality Forum, a private, not-for-profit organization dedicated to reshaping health care in Louisiana. Approved as Act 954 in the 2010 regular session of the State Legislature, LaPOST is an evidence-based model designed to improve end-of-life care for those with serious, advanced illnesses.

The **LaPOST document** translates a long-term care resident's goals of care and treatment preferences into a physician's order that transfers across health care settings. It represents a plan of care for a resident with a life-limiting illness, and is modeled after the National Physician Orders for Life-Sustaining Treatment (POLST) Paradigm. The LaPOST document should be completed after a thorough discussion with the resident or his/her personal health care representative regarding the resident's understanding of the illness, treatment preferences, values and goals of care. Completion of a LaPOST document encourages communication between doctors and residents, enables residents to make informed decisions and clearly documents these decisions to other physicians and health care professionals. As a result, LaPOST can help ensure that a resident's wishes are honored, prevent unwanted or non-beneficial treatments and reduce resident and family stress regarding decision-making.

The **LaPOST Registry** is a secure, statewide electronic registry that provides a single source of LaPOST and advance care planning documentation instantly accessible online to authorized health care professionals in any care setting. The registry enables clinicians to:



Electronically complete, sign and submit

LaPOST documents to the registry



Query the registry for all LaPOST documents,

regardless of where they were completed



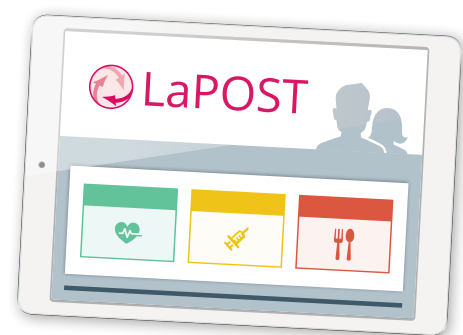
Access LaPOST documents in real-time

so residents' medical preferences can be honored by health care professionals



Receive LaPOST document notifications

with electronic health record (EHR) integration



The **LaPOST Registry User Guide** intends to help long-term care professionals become familiar with the LaPOST Registry by describing how to:

- Access the registry
- Add new users to the registry
- Complete, sign and submit LaPOST forms to the registry
- View and print LaPOST forms
- Perform a search for current LaPOST forms within the registry
- Connect to the registry with a mobile device in order to electronically sign LaPOST forms

The LaPOST Registry User Guide also describes the potential user roles and privileges within the registry.

This guide is the product of the LaPOST Coalition, an initiative of the Louisiana Health Care Quality Forum. The LaPOST Coalition seeks to establish LaPOST as a widely used and recognized program in Louisiana to ensure that patients' end-of-life treatment preferences and goals of care are honored.

If you have questions about the LaPOST Registry or the processes described in this guide, please contact Louisiana Health Care Quality Forum at LaPOST@lhcf.org or (225) 334-9299.

NOTE: The LaPOST Registry software has embedded terminology that refers to "patients" rather than "long-term care residents." This is because LaPOST documents are medical orders and are used by providers across health care settings, such as hospitals, physician offices, hospice and long-term care facilities. That being said, the terms "patients" and "long-term care residents" will be used interchangeably within this guide.

LaPOST Registry Access

In order to access the LaPOST Registry, you must have a registered account. The LaPOST Registry supports account registration for physicians, nurse practitioners, and physicians assistants in Louisiana with a valid NPI number. Your organization's LaPOST Registry Administrator account and login credentials will be created and communicated to you by the Louisiana Health Care Quality Forum. LaPOST Registry Administrators are responsible for setting up user accounts for any other workforce members that require access to the registry within his/her organization. Registration is a simple 3-step process.

1. Louisiana Health Care Quality Forum will provide a web link for you to complete the registration process. You may receive:
 - a printed document with temporary credentials, and/or
 - an email from no-reply@vyncahealth.com.
2. Complete the registration process online with the provided link and choose a password.
3. Review and accept the "Terms of Use".

Once the registration process is complete, you can access the registry by opening your preferred browser and navigating to lapost.vyncahealth.com.

LaPOST Registry User Roles

The LaPOST Registry utilizes role-based security measures that assign different privileges based on the appointed role. The participating organization's **LaPOST Registry Administrator** is responsible for assigning workforce members to appropriate roles as well as providing them with their login credentials.

There are four **LaPOST Registry User Roles**:



Preparer



Signer



Uploader



Viewer

- The **Preparer** role can be assigned to physicians as well as advanced practice professionals, social workers and nurses. Preparers assist the resident or their personal health care representative in completing a LaPOST document as they communicate their decisions.
 - **Physicians** can prepare, sign and submit LaPOST documents to the LaPOST Registry. Physicians are also the only users allowed to void a LaPOST document.
 - **Non-physicians**, however, can prepare LaPOST documents, but cannot sign and submit LaPOST documents to the registry. The LaPOST registry saves a document prepared by non-physicians in "INCOMPLETE STATUS" until it is signed and submitted to the registry by the resident's physician.
- The **Signer** role is assigned to physicians, since physicians are the only providers allowed to sign LaPOST documents.
- The **Uploader** role is intended for clerical, administrative and clinical staff who handle and maintain resident medical records. For example, the uploader role may be appropriate for Health Information Management (HIM) and medical record staff, nurses and potentially others depending on their role and job requirements in their organization.
- The **Viewer** role is appropriate 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 residents' records. For example, the viewer role may be appropriate for Emergency Medical Services (EMS), nurses and potentially others depending on their role and job requirements in their organization.

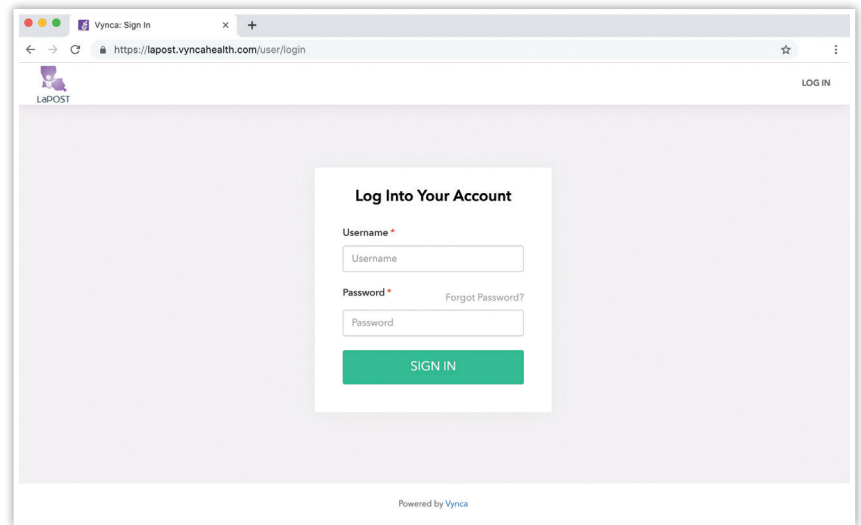
LaPOST Registry Administrator

This section guides long-term care professionals who have been designated as their organization's LaPOST Registry Administrator through the processes of adding new users to the registry and managing current users.

STEPS TO FOLLOW

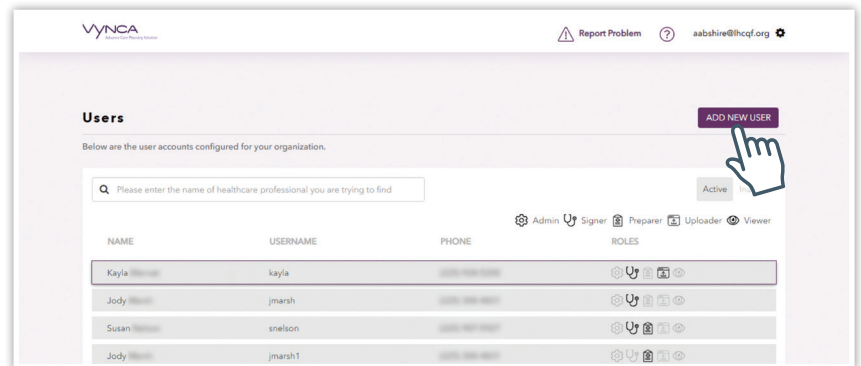
- 1 To access the registry, open your preferred browser and navigate to lapost.vyncahealth.com.

Your organization's LaPOST Registry Administrator account and login credentials will be created and communicated to you by the Louisiana Health Care Quality Forum.

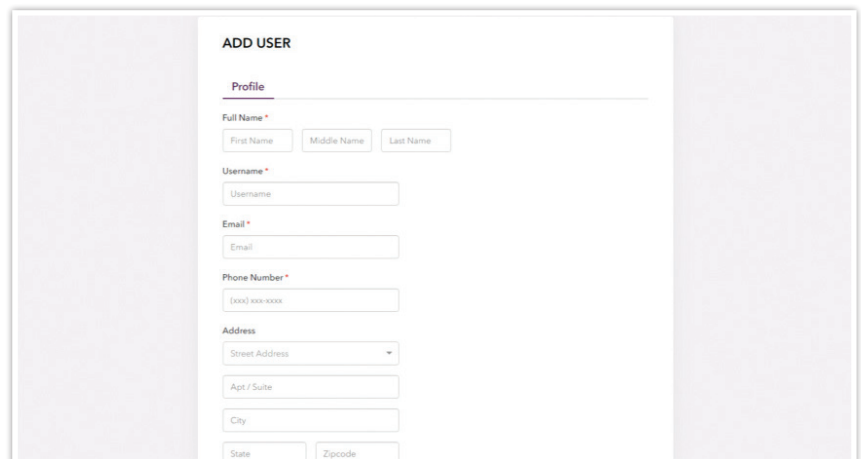


- 2 Once you sign in, you will be presented with a list of current users for your organization.

Click **"Add New User"**.



- 3 The **"Add User"** screen appears with required fields indicated by an asterisk (*).



4

Complete the form with as much information as is available to you.

Once you have the personal information entered, assign the appropriate **“System Role”** to the user according to his/her credentials and job requirements.

Click one of the radio buttons next to **“Activation Method”** so that the user will receive instructions on how to activate their account.

Click **“Create”** once all information has been entered.

The screenshot shows a user creation form with the following fields and options:

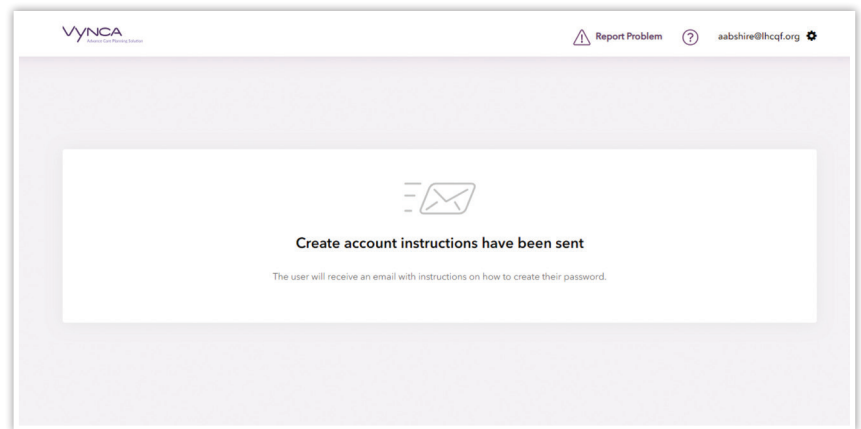
- Full Name ***: John, Middle Name, Jones
- Username ***: DR-John-Johns
- Email ***: aabshire@lhccqf.org
- Phone Number ***: (225) 123-4567
- Address**: 8550 United Plaza Blvd, Suite 500, Baton Rouge, LA 70809
- Organization ***: LHCQF User Acceptance Testing
- System role ***:
 - Signer
 - Preparer
 - Uploader
 - Viewer
- NPI Number**: NPI Number
- Job Title**: Job Title
- Activation Method ***:
 - Email
 - Paper
 - Setup later

Annotations in the image:

- A pink bracket labeled **System Roles** encompasses the System role section.
- A pink bracket labeled **Activation Methods** encompasses the Activation Method section.
- A hand icon points to the **CREATE** button.

5

The new user will automatically receive an email with a link and instructions on how to activate their account.



6

To modify a user or reset a password, click on the username or the **“Gear”** icon for that user.

The screenshot shows the 'Users' management page with the following table:

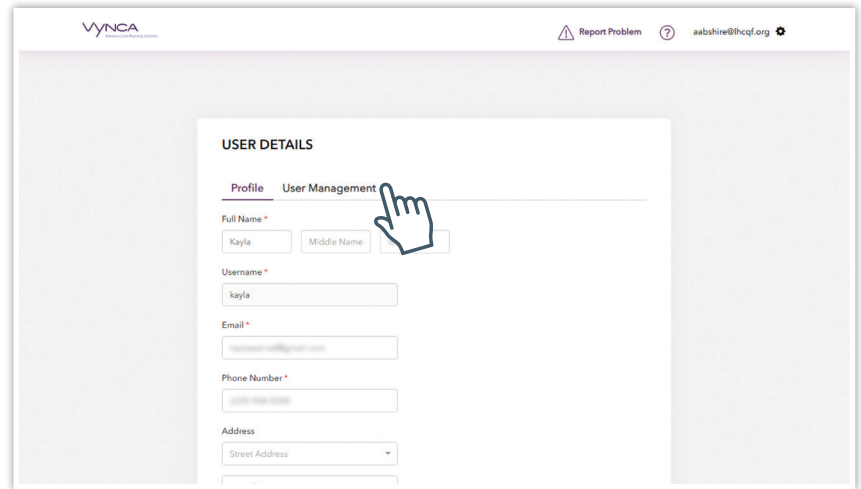
NAME	USERNAME	PHONE	ROLES
Kayla	kayla	(225) 123-4567	Admin, Signer, Preparer, Uploader, Viewer
Jody	jmarsh	(225) 123-4567	Admin, Signer, Preparer, Uploader, Viewer
Susan	snelson	(225) 123-4567	Admin, Signer, Preparer, Uploader, Viewer
Jody	jmarsh1	(225) 123-4567	Admin, Signer, Preparer, Uploader, Viewer
Cindy	cmunn	(225) 123-4567	Admin, Signer, Preparer, Uploader, Viewer
Cindy	cindym	(225) 123-4567	Admin, Signer, Preparer, Uploader, Viewer

A hand icon points to the gear icon for the user 'Jody' with username 'jmarsh'.

7

The “**User Details**” screen will then display. You can now update any information on this screen.

In order to reset the user’s password, click the “**User Management**” tab.



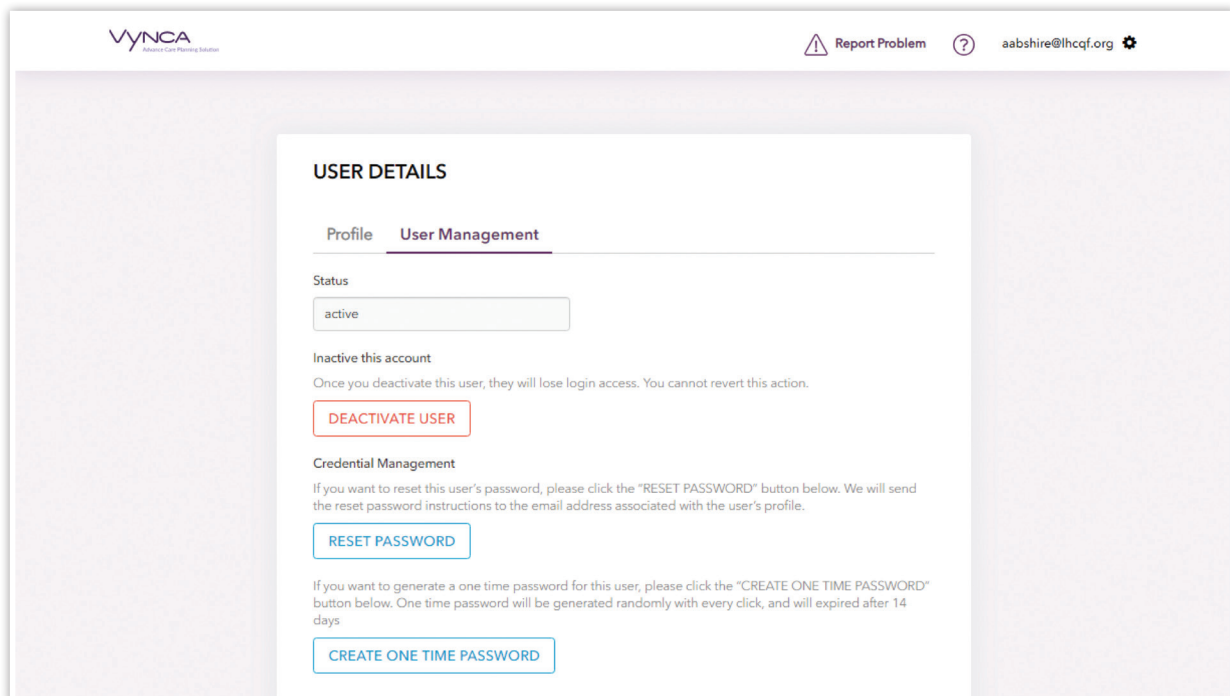
8

The “**User Details**” screen provides the current status of the user account as well as the opportunity for credentials management.

The “**Status**” field will signify whether a user has a designation of “**Active**” or “**Inactive**”. A user will be deemed “**Active**” when an account is created and setup. A user will be deemed “**Inactive**” once the account is deactivated. It is important to note that once you deactivate a user, they will lose login access. You cannot revert this action.

There are three buttons available to manage user status:

- **Deactivate User Button:** Removes a user from the system. Remember, deactivation of a user CANNOT BE UNDONE!
- **Reset Password Button:** Sends the user an email with instructions on how to reset their password to the email account associated with this user.
- **Create One Time Password Button:** Generates a one-time use password that you can provide the user via email, over the phone or in person. This password can only be used once and will expire after 14 days. ALWAYS ENSURE THAT YOU KNOW YOU ARE SPEAKING WITH THE ACTUAL USER BEFORE PROVIDING A NEW PASSWORD!



Physician Preparer Role

This section guides physicians through the process of using the LaPOST registry to prepare and submit a LaPOST document. LaPOST documents may be prepared by physicians, advanced practice professionals (APP), social workers or nurses, but must be signed by a physician to be valid.

STEPS TO FOLLOW

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

Fill in Patient's Information

Required Search Information

Q Please enter the patient name or MRN

Additional Information

Gender

Male
 Female
 Other

Date of Birth

Month Day Year

Address

Street Address
Apt / Suite
City
State Zipcode

SSN (Last 4 Numbers)

9999

SEARCH

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

Search Results

PATIENT PHOTO	NAME	GENDER	DATE OF BIRTH	SSN	FACILITY NAME	LAPOST AVAILABLE
	John Doe	Male	1945-01-01		LHCQF	Yes

- 3 To start a new LaPOST document, click the **“Start a NEW LaPOST”** button in the **“All Documents”** section.

ADVANCE CARE PLANNING DASHBOARD

Current LaPOST

No active LaPOST found.
No active LaPOST found.

ALL DOCUMENTS

Drag or Browse for a document to upload. Or
Start a NEW LaPOST

LAPOST
No active form found

Menu

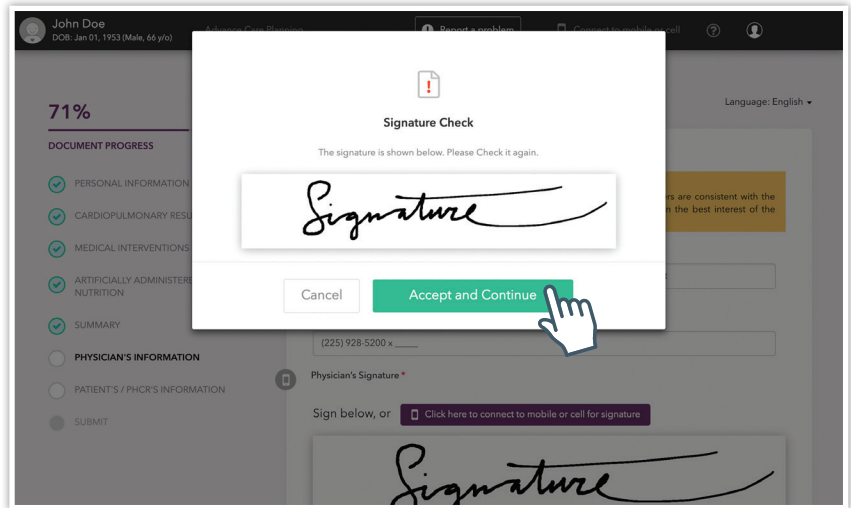
- 4 Complete the LaPOST document as you discuss the choices with the resident or their representative. Indicate the resident's preference by clicking the appropriate radio button on the right. Click **“Accept and Continue”** to advance to the next section. The system will prevent you from entering contradicting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

- 5 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.

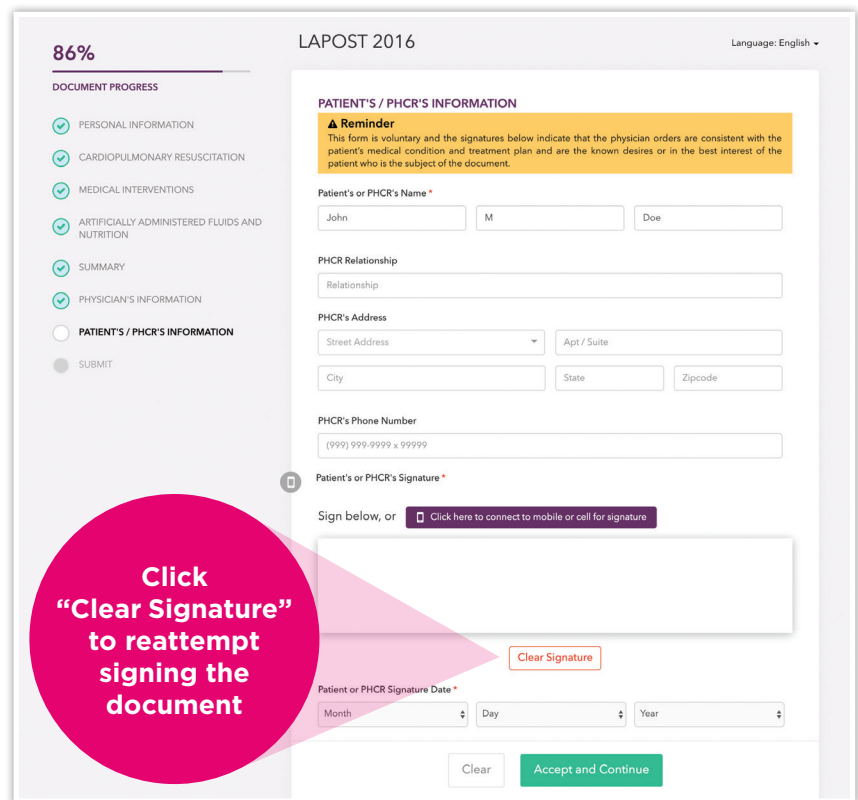
- 6 If the preparer is a physician, you have two options to electronically sign the LaPOST document in the **“Physician’s Information”** section:

- **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 the **“Connect to Mobile”** section of this guide for more details.

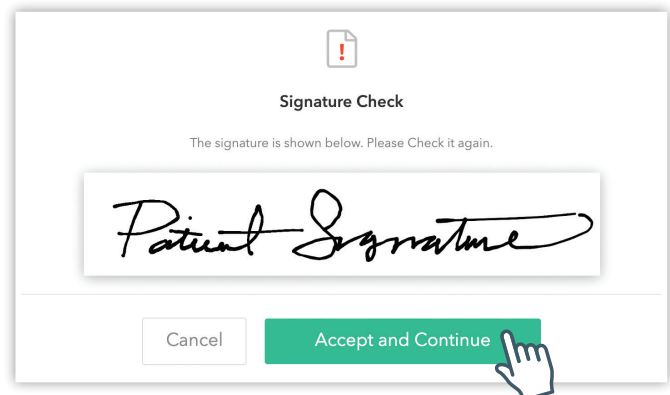
7 You will be prompted to double check the signature. Click **“Accept and Continue”**. A physician’s signature in this section is required to complete a valid LaPOST document.



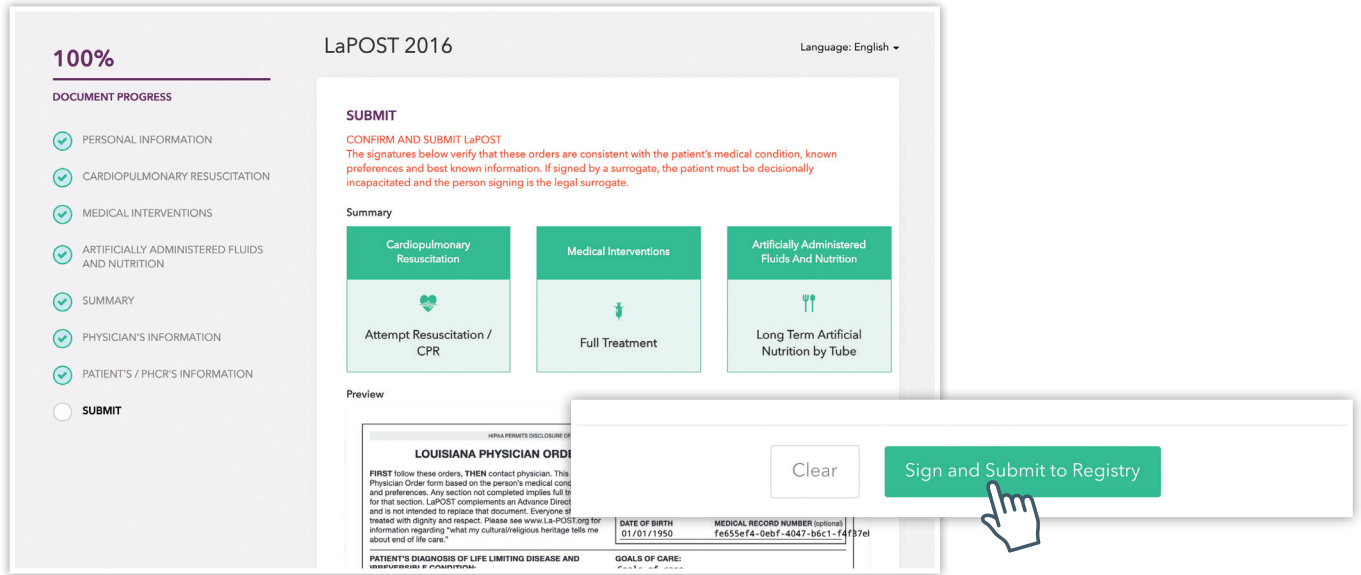
8 In the **“Patient’s/PHCR’s Information”** section, you may have the resident or their PHCR sign the LaPOST document. After completing the appropriate fields in this section, the signer may use your mouse to draw their signature or they can sign from a connected mobile device using the **“Connect to Mobile”** feature. The resident or PHCR’s signature in this section is required to complete a valid LaPOST document.



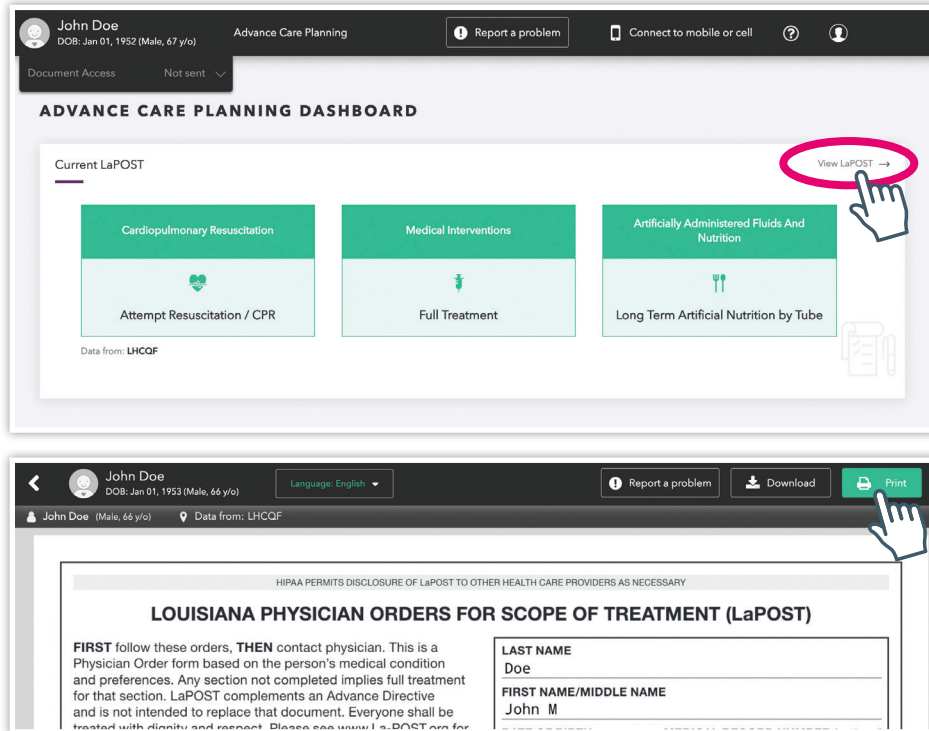
9 You will be prompted to double check the signature. Click **“Accept and Continue”**.



- 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 resident’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.



Non-Physician Preparer Role

This section guides non-physicians in long-term care facilities through the process of using the LaPOST Registry to prepare a LaPOST document. LaPOST documents may be prepared by physicians, advanced practice professionals (APP), social workers or nurses, but must be signed by a physician to be valid.

STEPS TO FOLLOW

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

Fill in Patient's Information

Required Search Information

Q Please enter the patient name or MRN

Additional Information

Gender

Male
 Female
 Other

Date of Birth

Month Day Year

Address

Street Address
Apt / Suite
City
State Zipcode

SSN (Last 4 Numbers)

9999

SEARCH

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

Search Results

PATIENT PHOTO	NAME	GENDER	DATE OF BIRTH	SSN	FACILITY NAME	LAPOST AVAILABLE
	John Doe	Male	1945-01-01		LHCQF	Yes

- 3 To start a new LaPOST document, click the **“Start a NEW LaPOST”** button in the **“All Documents”** section.

ADVANCE CARE PLANNING DASHBOARD

Current LaPOST

No active LaPOST found.
No active LaPOST found.

ALL DOCUMENTS

Drag or Browse for a document to upload. Or
Start a NEW LaPOST

LAPOST
No active form found

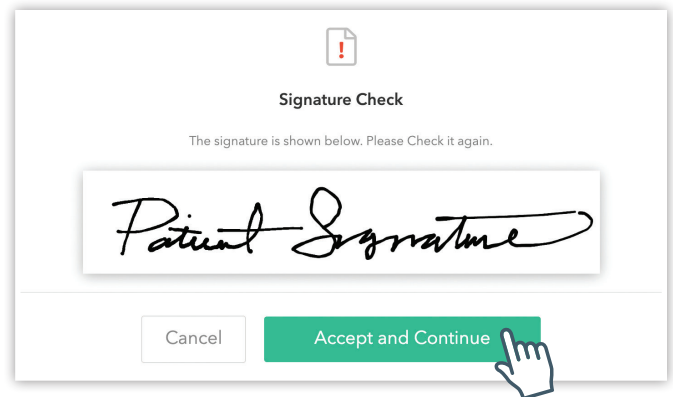
Menu

4 Complete the LaPOST document as you discuss the choices with the resident or their representative. Indicate the resident'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.

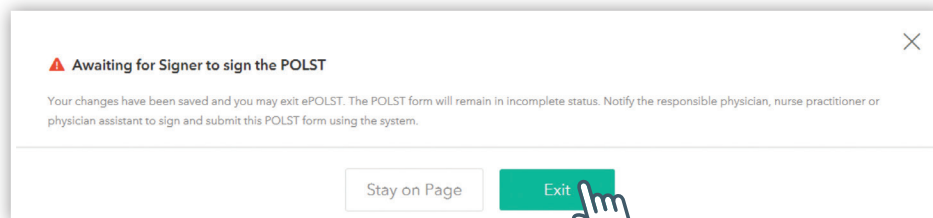
5 In the **“Summary”** section, confirm that the completed LaPOST document was discussed with either the patient or personal health care representative (PHCR), then check the box that is most appropriate regarding the basis for these orders.

6 In the **“Patient’s/PHCR’s Information”** section, you may have the resident 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 resident or PHCR’s signature in this section is required to complete a valid LaPOST document.

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



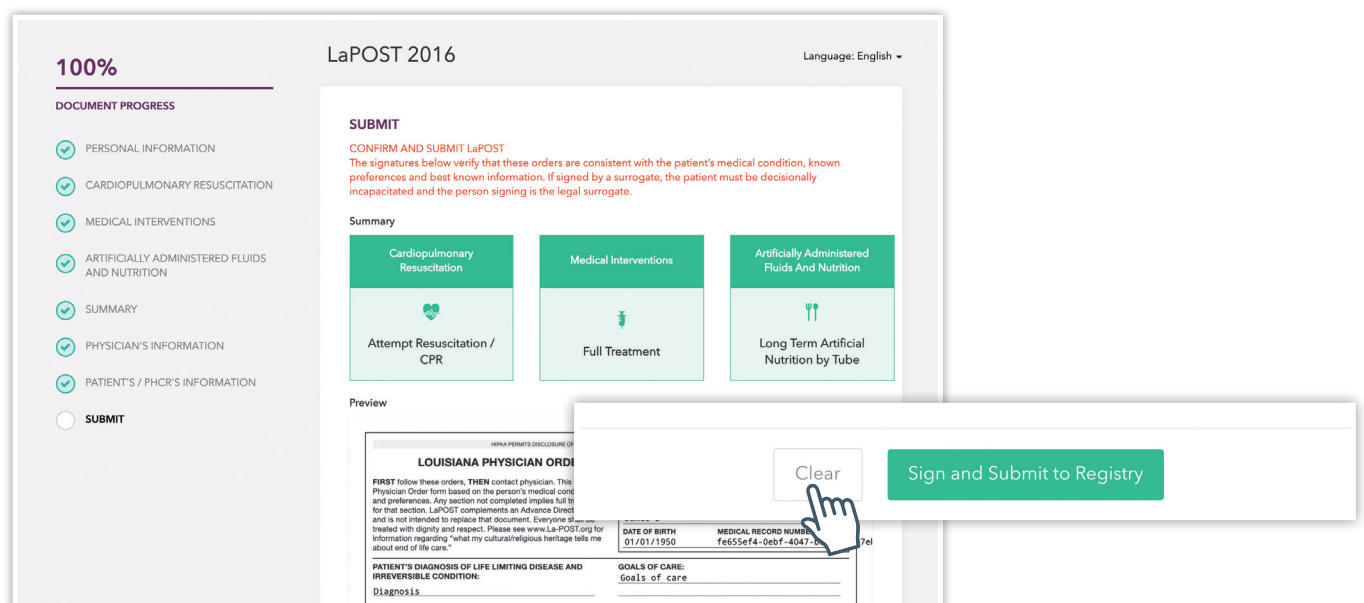
8 When complete, acknowledge the following message and click **“Exit”**.



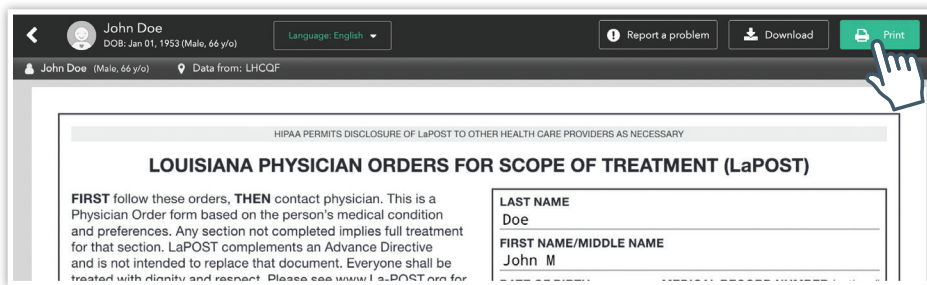
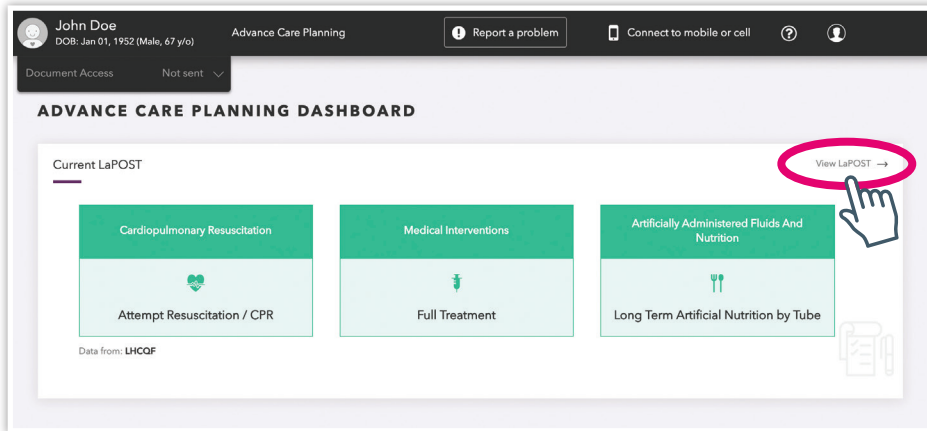
CRITICAL STEP: You must notify the signing physician that the LaPOST document is awaiting his/her signature. The physician must log into the LaPOST Registry software with his/her own credentials to complete the LaPOST document. If you miss this step or if the physician fails to sign the LaPOST document, it will remain an incomplete document in the system and will fail to upload to the LaPOST Registry.

A LaPOST DOCUMENT MAY ONLY BE SIGNED BY AN MD.

9 Once signed by the physician, the LaPOST document can be submitted to the registry. Alternatively, click **“Clear”** to leave the form unsigned and inactive for later review.



- 10 When the LaPOST document is complete, you will be returned to the **“Advance Care Planning Dashboard”** where the resident’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.



Physician Signer Role

This section guides physicians through the process of signing LaPOST documents using the LaPOST Registry. In order for a LaPOST document to be valid, it must be signed by a physician and by the resident, or if the resident lacks decision-making capacity, the legally recognized personal health care representative.

STEPS TO FOLLOW

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

Fill in Patient's Information

Required Search Information

Q Please enter the patient name or MRN

Additional Information

Gender

Male
 Female
 Other

Date of Birth

Month Day Year

Address

Street Address
Apt / Suite
City
State Zipcode

SSN (Last 4 Numbers)

9999

SEARCH

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

Search Results

PATIENT PHOTO	NAME	GENDER	DATE OF BIRTH	SSN	FACILITY NAME	LaPOST AVAILABLE
	John Doe	Male	1945-01-01		LHCQF	Yes

- 3 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.

Current LaPOST

No active LaPOST found.
No active LaPOST found.

ALL DOCUMENTS

Drag or Browse for a document to upload. Or
Resume LaPOST
DISCONTINUE

LAPOST
Signed date: unknown
Data from: LHCQF

4

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.

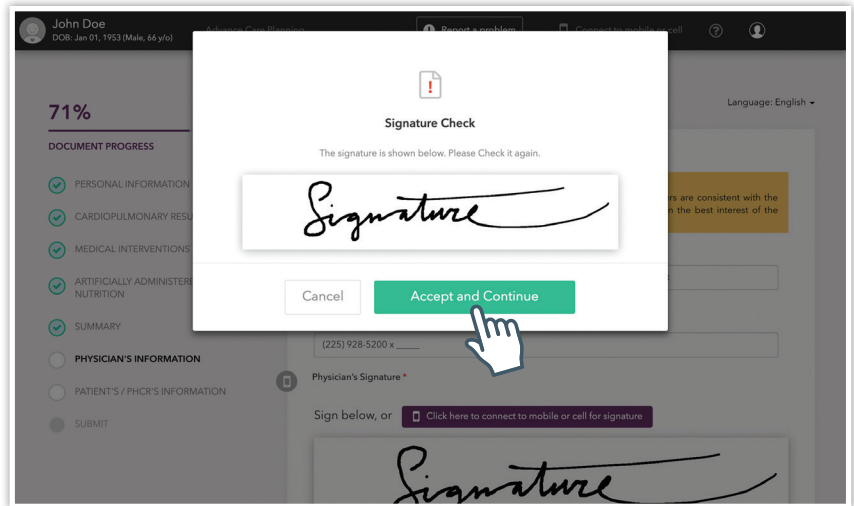
5

If the preparer is a physician, you have two options to electronically sign the LaPOST document in the **“Physician’s Information”** section:

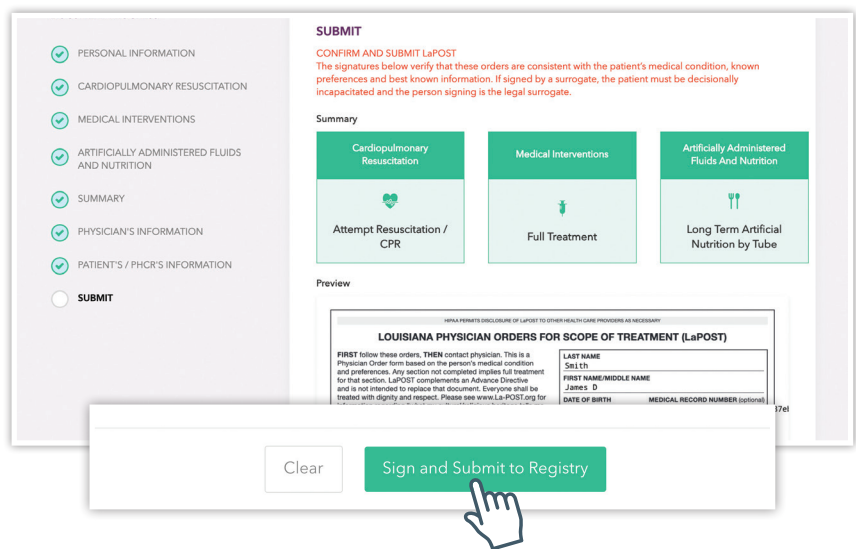
- **Option A:** You can use your mouse to draw your signature in the space provided
- **Option B:** You can use the **“Connect to Mobile”** feature to use your smart phone, tablet, or mobile device as an electronic signature pad. See **“Connect to Mobile”** section for more details.

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

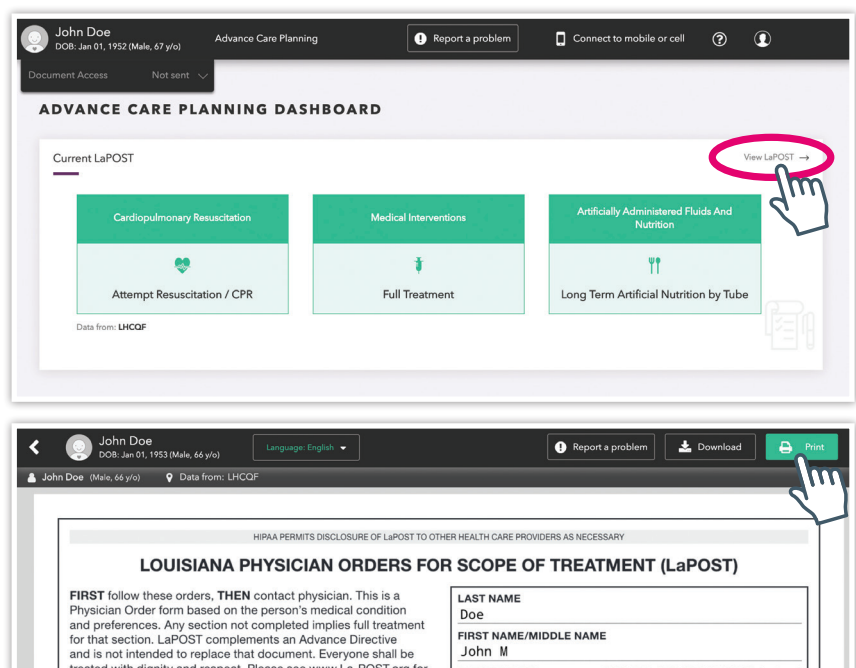
A physician’s signature in this section is required to complete a valid LaPOST document.



7 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.



8 When the LaPOST document is complete, you will be returned to the **“Advance Care Planning Dashboard”** where the resident’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.



Uploader Role

This section guides long-term care professionals through the process of uploading scanned LaPOST documents to the LaPOST Registry. The uploader role is intended for clerical, administrative and clinical staff who handle and maintain resident medical records and are trained in HIPAA compliance.

STEPS TO FOLLOW

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

Fill in Patient's Information

Required Search Information

Q Please enter the patient name or MRN

Additional Information

Gender

Male Female Other

Date of Birth

Month Day Year

Address

Street Address Apt / Suite City State Zipcode

SSN (Last 4 Numbers)

9999

SEARCH

NOTE:

This workflow assumes that a LaPOST document has been scanned and exists on the workstation you are accessing the LaPOST registry from.

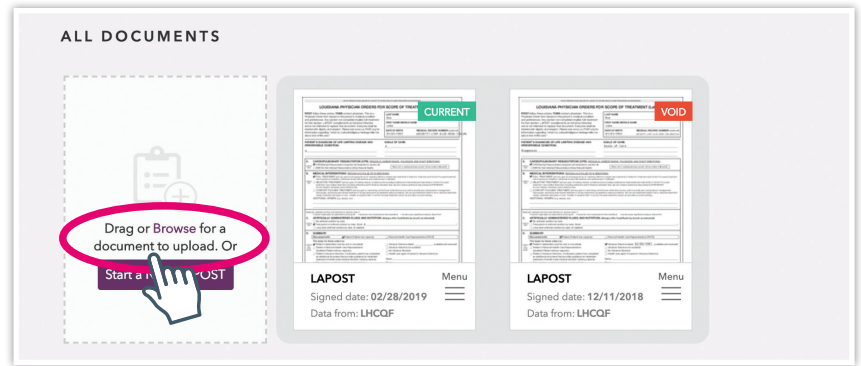
You may also start by scanning the hard copy into the computer you are using with a scanner or other device connected to your PC.

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

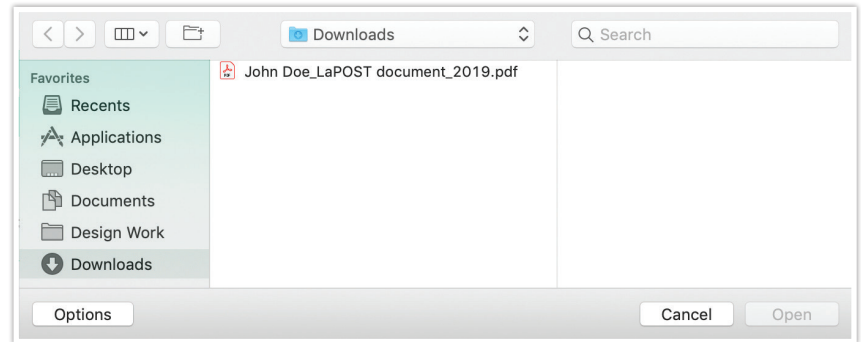
Search Results

PATIENT PHOTO	NAME	GENDER	DATE OF BIRTH	SSN	FACILITY NAME	LaPOST AVAILABLE
	John Doe	Male	1945-01-01		LHCQF	Yes

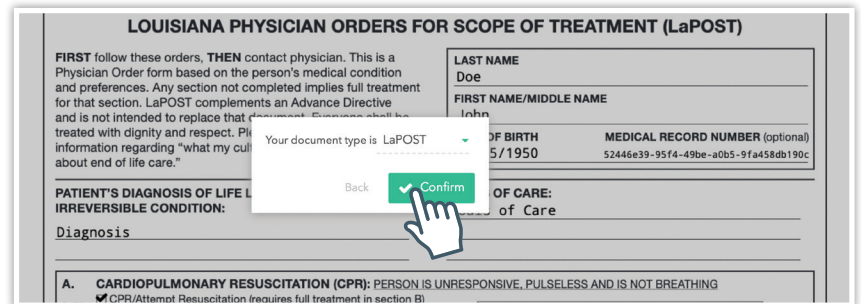
- 3 Click **“Browse”** under the **“All Documents”** section towards the bottom left of the screen to locate the LaPOST document which was uploaded to your computer.



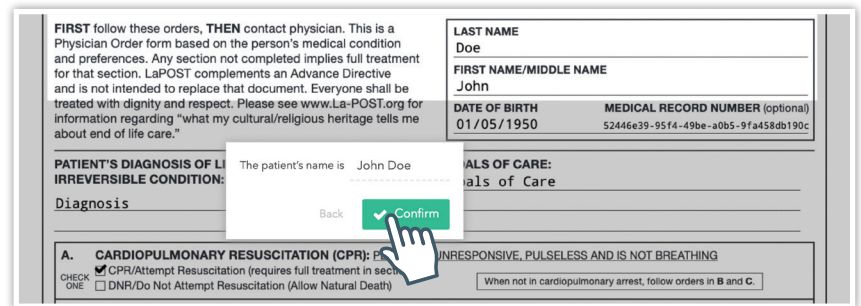
- 4 Now browse to the location of the scanned LaPOST document you wish to upload. Select and open the document.



- 5 You will get a dialogue window confirming the document type as LaPOST. Click the **“Confirm”** button.



- 6 You will next see the resident’s name displayed in the dialogue window. You should have already verified the resident’s name in the resident’s chart. Select **“Confirm”**.



7 The next dialogue window questions whether the LaPOST document has a valid physician signature.

If not, the system will not allow you to proceed with the upload.

If there is a valid physician signature, select “Yes” and “Confirm”.

The screenshot shows a form with a dialog box asking, "Does the form have a valid physician signature?". The "Yes" option is selected. A hand cursor is pointing at the "Confirm" button. The background form includes fields for "PHYSICIAN SIGNATURE (MANDATORY)" and "PHYSICIAN PHONE NUMBER" with the value "(225) 928-5200".

8 The next dialogue window prompts you to confirm the physician signature date.

NOTE: If you need to change this date, click on the date digits and you can navigate back and forth using the navigation arrows for day, month and year.

If the date is correct, or once the date has been corrected, click on “Confirm”.

The screenshot shows a dialog box with the text "The physician signature date is Mar 4 2019". A hand cursor is pointing at the "Confirm" button. The background form shows the "PHYSICIAN SIGNATURE (MANDATORY)" field with a signature and the "DATE (MANDATORY)" field with the value "12/11/2018".

9 The next dialogue window asks if the document has a valid patient or personal health care representative signature.

If not, the system will not allow you to proceed with the upload.

If there is a valid patient or personal health care representative signature, select “Yes” and “Confirm”.

The screenshot shows a dialog box asking, "Does the form have a valid patient or PHCR signature??" with the "Yes" option selected. A hand cursor is pointing at the "Confirm" button. The background form includes fields for "PHYSICIAN SIGNATURE (MANDATORY)" and "PHYSICIAN PHONE NUMBER" with the value "(225) 928-5200", and "PATIENT OR PHCR SIGNATURE (MANDATORY)" with a signature and "DATE (MANDATORY)" with the value "12/11/2018".

10 The next dialogue window prompts you to confirm the patient or personal health care representative signature date.

NOTE: If you need to change this date, click on the date digits and you can navigate back and forth using the navigation arrows for day, month and year.

If the date is correct, or once the date has been corrected, click on “Confirm”.

The screenshot shows a dialog box with the text "The patient or PHCR signature date is Mar 4 2019". A hand cursor is pointing at the "Confirm" button. The background form includes fields for "PRINT PHYSICIAN'S NAME" (Kayla Wernet), "PHYSICIAN SIGNATURE (MANDATORY)" with a signature, "PHYSICIAN PHONE NUMBER" ((225) 928-5200), "PRINT PATIENT OR PHCR NAME" (John Doe), "PATIENT OR PHCR SIGNATURE (MANDATORY)" with a signature, and "DATE (MANDATORY)" (12/11/2018).

- 11 Once the signed date is confirmed, your upload will be complete.

- 12 The LaPOST document is now visible in the **“All Documents”** section at the bottom of the Advance Care Planning Dashboard.

NOTE: If the LaPOST document that was just uploaded has a Physician signature that is older than the current LaPOST document in the registry, it will show as a **“Prior”** document in the **“All Documents”** section.

- 13 You will see the thumbnail image of that resident’s uploaded LaPOST document displayed in the same space instead of the color-coded thumbnails.

You can open the LaPOST document by clicking on **“View LaPOST”** near the top right of the dashboard or by clicking on the menu button of the current LaPOST thumbnail in the **“All Documents”** section at the bottom of the screen.

- 14 You can print the document by clicking on the **“Print”** button located on the top right section of the screen.

You can also report a problem by clicking the “**Report a Problem**” button.

John Doe
DOB: Jan 01, 1953 (Male, 66 yrs) Language: English

Report a problem Download Print

John Doe (Male, 66 yrs) Data from: LHCCF

HIPAA PERMITS DISCLOSURE OF LaPOST TO OTHER HEALTH CARE PROVIDERS AS NECESSARY

LOUISIANA PHYSICIAN ORDERS FOR SCOPE OF TREATMENT (LaPOST)

FIRST follow these orders, **THEN** contact physician. This is a Physician Order form based on the person's medical condition and preferences. Any section not completed implies full treatment for that section. LaPOST complements an Advance Directive and is not intended to replace that document. Everyone shall be treated with dignity and respect. Please see www.La-POST.org for information regarding "what my cultural/religious heritage tells me about end of life care."

LAST NAME
Doe

FIRST NAME/MIDDLE NAME
John M

DATE OF BIRTH
01/01/1953

MEDICAL RECORD NUMBER (optional)
5ce14d92-3c90-42dc-9f43-d3093f6f1528

PATIENT'S DIAGNOSIS OF LIFE LIMITING DISEASE AND IRREVERSIBLE CONDITION:
Diagnosis _____

GOALS OF CARE:
Goals of Care _____

A. CARDIOPULMONARY RESUSCITATION (CPR): PERSON IS UNRESPONSIVE, PULSELESS AND IS NOT BREATHING
CHECK ONE
 CPR/Attempt Resuscitation (requires full treatment in section B) DNR/Do Not Attempt Resuscitation (Allow Natural Death)

B. MEDICAL INTERVENTIONS: PERSON HAS PULSE OR IS BREATHING
CHECK ONE
 FULL TREATMENT (primary goal of prolonging life by all medically effective means) Use treatments in Selective Treatment and Comfort Focused treatment.

What went wrong?

We are sorry that you had experienced a problem with our website today. Please let us know what went wrong and we'll investigate it.

In order to help us quickly resolve the issue, please fill-in your email address (in case we need to contact you regarding the problem) and the description of the problem below.

Your Email Address

E-mail

Detailed Description of the Problem

Please fill in your description of the problem here.

Submit

Viewer Role

This section guides long-term care professionals through the process of viewing LaPOST documents in the LaPOST Registry. The viewer role is for those individuals who are not expected to assist in completing LaPOST documents, but may need to view LaPOST forms, or be tasked with printing or routing LaPOST forms to providers or clinical staff.

STEPS TO FOLLOW

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

Fill in Patient's Information

Required Search Information

Q Please enter the patient name or MRN

Additional Information

Gender

Male
 Female
 Other

Date of Birth

Month Day Year

Address

Street Address
Apt / Suite
City
State Zipcode

SSN (Last 4 Numbers)

9999

SEARCH

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

Search Results

PATIENT PHOTO	NAME	GENDER	DATE OF BIRTH	SSN	FACILITY NAME	LaPOST AVAILABLE
	John Doe	Male	1945-01-01		LHCQF	Yes

- 3 You will be taken to the **“Advance Care Planning Dashboard”** where the resident’s LaPOST document is available to view by clicking the **“View LaPOST”** button.

John Doe
DOB: Jan 01, 1952 (Male, 67 y/o)

Advance Care Planning

Report a problem Connect to mobile or cell

Document Access Not sent

ADVANCE CARE PLANNING DASHBOARD

Current LaPOST

View LaPOST →

Cardiopulmonary Resuscitation
Attempt Resuscitation / CPR

Medical Interventions
Full Treatment

Artificially Administered Fluids And Nutrition
Long Term Artificial Nutrition by Tube

Data from: LHCQF

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

5 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.

Current LaPOST

Cardiopulmonary Resuscitation

Medical Interventions

Artificially Administered Fluids And Nutrition

Data from: LHCOF

View LaPOST →

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

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

John Doe (DOB: Jan 01, 1953 (Male, 66 yrs)) Language: English

John Doe (Male, 66 yrs) Data from: LHCOF

Report a problem Download **Print**

HIPAA PERMITS DISCLOSURE OF LaPOST TO OTHER HEALTH CARE PROVIDERS AS NECESSARY

LOUISIANA PHYSICIAN ORDERS FOR SCOPE OF TREATMENT (LaPOST)

FIRST follow these orders, THEN contact physician. This is a Physician Order form based on the person's medical condition and preferences. Any section not completed implies full treatment for that section. LaPOST complements an Advance Directive and is not intended to replace that document. Everyone shall be treated with dignity and respect. Please see www.La-POST.org for information regarding "what my cultural/religious heritage tells me about end of life care."

LAST NAME Doe	MEDICAL RECORD NUMBER (optional) 5ce14d92-3c90-42dc-9f43-d3093f6f1528
FIRST NAME/MIDDLE NAME John M	
DATE OF BIRTH 01/01/1953	

PATIENT'S DIAGNOSIS OF LIFE LIMITING DISEASE AND UNREVERSIBLE CONDITION:

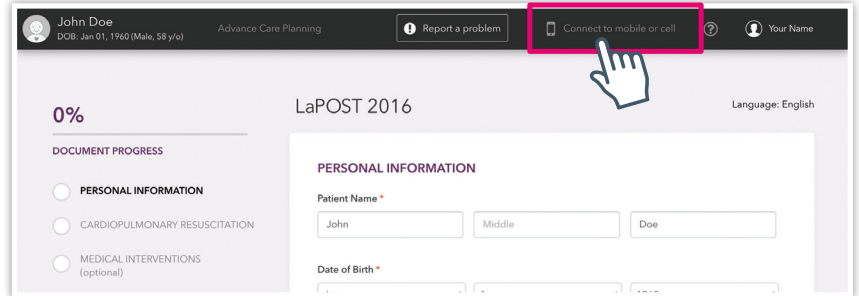
GOALS OF CARE:

Connecting with a Mobile Device

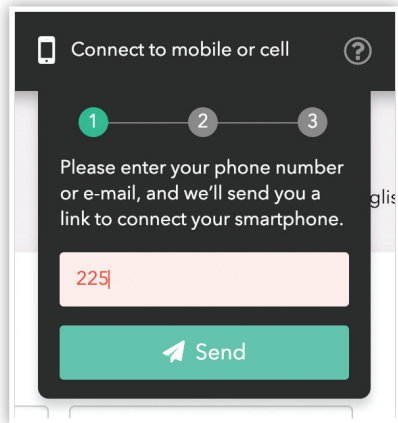
This section guides long-term care professionals through the process of connecting to the LaPOST Registry via mobile device to allow physicians or long-term care residents to electronically sign the document.

STEPS TO FOLLOW

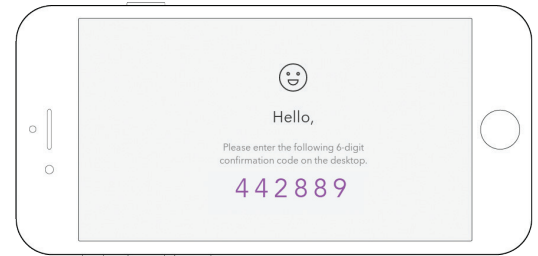
- 1 Click on **“Connect to mobile or cell”** on the top of the screen.



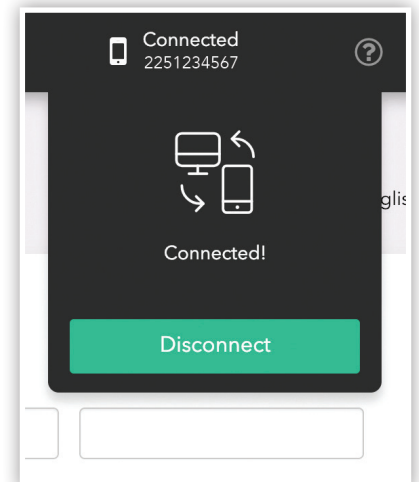
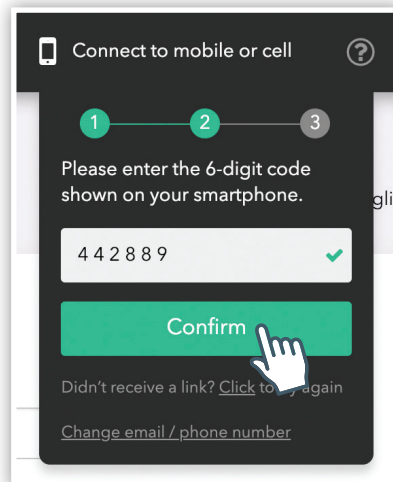
- 2 Enter the cell phone number or email address of the device you wish to connect to. A text message or email will be sent to the device depending on what is entered here.



- 3 Open the text message or email and click on the link provided. A 6 digit code will appear.



- 4 Enter the 6 digit code displayed and click **“Confirm”**. You will be connected to the device.

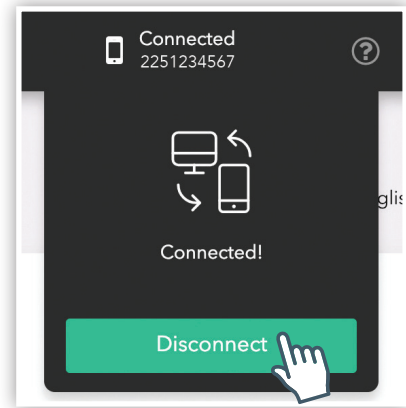


- 5 The user of the connected device is now able to sign the LaPOST document directly on their mobile device.

CRITICAL STEP: You must notify the signing physician that the LaPOST document is awaiting their signature. The provider must log into the LaPOST Registry software with their own credentials to complete the LaPOST document. If you miss this step or if the provider fails to sign the LaPOST document, it will remain an **INCOMPLETE** document in the system and will fail to upload to the LaPOST Registry.

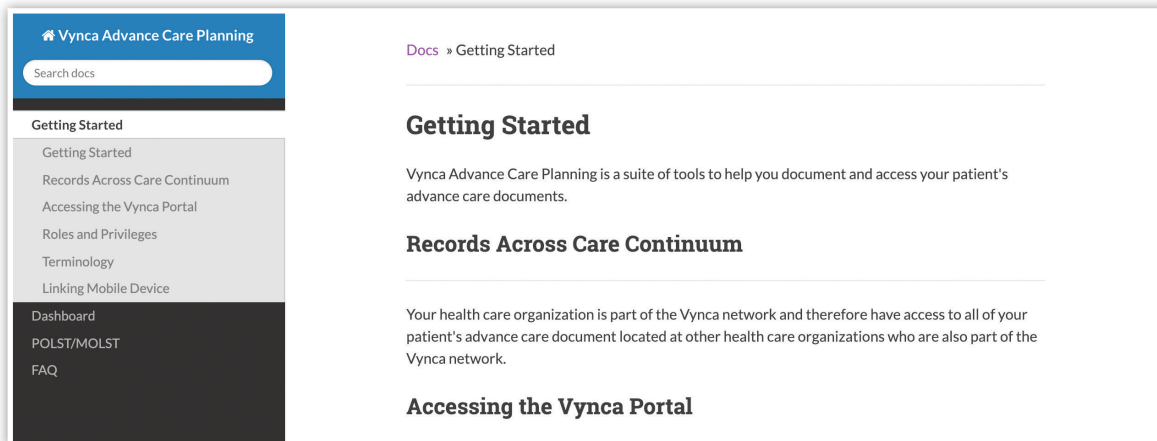
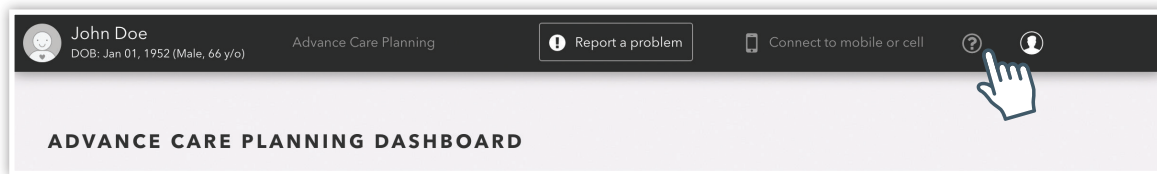


- 6 When complete, click the **“Disconnect”** button.



Help Section

Any LaPOST Registry user that needs help while using the registry can click on the “?” at the top of the screen to access the “**Help Section**” for more information.





8550 United Plaza Blvd. | Suite 301 | Baton Rouge, LA 70809 | la-post.org | 225.334.9299

*Funding for this project was provided by a grant from the Louisiana Department of Health
using civil money penalties paid into the Nursing Home Residents' Trust Fund.*