



## WV e-Directive Registry: More Helpful Hints

The West Virginia Center for End-of-Life Care has received over 4,200 advance directive, DNR card, and POST forms for the WV e-Directive Registry. On average, it is receiving 400 per month. The WV Health Information Network signed its contract with Thomson Reuters August 1, 2011, and the Center has now been able to begin work with Thomson Reuters on building the database for the e-Directive Registry. Evan Falkenstine, Data Manager for the Registry, has identified some additional errors on some of the forms being received that prevent them from being "Registry Ready." To ensure that the forms you submit to the Registry will be useable, please do the following:

- **PRINT** everything on **ALL** forms except the signatures. Handwriting is sometimes difficult to read especially when FAXed.
- **PRINT** the first and last name of the physician and the complete address. This will help when verifying that the physician is a licensed physician.
- After completion of the DNR card, the **ENTIRE** card should be FAXed to the number on the top portion of the card. After FAXing, the **BOTTOM** portion of the card should be kept by the patient. The **TOP** portion of the card may be kept in your facility/office records. Don't FAX only half of the card.
- To improve legibility of DNR cards we have these suggestions. Copy DNR cards on your copy machine and adjust the lightness/darkness or contrast depending on your machine so that the card is readable prior to FAXing it to the Registry. This will ensure that the DNR cards you submit will be "Registry Ready." Remember—if you can't read the copy of the DNR card before you send it to us, we won't be able to read it either.

Advance directive forms (living wills, medical powers of attorney, and combined forms) can be downloaded from the WV Center for End-of-Life Care website at [www.wvendoflife.org](http://www.wvendoflife.org) and FAXed to the Registry at 304-293-7442. Health care providers can obtain POST forms for their patients by calling the Center at 877-209-8086 or completing the online request form at <http://www.hsc.wvu.edu/chel/wvi/request.html>. Older advance directives, DNR cards, and POST forms can still be sent to the Registry by completing the Sign-Up form located on the website at <http://www.wvendoflife.org/MediaLibraries/WVCEOLC/Media/public/Demographicinfoform4.pdf>

**[www.wvendoflife.org](http://www.wvendoflife.org)**

Toll-free number

**877-209-8086**

**WV e-Directive Registry**

**FAX 304-293-7442**



Supported by funding from the WV Department of Health and Human Services