

How to complete and what to do with your Health Care Directive

Make sure that you've written your name at the top of the first page (on the blank line below "Health Care Directive of"); written your name, address, and date of birth on the blank lines in section 1 on page 1; included the name, relationship (e.g. spouse), phone number and address for both your primary and alternate health care agents in section 2 on the first page; and in sections 6 and 7 (page 3), indicate whether or not you wish to be buried or cremated, and whether or not you wish to be an organ donor.

Remember, your Health Care directive must be signed and dated on page 3, and your signature must be notarized, so you'll need to sign it in front of a notary.

Your Health Care Directive is of no use if nobody knows about it, so after you execute your Health Care Directive, please take the following steps to make sure that it will be effective:

1. Make copies of the Health Care Directive;
2. Give a copy to each person you have named as a health care agent;
3. Give a copy to your regular physician(s) and/or clinic(s);
4. Talk with your health care agents about how you would want them to make decisions about your healthcare if you were not able to do so. The Health Care Directive form is general -- you will need to "fill in the blanks" verbally.

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