

# Advance Directive – Cover Sheet To File In Your Vidant Health Medical Record



## Instructions to Add Your Advance Directive to Your Vidant Health Medical Record

After you complete your Advance Directive, give a COPY of your document with this cover sheet to Vidant Health. You can send a copy to the Health Information Management Services (HIMS) department **or** take it to your Vidant Health provider or hospital.

Your Advance Directive will go in to your Vidant Health Electronic Health Record (EHR) so it is available if you are not able to communicate your choices for yourself.

- **If you have never been a Vidant patient before**, we will create a Vidant Health record for you. Your Advance Directive will be the first entry in your record.
- **If you are already a Vidant Health patient**, we will scan your Advance Directive into your record.
- Your documents will be available in your record within five business days after we receive them.
- Any Vidant hospital or Vidant Medical Group practice can check your Vidant Health record. You DO NOT have to send your documents to each separately.

### Please complete the following information:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Month/Day/Year) Gender: ☐ Male ☐ Female

Last 4 Digits of Social Security Number: \_\_\_\_\_

Patient Status:

- ☐ I have been a Vidant patient before (Hospital or Physician Practice), so I have a Vidant Health Record:  
Vidant Medical Record Number (*if known*): \_\_\_\_\_
- ☐ I have never been a Vidant patient and need a new Vidant Health Record created for me.

**Send a copy of your completed, signed and notarized Advance Directive(s) to Vidant Health.  
Be sure to include all pages of the document.**

**1) Mail a copy to:** **OR**  
Vidant Medical Center  
Attn: Health Information Management Services  
2300 Beasley Drive, Doctors Park 8  
Greenville, NC 27834

**2) Take a copy to:**  
Your Vidant Medical Group practice  
or  
Patient Access Services at a Vidant Hospital