



### **Patient Responsibilities**

1. The patient is responsible for providing accurate/complete information related to his/her health; reporting perceived risks in His/her care, and for reporting unexpected changes in his/her health.
2. The patient and family are responsible for asking questions when they do not understand, what a staff member has told them about the patient's care or expectations of what they are to do.
3. The patient is responsible for following the treatment plan established by his/her physician, including the instructions of nurses and other health professionals as they carry out the physician's orders.
4. The patient is responsible for notifying the ASC office when unable to keep a scheduled appointment.
5. The patient is responsible for providing his/her healthcare insurance information, and assuring the financial obligations of his/her care are fulfilled as promptly as possible
6. The patient is responsible for the consequences if he/she refuses treatment or fails to follow the practitioner's instructions.
7. The patient is responsible for being respectful and considerate of other patients and organizational personnel.

These rights and responsibilities outline the basic concepts of service here at the Surgery Center at Hamilton. If you believe, at anytime, our staff has not met one or more of the statements during your care here, please ask to speak to the Administrator, Clinical Director, Business Manager, or the Medical Director. We will make every attempt to understand your complaint/concern. We will correct the issue you have if it is within our control, and you will receive a written response to your complaint/concern

### **POLICY: ADVANCE MEDICAL DIRECTIVES**

Patients have the right to develop an Advanced Medical Directive.

#### **PROCEDURE:**

- A. Prior to the procedure and at the time of registration, the patient will be asked if he/she has an Advance Medical Directive in effect that the Center should be aware of. Advance Medical Directives address such issues as living wills and durable powers of attorney. Patients will be provided, prior to the procedure, information concerning policies on advance directives, including a description of applicable State health and safety laws, and if requested, official State advance directive forms.
- B. The existence of such Advance Medical Directives shall be noted on the patient's chart. The Center does not acknowledge Advance Medical Directives. If the patient wishes to have Advance Medical Directives acknowledged, the Center will assist the patient in finding a hospital that will be able to provide the patient care.
- C. The Center Administration shall periodically monitor the legal status of Advance Medical Directives with the Center's attorney and track State and Federal Regulations as they are modified.
- D. If the patient does not have an Advance Directive then they will be offered information regarding an Advance Directive and may fill one out in the Center, if he/she wishes.

Note: The patient has the right to documentation in a prominent part of the patient's current medical record, whether or not he/she has executed an advance directive.

#### **Advance Directives-Living Wills**

New Jersey State law mandates that all health care facilities ask the patient whether he/she has an Advance Directive or Living Will. Medicare has also asked ambulatory surgical centers to provide the patient or the patient's representative with information concerning its policies on advance directives prior to the procedure, including a description of applicable State health and safety laws and, if requested, official State advance directive forms.

If you have an Advance Directive or Living Will, please bring a copy of it with you to the Center on the day of your surgery.

An Advance Directive or Living Will is used by an individual to indicate their voluntary, informed choice of accepting, rejecting, or choosing among alternative courses of medical treatment.

An Advance Directive or Living Will is a document which allows you to give written instruction to those caring for you indicating the type of health care you would wish to receive or reject in the event you become unable to express these decisions yourself.

There are three different types of Advance Directives:

1.       A Proxy Directive:  
This is a document in which a competent adult names a trusted relative or friend to make health care decisions on his/her behalf when he/she is unable to make these decisions.
  
2.       An Instruction Directive:  
In this document, the person writing it provides written instructions concerning the type of medical treatment they want or do not want performed for them and under what circumstances.
  
3.       A Combined Directive:  
In this document, competent adult states his/her general wishes regarding the kind of health care he/she wishes to receive, but appoints a trusted relative or friend to carry them out.

A brochure containing Living will information is available from the Division of Aging. If you wish to receive the brochure, please make your request to the Center or request this information from the address below:

The Division of Aging  
101 South Broad Street  
CN 807  
Trenton, New Jersey 08625

Do you have an Advance Directive or Living Will?

If yes, please send it or bring it to the Center prior to your scheduled procedure.

If no, an Advance Directive/Living Will sample template is available (see attached).

PLEASE NOTE: IT IS NOT THE POLICY OF THE SURGICAL CENTER TO ACKNOWLEDGE ADVANCE DIRECTIVES IN THE CENTER. IF YOU WISH AN ADVANCE DIRECTIVE WILL BE PLACED ON YOUR CHART TO BE USED IN EVENT OF A TRANSFER TO A HOSPITAL WHERE YOUR ADVANCE DIRECTIVE WILL BE ACKNOWLEDGED