Step-by-Step Instructions: Filling Out Advance Directives Forms

Filling out a designation of health care surrogate form or living will can be intimidating. We’re here to help you. The BayCare advance directive form is designed as a single form that allows you to complete the designation of health care surrogate portion, the living will portion, or both.

1. **Name declaration**: In this area, to complete either the designation of health care surrogate or living will, you must fill out your legal name.

2. **Surrogate authority**: In this area, the person filling out this form may decide when he or she wishes to have a health care surrogate receive health information or make health care decisions. Initialing in either box is not required unless you want that action to occur.

3. **Naming a health care surrogate**: In this area, you provide the information for your health care surrogate. This is the person who you trust to honor your health care wishes. It’s recommended that an alternate be designated if possible.

4. **Other instructions**: This area allows for additional instructions to be written into the form.
Living will consent: This area contains information related to the completion of the living will portion of the form only, and isn't required if you only want to designate a health care surrogate. If you don't want to complete the living will portion, initialing the box is required.

Identifying specific choices: In this section, you can choose to designate some or all of the health care you'd like if the living will goes into effect.

Optional information: In this area, you can express any additional thoughts or concerns, such as quality of life or personal beliefs. This area isn't required.

Form completion: In order for the designation of health care surrogate form and/or the living will form to be valid, it must be signed. Additionally, two witnesses must also sign the form. Your health care surrogate or surrogate alternate can't sign the form, and at least one witness must be someone other than your spouse or a blood relative.