

MEDICAL ASSOCIATES HEALTH PLANS  
ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

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**POLICY NUMBER:** 11

**POLICY TITLE:** Advance Directives

**POLICY STATEMENT:** Advance Directive/obligations relate to both members and providers and have state and federal requirements.

**PROCEDURE:**

1. Medical Associates Health Plans (MAHP) provides information on our website ([www.mahealthplans.com](http://www.mahealthplans.com)) to all members (both Medicare and non-Medicare) about advance directives which explains their rights under state and/or federal law to accept or refuse medical or surgical treatment and to execute and formulate Advance Directives, such as living wills and/or durable power of attorney for health care. Materials are state specific and are obtained from the following resources:

Iowa: <https://publications.iowa.gov/17394/1/GiftofPeaceofMind.pdf> Illinois:  
<https://ilaging.illinois.gov/aboutus/legal-adv-directives.html>

Wisconsin: <http://www.dhs.wisconsin.gov/publications/p6/p62025.pdf>

These documents are also available to members on MyeLink.

2. Questions relating to Advance Directives shall be directed to MAHP's Counsel Compliance Manager or the Compliance Department. The Counsel Compliance Manager or the Compliance Department shall provide interpretation of material provided by MAHP and offer other alternatives relating to additional information.
3. A copy of this policy regarding Advance Directives shall be included in the MAHP Provider Reference Guide that is updated and distributed annually.
4. Participating practitioners/providers shall document in the member's medical record when a copy of an executed Advance Directive is a part of the medical record.
5. Participating practitioners/providers shall provide information and education when requested by their patients, relative to Advance Directives and/or be able to direct the patient to seek additional information from alternative resources as necessary.
6. Participating practitioners/providers shall not condition the provision of care, or otherwise discriminate, on the basis of whether an individual has executed an Advance Directive, or the elections made in a signed Advance Directive.
7. Participating practitioners/providers shall ensure their compliance with requirements of state and federal law in respect to Advance Directives.
8. Participating practitioners/providers shall adopt the policies and procedures as necessary to accommodate Advance Directives at their facility.
9. The Patients' Rights and Responsibilities Policy adopted by participating practitioners/providers should reflect the right of the patient to provide a copy of Advance Directives, as well as the responsibility of the patient to notify the practitioner/provider in regard to changes or revocation.

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Zach Keeling  
Chief Executive Officer  
Medical Associates Clinic & Health Plans

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Date

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Jill Mitchell  
Chief Operating Officer  
Medical Associates Health Plans

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Date

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Dr. Westpheling  
Interim Acting QIC Chair  
Quality Improvement Committee

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Date

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Chad Nachtman, MD  
President, Board of Directors  
Medical Associates Clinic

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Date

Original Effective Date: 07/96  
Revised Dates: 06/97, 06/98, 06/99, 03/00, 03/01, 02/02, 03/03, 07/03, 01/05, 02/06, 01/08, 08/09, 09/10, 11/11, 12/12, 11/14, 11/15, 11/16, 10/18, 01/20, 9/20, 9/21, 9/22, 9/23  
Reviewed Dates: 02/04, 02/07, 11/13, 11/17

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