

# GETTING YOUR AFFAIRS IN ORDER: Advance Care Planning

**Making healthcare decisions** for yourself or someone who is no longer able to do so can be overwhelming. That's why it's important to get a clear idea about preferences and arrangements while you can make decisions and participate in legal and financial planning together.

**Use this checklist** to ensure healthcare and financial arrangements are in place before serious illness or a healthcare crisis.

- ✓ **Start discussions** early with your loved one while everyone can still help make decisions.



- ✓ **Create documents** that communicate **healthcare, financial management,** and **end of life** wishes for yourself and the people you care for, with legal advice as needed.



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- Review plans regularly,** and update documents as circumstances change.



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- Put important papers in one place.** Make sure a trusted family member or friend knows the location and any instructions.



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- Make copies of healthcare directives** to be placed in all medical files, including information on every doctor seen.



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- Give permission** in advance for a doctor or lawyer to talk directly with a caregiver as needed.



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- Reduce anxiety** about funeral and burial arrangements by planning ahead.

