Checklist #1 Adult Patients with Medical Decision-Making Capacity (Any Setting)

Complete each step and check the appropriate lines as indicated.

**Step 1:** Assess health status and prognosis. ___

**Step 2:** Check all advance directives known to have been completed.

___ Health Care Proxy ___ Living Will ___ Organ Donation ___ Documentation of Oral Advance Directive

**Step 3:** If there is no health care proxy, assess capacity to complete a health care proxy.

Any patient should be counseled to complete a health care proxy, if he/she has not already completed one. Document the result of patient counseling, if applicable. **Check one.**

___ Patient retains the capacity to choose a health care agent and completes a health care proxy.
___ Patient retains the capacity to choose a health care agent, but chooses not to complete a health care proxy.

**Step 4:** Determine the patient’s medical decision-making capacity. **Check one.**

___ Patient has the ability to understand and appreciate the nature and consequences of DNR and Life-Sustaining Treatment orders, including the benefits and burdens of, and alternatives to, such orders, and to reach an informed decision regarding the orders.

(If the patient lacks medical decision-making capacity, go to Step 7 and select the appropriate checklist)

**Step 5:** Identify the decision-maker.

___ Patient is the decision-maker

**Step 6:** Document where the MOLST form is being completed. **Check one.**

___ Hospital (see Glossary for definition)
___ Nursing Home (see Glossary for definition)
___ Community (see Glossary for definition)

**Step 7:** Be sure you have selected the appropriate legal requirements checklist, based on who makes the decision and the setting. **Check one.**

This is Checklist #1 (for patients who have medical decision-making capacity). If this is the appropriate checklist, proceed to Step 8 below. If this is the wrong checklist, stop filling out this checklist; find and complete the correct checklist. All checklists can be found on the Department of Health’s website at http://www.nyhealth.gov/professionals/patients/patient_rights/molst/.

___ Checklist #1 - Adult patients with medical decision-making capacity (any setting)
___ Checklist #2 - Adult patients without medical decision-making capacity who have a health care proxy (any setting)
Checklist #3 - Adult hospital or nursing home patients without medical decision-making capacity who do not have a health care proxy, and decision-maker is Public Health Law Surrogate (surrogate selected from the surrogate list)

Checklist #4 - Adult hospital or nursing home patients without medical decision-making capacity who do not have a health care proxy and for whom no surrogate from the surrogate list is available

Checklist #5 - Adult patients without medical decision-making capacity who do not have a health care proxy, and MOLST form is being completed in the community

Step 8: Discuss goals for care with the patient.

Step 9: Patient has given informed consent.

Step 10: Witness requirements are met. Check one:
Two witnesses are always recommended. The physician who signs the orders may be a witness. To document that the attending physician witnessed the consent, the attending physician just needs to sign the order and print his/her name as a witness. Witness signatures are not required -- printing the witnesses' names is sufficient.

Step 11: Physician signature

Step 12: Notify director of correctional facility.

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