

Dear [Recipient's Name],

We are writing to provide you with an overview of our Advanced Care Planning Policy, which is designed to ensure that every individual has the opportunity to communicate their healthcare preferences and make informed decisions regarding their future care.

Purpose

The purpose of this policy is to promote discussions about advanced care planning, assist individuals in articulating their values and preferences, and facilitate shared decision-making with healthcare providers.

Scope

This policy applies to all patients under our care, their families, and healthcare providers involved in the planning and delivery of care.

Key Components

- Encouragement of discussions about healthcare wishes.
- Documenting and sharing care preferences.
- Regular reviews of advance care plans.

Implementation

Our healthcare team will assist individuals in completing their advance care directives and ensure that these documents are integrated into their medical records.

Conclusion

We believe that advanced care planning is crucial for respecting the wishes of our patients and improving the quality of care provided. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]