

# Documents for Advanced Care Planning



## Patient Tip Sheet: Uploading a Substitute Decision Maker, Power of Attorney and Executor of Estate documents to myUHN Patient Portal

### What is a Substitute Decision Maker?

By law in Ontario, the person who makes health and personal care decisions on your behalf when you are unable to do so is your Substitute Decision Maker (SDM). The Health Care Consent Act has a ranking of your automatic SDMs. If you want to appoint a specific SDM, you must have legal documents outlining your legally appointed decision maker(s), which is also known as your Power of Attorney (POA) for personal care. See [Substitute Decision Makers and Naming a Power of Attorney for Personal Care](#) for more details.

### To make sure documents are added to your UHN health record, please ensure the following:

- You've completed and signed a [UHN authorization form](#)
- When submitting your documents, make sure all your documents are fully readable. This means the first and last name of your SDM or POA are clearly stated.
- When submitting the POA documents via the portal ensure that all sections are completed (dated and signed) and there should only be 1 submission (do not separate pages and submit 2 different emails)

### For deceased patients:

As soon as UHN is notified that a patient has passed away, their myUHN account is deactivated. To release personal information of a deceased patient, the following documents must be submitted by **the executor(s)** and approved by Health Records in one document:

- A completed and signed [UHN authorization form](#)
- Copy of the first page where it names the executor(s) and last page where the patient/deceased signed the **Will**
- If no Will exists, a Certificate of Appointment of Estate Trustee or an Administrator of Estate letter is required. Please contact Health Records for more information on these items.

For more information, contact Health Records Services.

E-mail: [healthrecordservices@uhn.ca](mailto:healthrecordservices@uhn.ca)

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