

“Storing my planning documents in one place keeps things organized, if I need help making health care decisions or managing my financial affairs.”

REGISTER A PERSONAL PLANNING DOCUMENT

Personal planning is about making arrangements in case you need assistance during your lifetime—due to an illness, injury or disability.

There are a variety of documents covered by the term personal planning. See page 3 for brief definitions of the listed personal planning documents.

STEP ONE: Make a personal planning document.
Find **forms** on our website.

STEP TWO: Register the completed document.
See next heading.

Registration Options

| | |
|--------------------------------|---|
| My Personal Information Record | ▶ |
| Representation Agreement | ▶ |
| Notice of Revocation | ▶ |
| Living Will | ▶ |
| Advance Care Plan | ▶ |
| Other Documents | ▶ |
| Power of Attorney | ▶ |
| Advance Directive | ▶ |
| Notice of Resignation | ▶ |
| Nomination of Committee | ▶ |

ENTER INFORMATION ABOUT YOUR DOCUMENT

When registering your document, you will enter information about it such as:

- The date it was signed
- Where the original is kept
- Names and contact information for appointees
- Permissions for third parties—called Access Users*—to view your information

*Access Users are pre-authorized by the Personal Planning Registry. These may include hospitals, financial institutions, and government agencies.

Upload a Copy of Your Document

You may also store a copy of your document in the Registry. This is optional.

To upload a document it must first be scanned in PDF format. Scan it as one file, not separate pages.

You can choose to upload your document at the time of registration or you can upload at a later date. If you choose to upload later, just log back into your account using your Nidus ID and password, and click on the name of your registered document, then select Edit. There is no extra fee to upload later.

Permit Access Users to View

| | | |
|-----------------------------|--|---|
| Permit Access: | <input type="checkbox"/> | Allow Financial & Legal Institutions |
| Permit Access: | <input checked="" type="checkbox"/> | Allow Health & Personal Institutions |
| Register Copy | <input checked="" type="radio"/> | Now |
| Upload PDF File (optional): | <input type="radio"/> | Later |
| | <input type="button" value="Choose File"/> | RepresentationAgreement.pdf |
| | <input checked="" type="checkbox"/> | Permit Allowed Institutions to Access Copy? |

A new client came to make an Enduring Power of Attorney. The first thing I did was check the Registry, which showed she had made one previously. I prepared a Notice of Revocation to cancel the old one. We registered the signed Notice and the new EPA document. The Registry helps avoid confusion or questions later.

VIEW YOUR REGISTRATIONS

After you have registered your document, it will appear under 'My Current Registrations' along with any other document you have previously registered.

To view the information and uploaded copy just click on the name of the registered document. You will be able to Edit information if it needs updating.

My Current Registrations



My Personal Information Record

View My Record

Last Reviewed
m/d/y

09/23/14

My Personal Planning Documents

| | Document # | Date Signed m/d/y | Last Reviewed m/d/y |
|--|------------|----------------------|------------------------|
|  Representation Agreement | 3741801-1 | 06/02/14 | 09/23/14 |
|  Enduring Power of Attorney | 3741800-1 | 02/28/09 | 09/23/14 |

My Other Documents

Memorial Wishes

Current Will

HOW DO I SHARE MY INFO

Coming Soon!

Don't compromise the security of your information and your account by giving others your Nidus ID and password.

A new feature will be added to the Registry which will allow an Account Holder to give trusted supporters—like your representative or attorney—read-only access to view your account and the information and documents stored, while keeping your password private.

Look for updates at :

www.nidus.ca/registry

My patient had a massive stroke and decisions needed to be made. I found her Nidus Registry wallet card—and then her Representation Agreement. She was very self-determined. Her Agreement stated she did not want her sibling to make health care decisions for her but he would have been at the top of the default list if we did not find the Agreement.

DEFINITIONS

Personal Planning Documents

Some personal planning documents are legally enforceable under BC law, others are informal ways to express wishes and values.

Representation Agreement

A legal document to authorize someone to assist an adult with health and personal care matters. Some Agreements may include or only be for routine financial and legal affairs.

Power of Attorney/Enduring Power of Attorney

A legal document to authorize someone to manage financial and legal affairs.

Advance Directive

A legal document to write instructions about specific health care an adult gives or refuses consent to if they are incapable of consent in the future.

Living Will

A document to express wishes, preferences and values about health care or any other aspect of one's life.

Advance Care Plan

A document to express wishes, values and preferences about health care.

Notice of Revocation

A document the adult makes to state they have revoked (cancelled) or will be revoking a previous planning document.

Notice of Resignation

A legal document an attorney or representative makes if they can no longer act for the adult.

Nomination of Committee

A legal document to state who an adult would like the judge to appoint as a guardian if someone applies to court to take over their affairs. This can happen if there are no key personal planning document(s) in place or the plan fails or has gaps.

Check out forms for [Personal Planning Documents](#) on our website for more detailed information.

“My dad had a bad fall and his neighbour called the ambulance and then me. I rushed up to the hospital. I did not have the Representation Agreement with me; fortunately, I can access the Registry on my phone or at the hospital.”

WHAT'S THE COST

The fee is \$25.00 to create an account and make your first registration. If you already have an account and registration, the fee is \$10.00 to register each additional document.

MORE INFORMATION

- [How-to-Videos](#)
- [Registry Brochure](#)
- [Free Registry Webinars](#)
- [Register a Personal Information Record](#)
- [Register Other Documents](#)

“My parents did not want to talk about resuscitation but I'm wondering if they expressed their wishes and put them in the Registry? The staff in extended care are asking me about this.”