

ALL ADULTS SHOULD HAVE THESE LEGAL DOCUMENTS -- *Protect your interests when you cannot represent yourself.*

Form's Name	Purpose	Uses	Description	Process to complete form
Durable Power of Attorney for Healthcare (DPOA)	Health Care Decision making	Medical staff rely on this document when you are unable to communicate and/or make decisions.	You name a trusted person to oversee your medical care and make health care decisions for you if you are unable to do so. Form is sometimes called: <ul style="list-style-type: none"> • Medical Power of Attorney • Health Care Agent • Health Care Proxy • Health Care Surrogate 	<ul style="list-style-type: none"> • FREE: There are no charges for completing this form. You do not need an attorney or a notary to finalize. • There are many acceptable versions of this form available on-line or at health facilities. • STEPS: <ol style="list-style-type: none"> 1. Read and complete form 2. Sign the form 3. Have two witnesses sign form (these witnesses cannot be one of your decision makers). 4. Give copies of the form to all who might be involved with your care (your DPOA, family, doctor, hospital) 5. Review and update periodically.
Living Will	Health Care Decision making	Medical staff rely on this document when you have an end-stage medical condition or are permanently unconscious.	You describe the type of treatment you want, or do not want, if you cannot tell the doctor yourself.	<ul style="list-style-type: none"> • FREE: There are no charges for completing this form. You do not need an attorney or a notary to finalize. • There are many acceptable versions of this form available on-line or at health facilities. • STEPS: <ol style="list-style-type: none"> 6. Read and complete form 7. Sign the form 8. Have two witnesses sign form. Give copies of the form to all who might be involved with your care (your DPOA, family, doctor, hospital) 9. Review and update periodically.
Financial Power of Attorney (POA)	Financial Decision Making <i>(While you are still alive, but incapacitated)</i>	Ensures that your personal information is managed appropriately (including bills, Social Security checks, investments, tax returns and personal mail).	Your agent will take responsibility for managing your finances when you are no longer able to do so competently. Your agent doesn't have to be a financial expert; just someone you trust who has the ability to handle financial transactions on your behalf.	<ul style="list-style-type: none"> • It is highly recommended that you hire an attorney to prepare this document. • This is a confidential document that should be kept in a safe place at home (<u>Do NOT</u> keep in your safe-deposit box since your agent will need access). Your attorney will also keep a copy. You should share sparingly with others.
Last Will and Testament	Distribution of Estate <i>(After death)</i>	Communicates your final wishes pertaining to possessions and dependents.	The legal document by which you can express your wishes as to how your property is to be distributed at death, and names one of more persons as the executor to manage the estate until its final distribution.	<ul style="list-style-type: none"> • It is highly recommended that you hire an attorney to prepare this document. • This is a confidential document that should be kept in a safe place (safe-deposit box). Your attorney will also keep a copy. You should share sparingly with others.