



Registering Advance Directives in the AzHDR for the First Time

Be advised that if this is your first time using the registry and you did not have advance directive documents transferred over from the Secretary of State, then **Health Current must first review your documents before you are able to upload them into the Arizona Healthcare Directives Registry (AzHDR).**

Follow the steps below to get started.

1. Choose and Prepare an Advance Directive to File

Please be aware that Health Current cannot answer legal questions about how to prepare advance directives. You can use any advance directive form that meets Arizona's requirements. To learn more about Arizona advance directives, click [here](#) to view and print the Attorney General's Life Care Planning packet. If you do not feel comfortable preparing an advance directive by yourself, we encourage you to consult an attorney, speak with your healthcare provider(s) or contact one of the many organizations listed in our "Arizona Resources for Advance Care Planning" document [guide](#), posted on healthcurrent.org/azhdr.

2. Types of Documents that can be Filed with the AzHDR

Only advance directives defined by Arizona law can be included in the registry. These include living will, health care power of attorney, mental healthcare power of attorney and the pre-hospital medical care directive/DNR. Addendums that concern your future healthcare wishes or a POLST document can be attached to your living will or health care power of attorney document. Financial documents, estate planning documents, last will and testament documents and trust documents cannot be included in the registry; If they are submitted, they will be securely shredded.

3. Instructions for Filing Your Advance Directive(s) in the AzHDR

- A completed and signed [Registration Agreement](#) needs to be included with your advance directives. At present, you can continue to use the Secretary of State Registration Agreement; Health Current's AzHDR Registration Agreement is coming soon. If you would like to receive communications by email, please be sure to add your email address to the Registration Agreement along with your mailing address. Information on the agreement must be legible and clear to be accepted. You are welcome to type your responses if you prefer.
- Do not send original forms to the registry; send only copies of originals. These documents cannot be returned once they have been uploaded into the registry.
- Mail your forms to:
Arizona Healthcare Directives Registry – Health Current
3877 N. 7th St., Ste. 150
Phoenix, AZ 85014
- Or submit via email to documents@azhdr.org.

4. **Verification Process**

Once Health Current has received your documents, we will review them and verify that they have been completed according to Arizona Statutes (A.R.S. §36-224, §36.3286, §36-3232, §36.3262). You will be sent a letter or email stating that your documents have been received and processed.

- If no corrections are required, you will be provided your login information to set up your account in the AzHDR and complete your wallet card with your chosen credentials.
- If corrections to your documents are needed, you will receive a notification of the required modification(s). You will also receive sign-up instructions to set up your AzHDR account and can make these changes by uploading new documents into the AzHDR, or via postal mail or email.

5. **Activation of Your Directives**

Once you have received the letter stating your documents were reviewed and no corrections were needed, they will then be active in the AzHDR and available for viewing to anyone who has your username and password credentials (most likely shared via AzHDR wallet card). **Note:** The wallet card should only be shared with trusted loved ones, caregivers and/or healthcare providers.

6. **Updates to Your AzHDR Account**

- Once you have set up your AzHDR account, you can then make demographic changes to your profile.
- If you want to update an advance directive document at any point, you will need to fill out a new Registration Agreement and check the box to replace a directive in the registry. You can upload the new Registration Agreement and updated directive form directly into your AzHDR account or you can mail or email them using the instructions above.