

Completing health care proxies and MOLST forms for patients with suspected/confirmed COVID-19

To reduce the risk of exposure to COVID-19, this protocol describes how to complete health care proxies and MOLST forms using remote access technology. It supplements [PR-18 Advance Directives](#), [PR-02 Appendix B: Algorithm for Identifying a Surrogate Decision-Maker](#), and [CG-23 Guidelines for the Use of the MOLST form](#)

- Talk with the patient about the topic – choosing a proxy, or limitations on life-sustaining treatment – by phone or video conference, unless you are face-to-face with the patient for another reason.
- Once the patient is ready to complete the proxy/MOLST explain that you will do so over the phone and afterwards will provide them a copy of the completed form. If they agree to this, then do the following:

Completing the form

- Ensure you have the requisite number of witnesses nearby and get a blank proxy or MOLST form.
- Consider having the patient follow along with a blank form.

<p>Proxies: provide the pamphlet entitled “Planning for your care,” which has a blank proxy form with FAQs (for inpatients the pamphlet is in their bedside purple Welcome packet). You can also direct them to the materials/FAQs at www.bidmc.org/proxy.</p>	<p>MOLST: provide them a copy of the BIDMC form with the FAQs wrapped around it (that then doesn’t leave their room), or they can go to http://molst-ma.org/molst-overview-patients-families</p>
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- Place a patient sticker on the form & fill it out down to the signature section (*note: choosing an alternate proxy is optional, and you don’t have to complete all sections/sides of a MOLST, just be sure to “X” out those sections/sides that are not addressed*)
- Ask permission to sign on their behalf and then complete the signature sections

<p>Proxies: Fill out the section entitled “If you are unable to sign the form yourself, you may ask someone to sign for you as long as two witnesses are watching.” On the “Sign your name here: X” line, write “<i>Signed on behalf of [the patient’s name] due to COVID-19 isolation requirements</i>”. Then ask two witnesses to sequentially confirm with the patient by phone & sign their portions.</p>	<p>MOLST: in Section D/G, write “<i>Verbal consent obtained from [name of the patient, or the proxy if they have been invoked, or the guardian if they have the authority] by [the name of a witness, who is someone other than the BIDMC authorized clinician signing sections E/H] due to COVID-19 isolation requirements</i>” *</p>
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Filing the form

- Make a photocopy of the completed form and submit it for scanning per the usual local processes (for inpatients, place the form in the chart; it will be scanned after discharge), and set the copy aside to be given to the patient at the next opportunity to do so.
- For proxies, ensure the proxy’s name and phone number are up-to-date in WebOMR/POE
- For MOLST forms, you **MUST** document the conversation you had with the patient in WebOMR and clearly indicate how verbal consent was obtained.
- If the patient subsequently rules out for COVID-19, void the form you created, and complete it again as would normally be done, with the patient signing the paper form. Remember: update the chart copy.

* This process has been authorized by the Massachusetts Department of Public Health: “[Emergency Update to Protocol 7.3: Medical Orders for Life Sustaining Treatment \(MOLST\) and Comfort Care/ Do Not Resuscitate \(DNR\) Order Verification](#),” dated 4/3/20. They also note: “Upon reviewing such a MOLST form for a patient they encounter, EMS personnel are to accept a form that contains [the patient’s verbal consent] and [the name of the person who witnessed on their behalf] in accordance with this procedure.”

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