

ALL ALBERTANS SHOULD HAVE A PERSONAL DIRECTIVE.

YOU CAN NOW REGISTER YOUR PERSONAL DIRECTIVE.

If you become seriously ill or injured, a personal directive allows someone you trust to make decisions on your behalf.

A personal directive is a legal document that allows you to name your agent(s) – the person(s) you trust – to make decisions on your behalf if you can no longer make decisions on your own. Unlike a Will, which takes effect after you die, a personal directive guides decisions that are made on your behalf while you are still living.

A personal directive is easy to write. You can download a standard form at www.seniors.ab.ca/opg or call **1-877-427-4525** toll free to request that a form be mailed to you. You don't have to use the standard form, but it's a helpful guide. For example, it will ask if you want to name an agent(s) and the areas in which you want them to make decisions, such as health care, and accommodations. You can complete it yourself or you can ask your lawyer for help.

You must sign your personal directive and keep a copy in a safe place. It is also a good idea to give a copy to your doctor and to your agent(s). Talk with your agent about your wishes so he/she is prepared if someday they have to make decisions for you.

WHAT INFORMATION IS CONTAINED IN THE REGISTRY?

The registry does not keep a copy of your personal directive. If you choose to register your personal directive, you will be asked to provide needed personal information including:

- the date you wrote the personal directive;
- your contact information;
- contact information for your agent(s); and
- if you have more than one agent, their order of priority.

Because the registry does not keep your personal directive on file, you should always give a copy to your agent(s) and it is a good idea to give a copy to your doctors.

WHO CAN ACCESS YOUR INFORMATION?

Your information is private. Only pre-approved Health Authorities and physicians can access the registry. They sign a privacy agreement and cannot share your information with others. This service is monitored to ensure your privacy.

The information you provide is confidential, according to the *Freedom of Information and Protection of Privacy Act*, the *Health Information Act* and the *Personal Directives Act*. Only approved service providers will be able to access your information.

A Personal Directive Information Card is also available through the OPG. This information card may be placed in your wallet to let others know that you have a personal directive and whether it is registered.

Registering your personal directive makes it easier for doctors and other health care providers to contact the person you have asked to make decisions on your behalf.

HOW DO YOU REGISTER?

It's easy, it's free, it only takes a few moments and it's your choice – registration is voluntary in Alberta. You can register in several ways.

Online registration can be done in three easy steps:

1. Visit www.seniors.ab.ca/opg/registry. You will be asked to input your ASAS (Alberta Secure Access Service) login code and password. It's an identification that you can use for all Government of Alberta services. If you don't have one, you can create one immediately.
2. You can then register your personal directive by completing an online form.
3. You will receive a letter in the mail, asking you to confirm the information, which you can do online.

Register Through the Office of the Public Guardian

If you do not have a computer, you can call an OPG office and they can assist you. You can also drop by one of our offices and we'll help you register. See the section in this pamphlet called “**What information is contained in the registry?**” to make sure you bring the proper information. You will receive a letter in the mail, asking you to confirm the information. You can do this online or by calling one of our offices.

WHO CAN REGISTER YOUR PERSONAL DIRECTIVE ONLINE?

You and your agent(s) can register your personal directive online.

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WHERE CAN I GET MORE INFORMATION?

Website

Visit us online at www.seniors.gov.ab.ca/opg/registry

Telephone

Call the Office of the Public Guardian toll-free at **1-877-427-4525**

Call or visit the Office of the Public Guardian nearest you between the hours of 8:15 a.m. to 4:30 p.m.

Grande Prairie Ph. 780-833-4319

St. Paul Ph. 780-645-6278

Edmonton Ph. 780-427-0017

Red Deer Ph. 403-340-5165

Calgary Ph. 403-297-3364

Lethbridge Ph. 403-381-5648

Medicine Hat Ph. 403-529-3744

Personal Directive Registry



You can register your personal directive so the people you trust can be contacted in an emergency