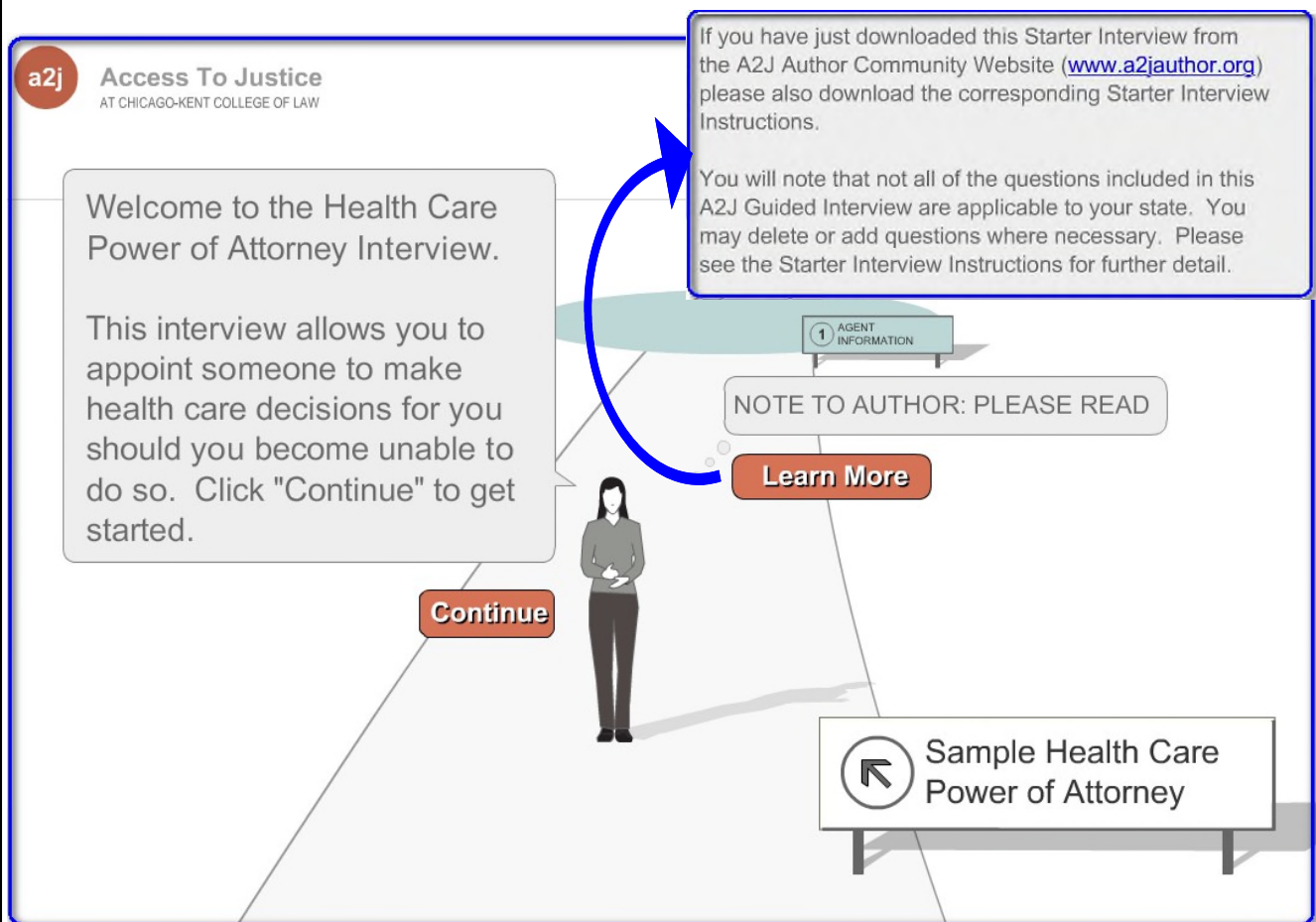


## STARTER INTERVIEW INSTRUCTIONS—Health Care Power of Attorney

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Welcome to the A2J Author Health Care Power of Attorney Starter Interview Instructions. If you have downloaded the Starter Interview, you will notice that the Learn More feature has been used to guide you to this document (see below). Listed below are a few helpful hints you should note before beginning work on your A2J Guided Interview™.

1. The Starter Interview is intended to give authors a head start. The Starter Interview is not acceptable for use “as is”! While an attempt has been made to include questions that address data elements used in various states, you, as the author, will need to make adjustments according to the requirements for a Health Care Power of Attorney in your jurisdiction. *(continued on page ii)*



**FOR MORE INFORMATION REGARDING ANY COMPONENT OF THE A2J AUTHOR STARTER KIT PLEASE CALL OR WRITE TO:**



Center for Access to Justice and Technology  
Chicago-Kent College of Law  
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Chicago, IL 60661

Phone: 312-906-5328  
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2. An attempt has also been made to include helpful Learn More features at various points throughout the interview which answer questions that may be raised in the minds of an end user. While the answers provide a good template for Learn More features that you wish to include, they should be checked against your own jurisdiction's forms and regulations. Hopefully you will find that most of what you need for your A2J Guided Interview™ is provided in the Starter Interview.
3. Questions have been provided in the Starter Interview according to the following sets of data elements: a) Client/user's name and address; b) Agent/Alternate Agent's name and address; c) Effective dates for Agent's authority; d) Organ donation; e) Limitation on Agent's power and exceptions; f) Primary physician/Alternate's name and address; g) Advance directives regarding life-sustaining treatment; h) Non-hospital order not to resuscitate (DNR); i) Final care wishes; and, j) Signed copies and witnesses.
4. Again, some of these sets of questions may not be relevant to your state, or, even if relevant, are optional. For instance, identifying the names and addresses of those that will receive copies of the document, or identifying a primary physician, are optional components in some states. It is up to you to determine what questions should ultimately be included according to your state's laws.
5. It may be immensely helpful to the end user if, during the A2J Guided Interview™, instructions are provided (e.g., two witnesses are needed to witness his/her signature, a physician may need to sign the DNR order, etc.). However, those instructions are often easily forgotten. Thus, instructions that the end user can take with them may be especially helpful in the case of a Health Care Power of Attorney. This can be accomplished by attaching an instruction page to the document. To do so simply add a second page to your HotDocs® template and list the appropriate instructions.
6. You may want to know whether you should begin your work in A2J Author™ or HotDocs® first. Whether you start with one or the other is of no consequence, except that you must be sure that the variable names in your A2J Guided Interview™ correspond with the variable names used in your HotDocs® template. For example, if in the A2J Guided Interview™ you use "Agent first name TE" to collect the first name of the Agent, you must also use that variable name in your HotDocs® template wherever the Agent's first name is needed. Likewise, the variable type must correspond (e.g., a "Text" type variable must be identified as a "Text" type in HotDocs® and A2J Author™).
7. If you start with HotDocs®, you can import your variable names into your A2J Guided Interview™. For further assistance, see the tutorial *Importing HotDocs Variables*, which is located at the following address: <http://www.a2jauthor.org/drupal/?q=node/216>. This tutorial will also provide some helpful hints if you decide to work in reverse, starting with A2J Author™ and then moving to your HotDocs® template.