

# IDAHO EMS BUREAU

## Physician Orders for Scope of Treatment (POST) form Instructions

### General Information:

- The POST form is available for on-line completion on the Idaho Secretary of State Health Care Registry Website: <http://www.sos.idaho.gov/general/hcdr.htm>
- The form is password protected. Passwords are available to Idaho licensed physicians and Idaho licensed health care facilities. *To obtain a password, send an email* with the physician or facility name and license number to [idahopost@dhw.idaho.gov](mailto:idahopost@dhw.idaho.gov)
- The form is interactive and will not permit multiple entries where only one entry is allowed. The form should be completed on-line and then printed. Printing blank copies and hand entering information is discouraged.
- Your computer must be attached to a printer in order to print a completed POST form.
- Once you close the POST form, Information entered on the form will NOT be saved.
- “Ctrl Z” on your keyboard will undo the last action (helpful for clearing a check from a box in the form)

### After the form is printed and signed:

- Provide the original, signed POST form to the patient.
- Make copies as appropriate for the patient’s records and healthcare environment(s).
- Instruct the patient to display the POST form in a conspicuous location at home, carry a copy with them and/or wear POST/DNR jewelry (see below).
- Patients may register a copy of their completed post form with the Secretary of State's office. For inclusion in the health care directory, the post form must be accompanied by a registration request that may be downloaded from the Idaho Secretary of State Health Care Directive Registry website. Details about the registry and the registration request are available at:  
<http://www.sos.idaho.gov/general/hcdr.htm>
- POST/DNR jewelry is not required but is available through the Idaho Quality of Life Coalition after the health care provider completes and signs the POST form. E-mail the Idaho Quality of Life Coalition [info@idqol.org](mailto:info@idqol.org) about jewelry if desired