***INTRODUCTION:***

***(Start with something positive and let listeners know they have the POWER to be proactive in light of COVID-19)***

*Sample Script:*

Hello, I’m [Attorney Name] with [Practice Name]

I’d like to start by saying that all of us at [Practice Name] hope that you’re staying healthy. It’s a stressful time for all of us, but that doesn’t mean you have to feel helpless. There is one important item you can tick off your to-do list in response to the coronavirus: choosing a medical agent and getting your health care directives set up or updated.

***SETTING THE SCENE:***

***Next you should establish the “WHY”. Why should listeners care about setting up their HCD? Why is it important in the context of the current pandemic? If you’d like to include the number of COVID-19 cases in your state,*** [***here is the CDC website.***](https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html)

*Sample script:*

A medical agent (or whatever term your state uses) is a person you authorize to make decisions about your medical care if you are too ill to make them yourself or are otherwise unable to communicate your wishes. As of [DATE], there are [[X AMOUNT]](https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html) of COVID-19 cases in [STATE]. While symptoms can range in severity, no one knows exactly how they will be affected by the virus. In this case, individuals should (as the saying goes) plan for the worst and hope for the best. Part of that planning is making sure someone can easily make health care decisions for you if you become too ill and are unable to make those decisions for yourself.

***CUTTING TO THE CHASE:***

***This is where you will give them actionable advice. What considerations should be made when choosing a medical agent? How can YOU help them as their legal professional?***

*Sample script:*

Some things that you should consider when choosing your medical agent are their:

1. Location
2. Willingness and ability to serve
3. Ability to honor your wishes despite their own personal feelings or beliefs
4. Emotional and mental maturity

Some of the ways that l can help you are by offering guidance and advice on the selection of your medical agent, determining if another individual should be appointed as back up, and setting up other estate planning documents like a financial power of attorney, last will and testament, or a trust.

***CONCLUSION:***

***Tell your audience what you are doing with your staff to prioritize safety. Give them guidance on how to contact you virtually or otherwise.***

*Sample script:*

In closing, I just want to assure you that our practice is doing all that we can to prioritize the safety of our clients and staff during this difficult time. We are here to talk to you by phone or video conference. If you have any questions about setting up your medical directive, you can always reach out to us at [Practice Phone Number] or by going to our website at [Practice Web URL]. We look forward to hearing from you. Stay well.