

Quick Reference Guide

Mental Health – Documenting a MH Act Detention of Patient 2hrs form within the eMR

Smarter Safer Better

Introduction

This quick reference guide details how a user can document the *MH Act Detention of Voluntary Patient for up to Two (2) Hours* within the electronic medical record (eMR)

The *MH Act Detention of Patient 2hrs* electronic document is used to detain voluntary patients for up to 2 hours to allow their mental health to be assessed by an authorised medical officer. **This document should only be completed by the MH Clinician involved in the care of the voluntary patient**

1. Accessing the MH Act Detention of Patient 2hrs

1. PowerChart: From the Patient Summary Tab, open Doc Launcher and select *MH Act Detention of Patient 2hrs* from the relevant Mental Health section

FirstNet: From the ED Summary MPage Tab, open Doc Launcher and select *MH Act Detention of Patient 2 hrs* from the relevant Mental Health section



2. Adding data for the MH Act Detention of Patient 2hrs

2. The PowerForm window automatically opens after you select *MH Act Detention of Patient 2hrs* from Document Launcher. **Complete the required details within the form.** Reference text is available by right clicking within the white Reference text box (link to Mental Health Act 2007 forms)

Ensure all the details here are accurate as you cannot edit any of the fields within the next document

3. Sign the form by clicking the green tick in the top left hand corner

3. Finalising the MH Act Detention of Patient 2hrs

4. After signing the form, the dynamic documentation window will automatically open

Note: The information entered in the previous form autopopulates into the dynamic document to create the legal document.

5. Thoroughly review all the information within the dynamic document.

Documentation

MH Act Detention of Patient... x MH Act FORM 1 - Detained P... x List

Font Size [B I U S A-] [List Icons]

This note contains information sourced from the patient record and it also contains the details that you entered via the previous data entry powerform. Please review the information in this form to ensure it is consistent with the requirements under the Mental Health Act. **This Note is only to be signed off by authorised medical officers.** Clicking the 'Sign/Submit' button indicates that you have read this note and are satisfied with its accuracy. You also consent to have your electronic signature attached to this note. If the information in this note is NOT accurate, click the 'Cancel' button at the bottom of this note then click 'Discard Changes' to cancel. The Note details can be corrected by modifying or re-entering the relevant information via the data entry powerform (that is available via the document launcher) and/or updating patient details.

**MENTAL HEALTH ACT 2007
SECTION 10(3)
DETENTION OF VOLUNTARY PATIENT FOR UP TO TWO (2) HOURS**

It is my opinion that Blue TESTPATIENT
of Port Macquarie Base Hospital should be detained for up to two (2) hours, from
14:00, 17/02/2023
for the purpose of enabling an authorised medical officer to determine whether or not the person is a mentally ill person or a mentally disordered person who requires detention in a declared mental health facility (section 10(1)).

Name: Janice Snyders
Designation: (DBA)
Date: 17/02/2023

Note Details: MH Act Detention of Patient 2hrs, Snyders, Janice DBA, 17/02/2023 1... Sign/Submit Save Save & Close Cancel

6. Click Sign/Submit

7. Upon Sign/Submit the note type window opens and the note type for the MH Act Detention of Patient 2hrs will automatically populate into the 'Type' field.

Sign/Submit Note

Type: MH Act Detention of Patient 2hrs Note Type List Filter: Position

Author: Snyders, Janice DBA Title: MH Act Detention of Patient 2hrs Date: 17/02/2023 1658 AEDT

Forward Options

Favorites Recent Relationships Provider Name

Contacts Recipients

Sign Cancel

8. Click Sign to finalise the document

NB: Once you have signed/submitted the MH Act Detention of Patient 2hrs document you will not be able to modify. To make any changes, Unchart the PowerForm and In Error the document to restart the workflow.

4. Viewing the MH Act Detention of Patient 2hrs Legal Document

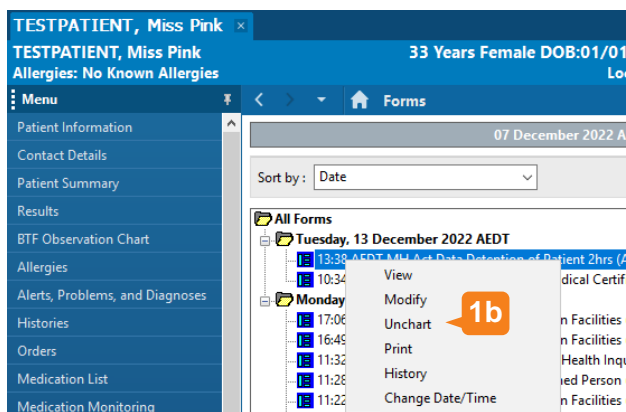
The final document is viewable within PowerChart and FirstNet, via ContinuousDoc, Documentation, Clinical Notes, and the Results Flowsheet found within the Menu Bar.

5. How to Unchart/In Error the MH Act Detention of Patient 2hrs Form and Dynamic Document

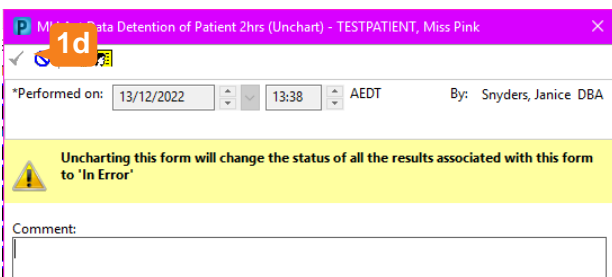
To Unchart/In Error the legal document, you will need to Unchart the form **AND** In Error the final dynamic document.

1. How to Unchart the PowerForm

- a. Navigate to 'Forms' within the Menu Bar
- b. **Right click** on the form you wish to Unchart and select 'Unchart'



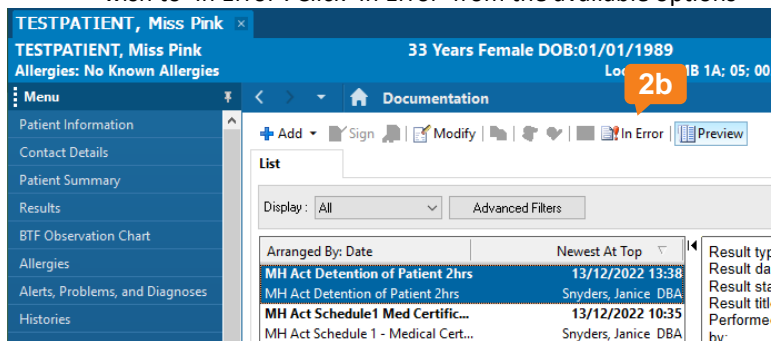
- c. The Unchart reason window will open
- d. Document the reason to Unchart and **click sign**



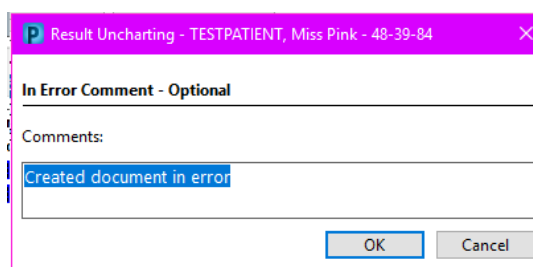
The document has now been Uncharted

2. How to In Error the Dynamic Document

- a. Navigate to 'Forms' within the Menu Bar
- b. Click on the document name to highlight the document you wish to 'In Error'. Click 'In Error' from the available options



- c. The In Error comment window will open
- d. Enter a reason to In Error and **click 'OK'**



The document has now been marked In Error