Quick Reference Guide Mental Health – Documenting a MH Act FORM 1 – Detained Person form within the eMR

#### **Smarter Safer Better**

#### Introduction

This quick reference guide details how a user can document the *MH Act FORM 1 – Clinical Report As To Mental State Of A Detained Person* within the electronic medical record (eMR)

The *MH* Act FORM 1 – Detained Person is a certificate of the opinion of an authorised medical officer after examination of a person under the Act. This document is a prescribed form and should only be completed by a Medical Practitioner or Accredited Person

## 1. Accessing the MH Act FORM 1 - Detained Person

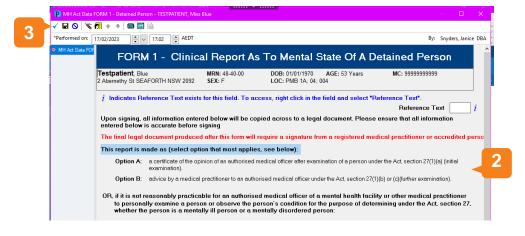
1. PowerChart: From the Patient Summary Tab, **open** Doc Launcher and **select** *MH Act FORM* 1 – *Detained Person* from the from the relevant Mental Health section

FirstNet: From the ED Summary MPage Tab, **open** Doc Launcher and **select** *MH Act FORM* 1 – *Detained Person* from the from the relevant Mental Health section

⊿ MH Legal Forms	
MH Act Detention of Patient 2hrs	MH Act FORM 1 - Detained Person
MH Act FORM 2 - Mental Health Inquiry	MH Act Principal Care Provider
MH Act Schedule 1 (Section 19) Med Cert	MH Act Transfer Between Facilities

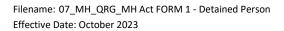
# 2. Adding data for the MH Act FORM 1 - Detained Person

 The PowerForm window automatically opens after you select *MH Act FORM 1 – Detained Person* 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 FORM 1 - Detained Person

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

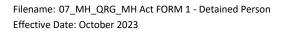
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is note contains information sourced from the patient record and it also contains the details			
try powerform. Please review the information in this form to ensure it is consistent with the re t. This Note is only to be signed off by a registered medical practitioner or accredited (king the 'Sign/Submit' button indicates that you have read this note and are satisfied with it ur electronic signature attached to this note. If the information in this note is NOT accurate, s note then click 'Discard Changes' to cancel. The Note details can be corrected by modifyin the data entry powerform (that is available via the document launcher) and/or updating pati	equirements under person. Is accuracy. You a click the 'Cancel' b ng or re-entering th	• the Mental Heal Iso consent to ha utton at the botto	th ive im of
FORM 1 (Mental Health Regulation 2019 (Clause 5) and (Mental Health Act 2007, section 27 or 27A) CLINICAL REPORT AS TO MENTAL STATE OF A DETAIN	ED PERSON		
his report is made as: ick one box only) () a certificate of the opinion of an authorised medical officer after examination of a person under the Act. section 27(1)(a) (initial examination).			
<ul> <li>advice by a medical practitioner to an authorised medical officer under the Act, section 27(1)(b) or (c)(further examination).</li> </ul>			
R, if it is not reasonably practicable for an authorised medical officer of a mental health facili arsonally examine a person or observe the person's condition for the purpose of determining arson is a mentally ill person or a mentally disordered person:			r the
his report is made as: ick one box only) () a certificate of the opinion of a medical practitioner after using an audio visual link in accordance with the Act, sectore (1)(a).			
( ) a certificate of the opinion of an accredited person authorised by the medical     Details: MH Act FORM 1 - Detained Person, Snyders, Janice DBA, 17/02/2023 17:04 Sign/Subm			

- 6. Click Sign/Submit
- 7. Upon **Sign/Submit** the note type window opens and the note type for the the *MH* Act Form 1 Detained *Person* will automatically populate into the 'Type' field

	Sign/Submit Note		– 🗆 X	
7 -	*Type: MH Act FORM 1 - Detained Person	Note Type List Filter:	]	
	*Author: Snyders, Janice DBA	Title: MH Act FORM 1 - Detained Person	*Date: 17/02/2023 🕮 1704 AEDT	
	Forward Options      Favorites     Recent     Relationships     Q Provider Name  Contacts     Recipients			
	Default Name		nment Sign Review/CC	
			8 Sign Cancel	

8. Click Sign to finalise the document

NB: Once you have signed/submitted the *MH* Act Form 1 – Detained Person 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 FORM 1 – Detained Person 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 FORM 1 – Detained Person 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.

