

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

Smarter Safer Better

Introduction

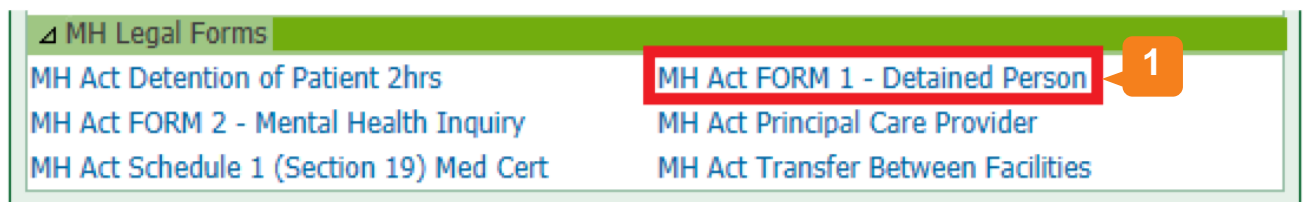
This quick reference guide details how a user can document the *MH Act FORM 1 – Clinical Report As To Mental State Of A Detained Person* within the electronic medical record (eMR)

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



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

2. 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

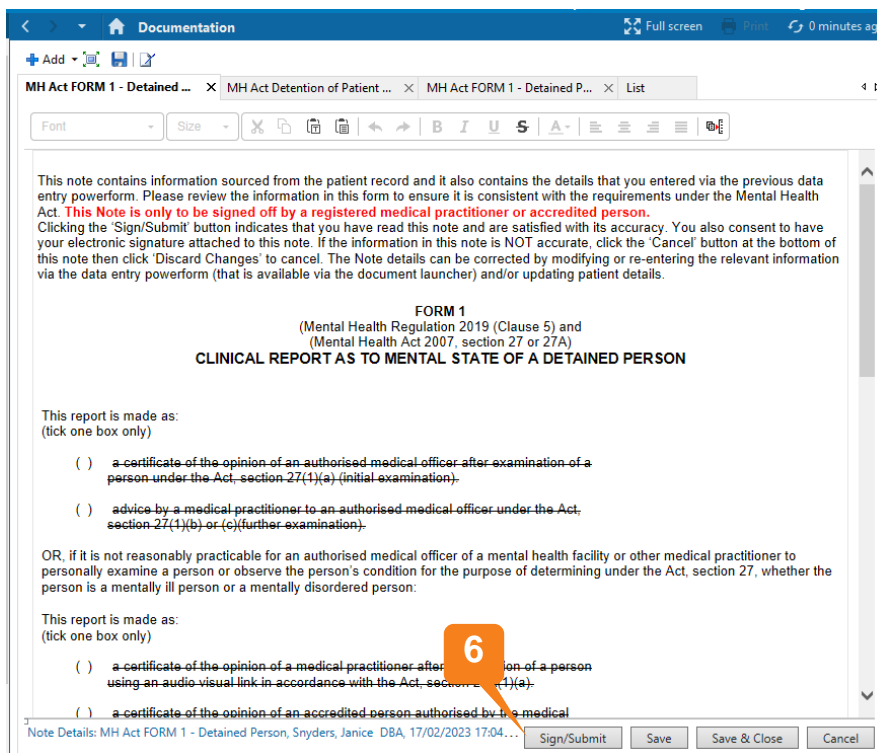
3. **Sign** the form by clicking the green tick in the top left hand corner

3. Finalising the MH Act FORM 1 - Detained Person

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

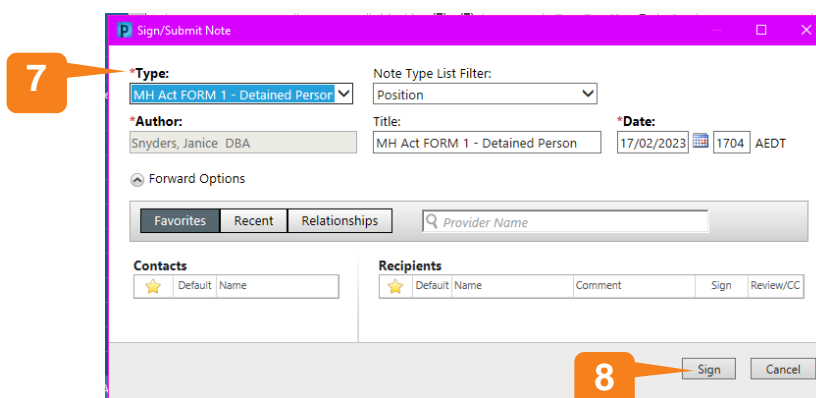
Note: The information entered in the previous form autopopulates into the dynamic document to create the legal document

5. Thoroughly review all the information within the dynamic document



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



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

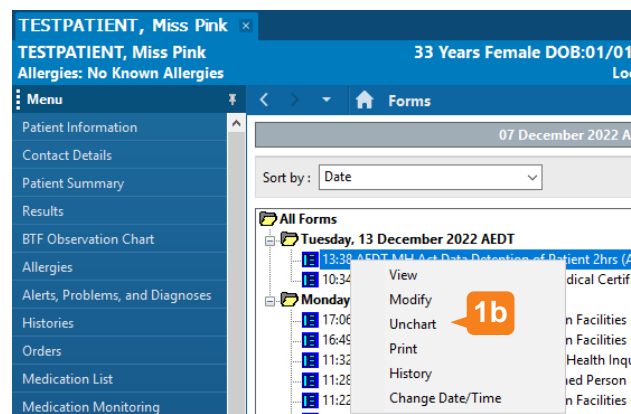
The final document is viewable within PowerChart and FirstNet, via ContinuousDoc, Documentation, Clinical Notes, and the Results Flowsheet found within the Menu Bar

5. How to Unchart/In Error the MH Act FORM 1 – Detained Person Form and Dynamic Document

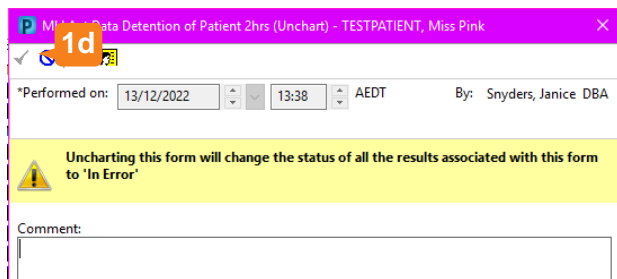
To Unchart/In Error the legal document, you will need to Unchart the form **AND** In Error the final dynamic document.

1. How to Unchart the PowerForm

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



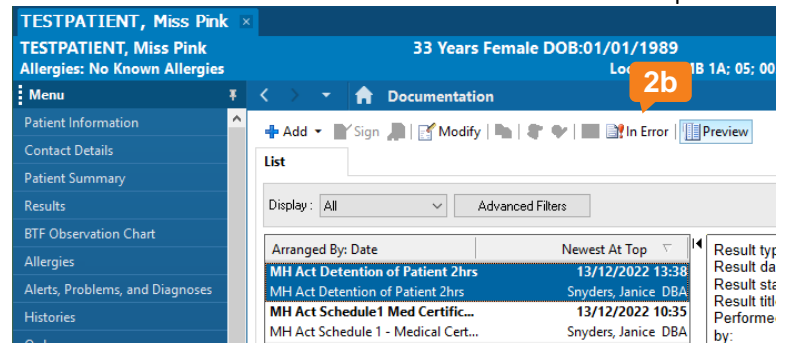
- The Unchart reason window will open
- Document the reason to Unchart and **click sign**



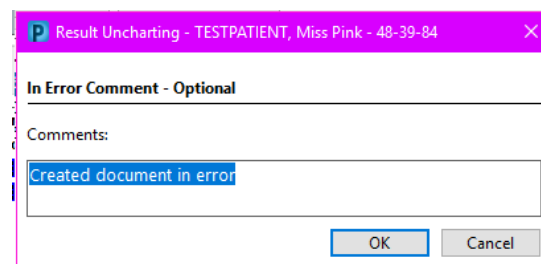
The document has now been Uncharted

2. How to In Error the Dynamic Document

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



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



The document has now been marked In Error