Introduction

This quick reference guide details how a user can document the *FORM 2 Mental Health Inquiry – Mental Health Act 2007* within the electronic medical record (eMR)

The *MH Act FORM 2 - Mental Health Inquiry* electronic document gives notice of a mental health inquiry to the designated carer/s and principal care provider of an assessable person. **This document is a prescribed form and should only be completed by an Authorised Medical Officer**

1. Accessing the MH Act FORM 2 - Mental Health Inquiry

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

   FirstNet: From the ED Summary MPage Tab, **open** Doc Launcher and **select** *MH Act FORM 2 - Mental Health Inquiry* from the relevant Mental Health section

2. Adding data for the MH Act FORM 2 - Mental Health Inquiry

2. The PowerForm window automatically opens after you select *MH Act FORM 2 - Mental Health Inquiry* 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 2 - Mental Health Inquiry

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 *MH Act FORM 2 - Mental Health Inquiry* will automatically populate into the 'Type' field

8. **Click Sign** to finalise the document

NB: Once you have signed/submitted the *MH Act FORM 2 - Mental Health Inquiry* document you will not be able to modify. To make any changes, Unchart the PowerForm and In Error the document to restart the workflow

Mental Health – Documenting a MH Act FORM 2 - Mental Health Inquiry form within the eMR

## 4. Viewing the MH Act FORM 2 - Mental Health Inquiry 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 FORM 2 - Mental Health Inquiry Form and Dynamic Document
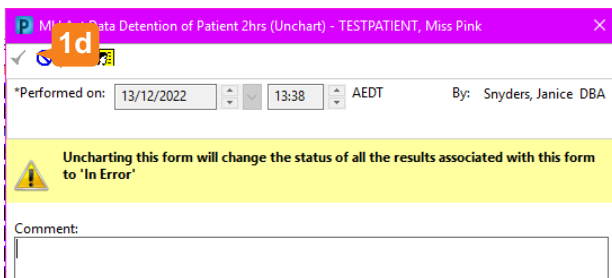
To Unchart/In Error the legal document, you will need to Unchart the form **AND** In Error the final dynamic document

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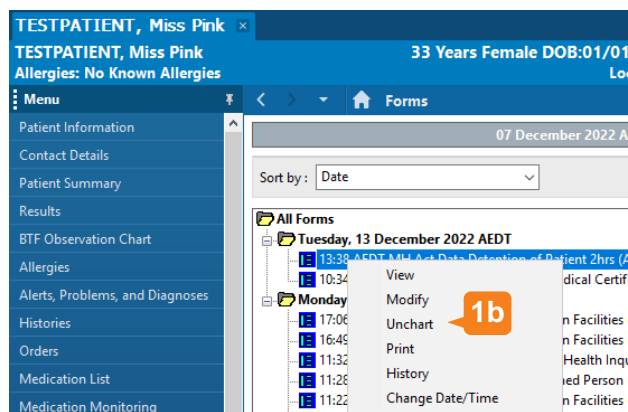
   c. The Unchart reason window will open
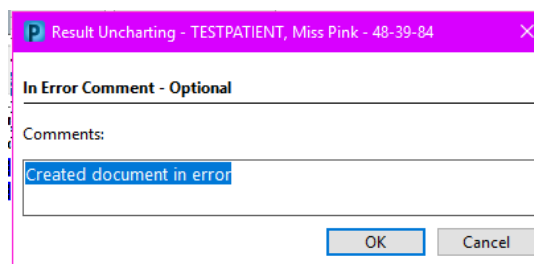   d. Document the reason to Unchart and **click** sign

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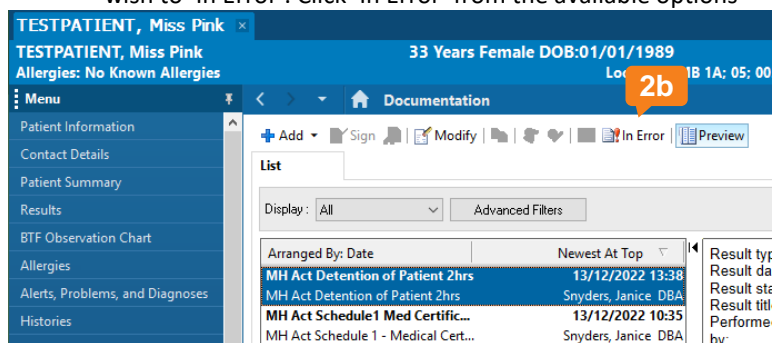
   c. The In Error comment window will open
   d. Enter a reason to In Error and **click** 'OK'

The document has now been marked In Error