

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

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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

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 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)**

MH Act Data FORM 2 Mental Health Inquiry - TESTPATIENT, Miss Blue

*Performed on: 17/02/2023 17:07 AEDT By: Snyders, Janice DBA

FORM 2 Mental Health Inquiry - Mental Health Act 2007

Testpatient, Blue MRN: 48-40-00 DOB: 01/01/1970 AGE: 53 Years MC: 9999999999
2 Abernethy St SEAFORTH NSW 2092 SEX: F LOC: PMB 1A, 04, 004

Indicates Reference Text exists for this field. To access, right click in the field and select "Reference Text".
Reference Text

Upon saving/signing, all information entered below will be copied across to a legal document. Please ensure that all information entered below is accurate before signing.
The final legal document produced after this form will require a signature from an authorised medical officer.

Designated carer/principal care provider

Date and approximate time of MHRT

Premises where the inquiry is to be held

Ward contact number

In Progress

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

Documentation

MH Act FORM 2 - Mental He... | MH Act FORM 1 - Detained P... | MH Act Detention of Patient ... | MH Act FORM 1 - Detained P... | List

Font | Size | [Icons] | B | I | U | S | A | [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.

Form 2
(Mental Health Regulation 2019, Clause 6)
(Mental Health Act 2007, section 76 (3))

MENTAL HEALTH INQUIRY - MENTAL HEALTH ACT 2007

Mental Health Facility Port Macquarie Base Hospital
Address Ward 1A - Mental Health
Wrights Road
Port Macquarie, NSW 2444

Notice of proceedings before the Mental Health Review Tribunal

Dear John smith

I wish to advise you that Blue TESTPATIENT is at present a patient at mental health facility under the provisions of the *Mental Health Act 2007*.

Note Details: MH Act FORM 2 Mental Health Inquiry, Snyders, Janice DBA, 17/02/2023 17:09 AEDT

Sign/Submit | Save | Save & Close | Cancel

NCERT 60127602 17 February 2023 17:09 AEDT

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

Sign/Submit Note

*Type: MH Act FORM 2 Mental Health Ind | Note Type List Filter: Position

*Author: Snyders, Janice DBA | Title: MH Act FORM 2 - Mental Health Inqui | *Date: 17/02/2023 17:08 AEDT

Forward Options

Favorites | Recent | Relationships | Provider Name

Contacts: Default | Name

Recipients: Default | Name | Comment | Sign | Review/CC

Sign | Cancel

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

4. Viewing the MH Act FORM 2 - Mental Health Inquiry Legal Document

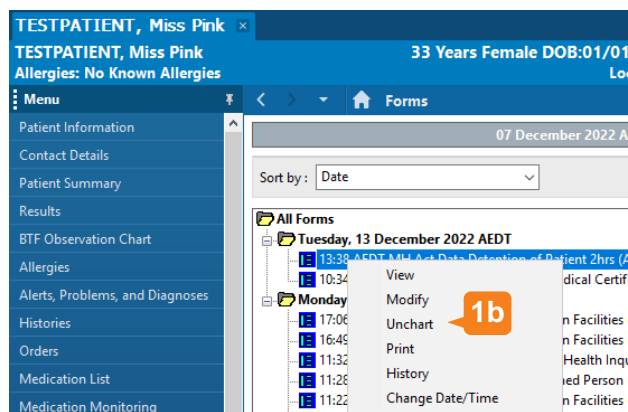
The final document is viewable within PowerChart and FirstNet, via ContinuousDoc, Documentation, Clinical Notes, and the Results Flowsheet found within the Menu Bar

5. How to Unchart/In Error the FORM 2 - Mental Health Inquiry Form and Dynamic Document

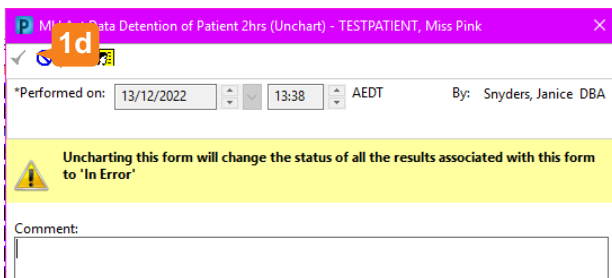
To Unchart/In Error the legal document, you will need to Unchart the form **AND** In Error the final dynamic document

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'



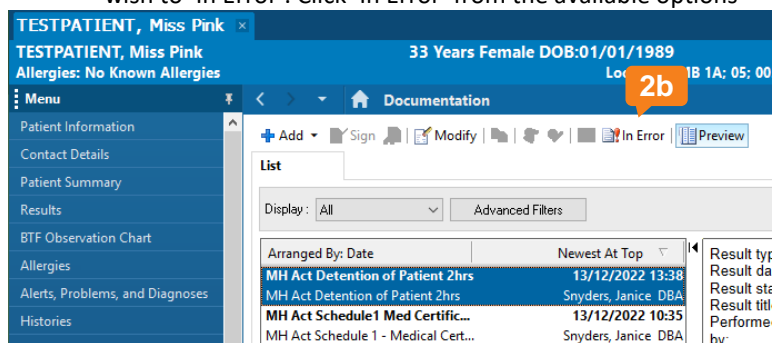
- c. The Unchart reason window will open
- d. Document the reason to Unchart and **click sign**



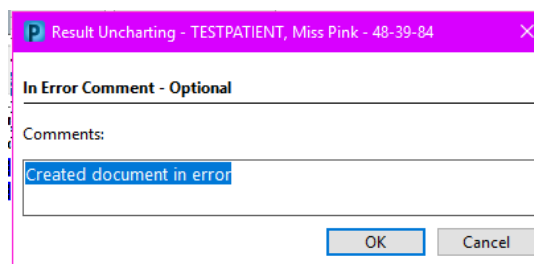
The document has now been Uncharted

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