

# Mental Health – Documenting a MH Act Principal Care Provider form within the eMR

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## Introduction

This quick reference guide details how a user can document the *MH Act Principal Care Provider* within the electronic medical record (eMR)

The *MH Act Principal Care Provider* electronic document is used to document a consumer's Principal Care Provider. **This document should only be completed by an authorised medical officer or director of community treatment**

## 1. Accessing the MH Act Principal Care Provider

1. PowerChart: From the Patient Summary Tab, **open** Doc Launcher and **select** *MH Act Principal Care Provider* from the relevant Mental Health section

FirstNet: From the ED Summary MPage Tab, **open** Doc Launcher and **select** *MH Act Principal Care Provider* from the relevant Mental Health section



## 2. Adding data for the MH Act Principal Care Provider

2. The PowerForm window automatically opens after you select *MH Act Principal Care Provider* 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)**

A screenshot of a web form titled 'MH Act Data Principal Care Provider - TESTPATIENT, Miss Blue'. The form is titled 'Identification of Principal Care Provider'. It contains the following information:
 

- 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
- Reference Text: [White box with a right-click icon]
- Instructions: 'Indicates Reference Text exists for this field. To access, right click in the field and select "Reference Text".' and '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/director of community treatment.'
- Form fields: 'Are you an authorised medical officer or director of community treatment' (radio buttons for 'an authorised medical officer' and 'director of community treatment'), 'Principal care provider full name', and 'Principal care provider address'.

 Callout '3' points to the top left corner (green tick), and callout '2' points to the Reference Text box.

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 Principal Care Provider

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

The screenshot shows a web-based form titled 'MH Act Principal Care Provider'. The form contains the following text:

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 an authorised medical officer or director of community treatment.**

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 72A  
IDENTIFICATION OF PRINCIPAL CARE PROVIDER**

I Janice Snyders, as director of community treatment  
of Port Macquarie Base Hospital  
identify John Smith Test  
of 1 Testing Street, Manly Vale, Sydney, 2093  
as the principal care provider of Blue TESTPATIENT

as I believe that, for the purposes of this Act, this person is the individual who is primarily responsible for providing support or care to the consumer (other than wholly or substantially on a commercial basis).

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

**IMPORTANT INFORMATION**

- The authorised medical officer or director of community treatment must not determine that a person is the principal care provider of a consumer if the person is excluded from being given notice or information about the consumer under section 72A(3) and section 72(2).
- An authorised medical officer or a director of community treatment is not required to give effect to a requirement relating to a principal care provider of a

At the bottom of the form, there are buttons for 'Sign/Submit', 'Save', 'Save & Close', and 'Cancel'. A red callout box with the number '6' points to the 'Sign/Submit' button.

6. Click Sign/Submit

7. Upon Sign/Submit the note type window opens and the note type for the *MH Act Principal Care Provider* will automatically populate into the 'Type' field

The screenshot shows a 'Sign/Submit Note' dialog box. The 'Type' field is set to 'MH Act Principal Care Provider'. The 'Author' field is 'Snyders, Janice DBA' and the 'Date' is '17/02/2023'. There are 'Forward Options' (Favorites, Recent, Relationships) and 'Recipients' (Default, Name, Comment, Sign, Review/CC) sections. At the bottom, there are 'Sign' and 'Cancel' buttons. A red callout box with the number '8' points to the 'Sign' button.

8. Click Sign to finalise the document

NB: Once you have signed/submitted the *MH Act Principal Care Provider* 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 Principal Care Provider

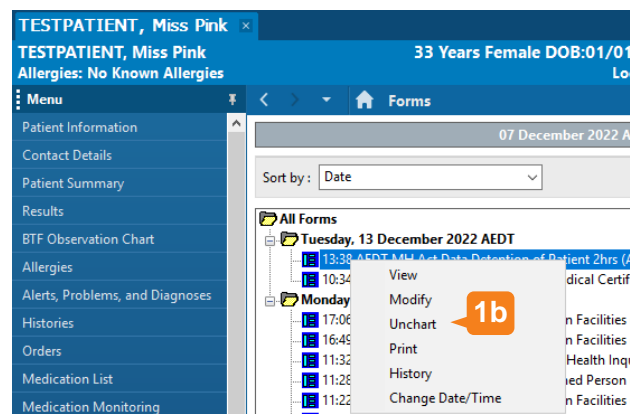
The final document is viewable within PowerChart and FirstNet, via ContinuousDoc, Documentation, Clinical Notes, and the Results Flowsheet found within the Menu Bar

## 5. How to Unchart/In Error the MH Act Principal Care Provider Form and Dynamic Document

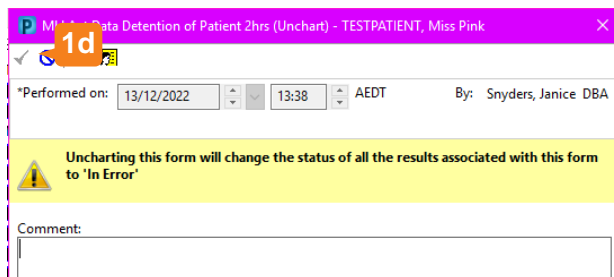
To Unchart/In Error the legal document, you will need to Unchart the form **AND** In Error the final dynamic document

### 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'



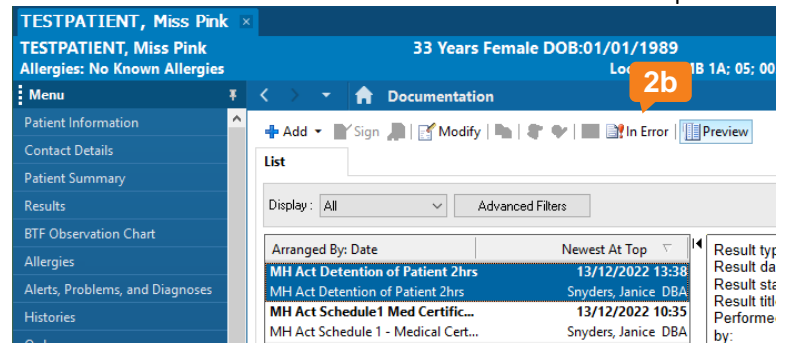
- The Unchart reason window will open
- Document the reason to Unchart and **click sign**



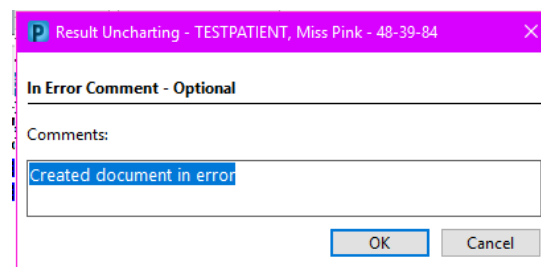
The document has now been Uncharted

### 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