

Quick Reference Guide

Mental Health – Documenting a MH Act Transfer Between Facilities form within the eMR

Smarter Safer Better

Introduction

This quick reference guide details how a user can document the *MH Act Transfer Between Declared Mental Health Facilities of Involuntary Patient or Other Detained Person* within the electronic medical record (eMR)

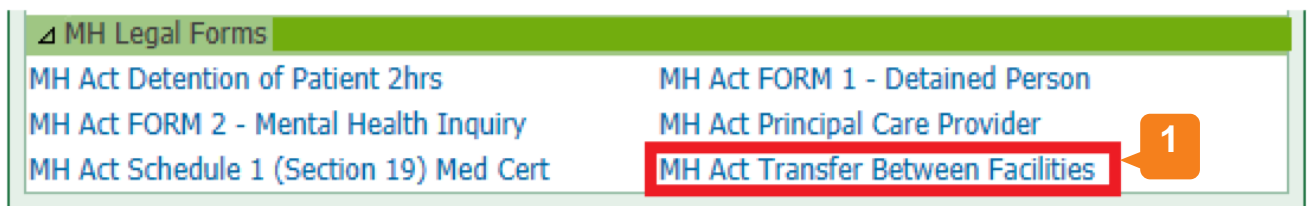
The *MH Act Transfer Between Facilities* electronic document is used to advise a receiving facility of a transfer of an involuntary patient or assessable person. The secondary purpose is to indicate that the required advice has been given to carers under Section 78 (s78).

This document should only be completed by an Authorised Medical Officer

1. Accessing the MH Act Transfer Between Facilities

1. PowerChart: From the Patient Summary Tab, **open** Doc Launcher and **select** *MH Act Transfer Between Facilities* from the relevant Mental Health section

FirstNet: From the ED Summary MPage Tab, **open** Doc Launcher and **select** *MH Act Transfer Between Facilities* from the relevant Mental Health section



2. Adding data for the MH Act Transfer Between Facilities

2. The PowerForm window automatically opens after you select *MH Act Transfer Between Facilities* 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-based form titled 'MH Act Data Transfer Between Facilities - TESTPATIENT - Misc Blue'. The form contains patient 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. It includes a 'Reference Text' field with an information icon. Below is a section for 'Name of accepting declared mental health facility' with a date dropdown set to 17/02/2023. There are two radio button options: 'Option 1' and 'Option 2'. A callout bubble with the number '3' points to the top left corner of the form window, and another callout bubble with the number '2' points to the 'Name of accepting declared mental health facility' field.

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 Transfer Between Facilities

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 Transfer Between F... x List

Font Size [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.

MENTAL HEALTH ACT 2007
Sections 78 and 80

TRANSFER BETWEEN DECLARED MENTAL HEALTH FACILITIES OF INVOLUNTARY PATIENT OR OTHER PERSON DETAINED

To, the Authorised Medical Officer,
Coffs Harbour Declared Mental Health Facility

Name of patient being transferred Blue TESTPATIENT

from Port Macquarie Base Hospital, a declared mental health facility,
to Coffs Harbour, a declared mental health facility.

The abovementioned transfer in terms of section 80 of the Mental Health Act 2007 has been arranged, with your concurrence, to take effect on 17/02/2023.

(X) As required by section 78, I have done all such things as are reasonably practicable to give notice of this transfer, and the reasons therefore, to the patient's designated carer and principal care provider.
() As this transfer arises from circumstances constituting in my opinion an emergency, I will after

Note Details: MH Act Transfer Between Facilities, Snyders, Janice DBA, 17/02/2023 17:31...

Sign/Submit Save Save & Close Cancel

6. Click Sign/Submit

7. Upon Sign/Submit the note type window opens and the note type for the *MH Act Transfer Between Facilities* 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 1708 AEDT

Forward Options

Favorites Recent Relationships Provider Name

Contacts Recipients

Sign Cancel

8. Click Sign to finalise the document

NB: Once you have signed/submitted the *MH Act Transfer Between Facilities* 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 Transfer Between Facilities Document

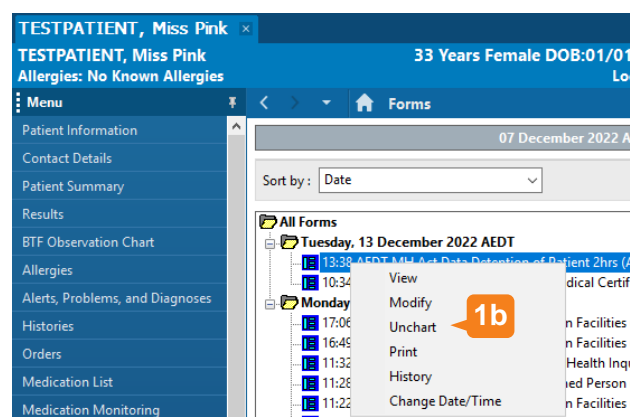
The final document is viewable within PowerChart and FirstNet, via ContinuousDoc, Documentation, Clinical Notes, and the Results Flowsheet found within the Menu Bar

5. How to Unchart/In Error the MH Act Transfer Between Facilities Form and Dynamic Document

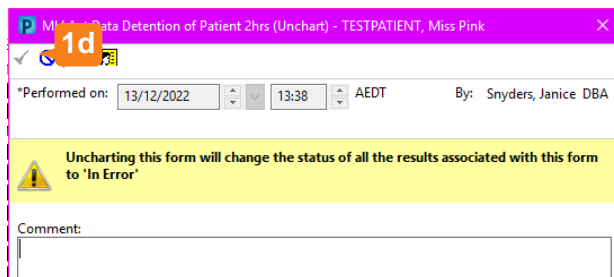
To Unchart/In Error the legal document, you will need to Unchart the form **AND** In Error the final dynamic document

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'



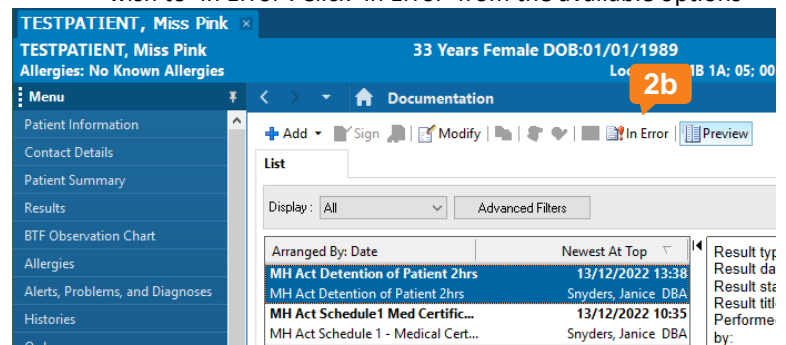
- c. The Unchart reason window will open
- d. Document the reason to Unchart and **click sign**



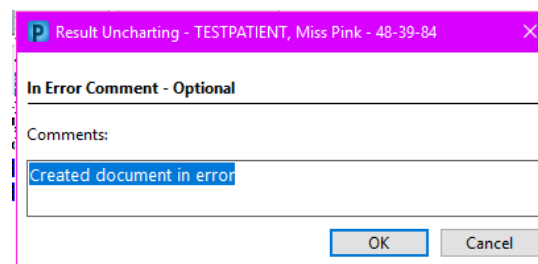
The document has now been Uncharted

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