Quick Reference Guide Mental Health – How to print MH Legal Form documents

Smarter Safer Better

Introduction

This quick reference guide details how to print MH Legal Form documents – NB: this can only be completed via Medical Record Request

Medical Record Request provides a standard format and ensures that all required information is printed for the legal document.

1. Printing legal Documents within the eMR

1. **Open** the document you wish to print via either Clinical Notes or the Documentation tab within the Menu Bar



2. To Begin Printing either

a. Right Click within the d 'Print' or 'Print docume	ocuments window and Click ents'	 b. Within the Organiser menu, Click Task and Click Print and then Click Print again
C >	💱 Full screen 🗎 Print 🕜 53 minutes ago	NCERT Desktop CTX715 - UNDCEMR-PVS803 - Desktop Viewer TESTPATIENT, Miss Legal forms - 48-11-60 Opened by Snyders, Janice DB
Digity: A Adversed Files Arranged By: Date Never 44 Top Adversed Files Arranged By: Date Never 44 Top Adversed Files MH Act Detention of a 31/10/2022 1435 AL MH Act Detention of a Solid Strain Adversed Files MH Act Distributed ML 2010/2022 1223 AL MH Act Detention of Adversed Files Arranged By: Date Never Adverse	Previous Note Net Note MENTAL HEALTH ACT 2007 SECTION 19 DULE 1 - MEDICAL CERTIFICATION AS TO EXAMINATION OR OSSERVATION OF PERSON DULE 1 - MEDICAL CERTIFICATION AS TO EXAMINATION OR OSSERVATION OF PERSON DULE 1 - MEDICAL CERTIFICATION AS TO EXAMINATION OR OSSERVATION OF PERSON DULE 1 - MEDICAL CERTIFICATION AS TO EXAMINATION OR OSSERVATION OF PERSON dis visual link observed in tracked Changes ispont dis visual link observed	Task Edit View Patient Chart Links Documentation Help Change Password Refresh Print Refresh Full Screen Exit Print Screen Exit Page Setup Sign Image Medical Record Request from Tip! Selecting Medical Record Request from the Task menu allows you to print more than one document at a time.

- 3. The Medical Record Request window will open.
 - a. Select the Template e.g. 'Documents Report'
 - b. Select the Purpose e.g. 'Legal'
 - c. **Select** the Device (printer) for your ward (This should automatically default based on the computer you are using).



	3a	eport	~	Legal Jb
				Request for patient
				Proper authorization received?
				Destination
				Requester
lated Providers Sections				
		B 10 10		Comment
Name	Helationship	Destination		A
Snyders, Janice DBA	DBA	twe_out_pnz02		
Souders Janice DBA	DBA	twe_out_pnz02		
_ Shyders, varilee DDA	DDA	hun aut ana02		
Snyders, Janice DBA	UBA	twe_out_prizoz		
Snyders, Janice DBA Snyders, Janice DBA Snyders, Janice DBA	DBA	twe_out_pnz02		
Snyders, Janice DBA	DBA DBA DBA	twe_out_pnz02 twe_out_pnz02 twe_out_pnz02		×
Snyders, Janice DBA Snyders, Janice DBA Snyders, Janice DBA Snyders, Janice DBA	DBA DBA DBA	twe_out_pnz02 twe_out_pnz02 twe_out_pnz02	•	Device Copies

Tip! Click 'Preview' if you would like to view the document before printing

4. Click 'Send' when you are ready to print the document.

