

Quick Reference Guide

Mental Health – How to print MH Legal Form documents

Smarter Safer Better

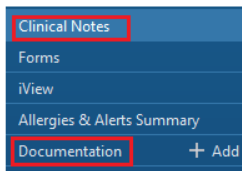
Introduction

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.

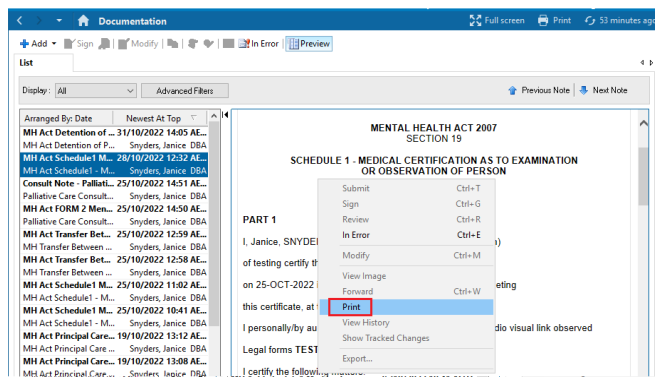
1. Printing legal Documents within the eMR

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

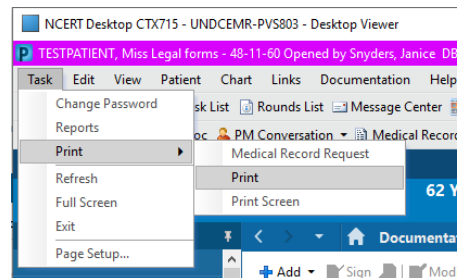


2. To Begin Printing either

- a. **Right Click** within the documents window and **Click** 'Print' or 'Print documents'



- b. Within the **Organiser** menu, **Click Task** and **Click Print** and then **Click Print** again



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).

Mental Health – How to print MH Legal Form documents

Medical Record Request - TESTPATIENT, Legal forms - 48-11-60 - MH Act Detention of Patient 2hrs

Template: Documents Report (3a) Purpose: Legal (3b)

Request for patient
 Proper authorization received?

Destination: []
 Requester: []

Comment: []

Device: twe_out_pnz02 (3c) Copies: 1

Preview Send

Name	Relationship	Destination
<input type="checkbox"/> Snyders, Janice DBA	DBA	twe_out_pnz02
<input type="checkbox"/> Snyders, Janice DBA	DBA	twe_out_pnz02
<input type="checkbox"/> Snyders, Janice DBA	DBA	twe_out_pnz02
<input type="checkbox"/> Snyders, Janice DBA	DBA	twe_out_pnz02
<input type="checkbox"/> Snyders, Janice DBA	DBA	twe_out_pnz02
<input type="checkbox"/> Snyders, Janice DBA	DBA	twe_out_pnz02

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

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