Quick Reference Guide Mental Health – What to do with saved Legal PowerForms

Smarter Safer Better

Introduction

This quick reference guide details what to do if a MH Legal Form Powerform has been Saved \square rather than Signed \checkmark

H Act Data Transfer Between Facil	lities - TESTMH, Mr Mh				
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*Performed on: 04/04/2023	✓ 14:02 ♠ AEST			By: Med	inurse, Three
[∞] MH Act Data Tran Transfer	r Between Declared M or Oth	ental Health Fa er Person Deta	acilities of Inv ained	voluntary Patie	nt î
Testmh, Mh 1 Aboukir St DOVE	MRN: 546969 ER HEIGHTS NSW 2030 SEX: M	DOB: 09/09/1967 LOC: 2N; 209; 6	AGE: 55 Years	MC: 99999999999	
Ż Indicates R Upon signing, a entered below i The final legal	eference Text exists for this field. To all information entered below will be o is accurate before signing I document produced after this form w	access, right click in the copied across to a legal ill require a signature fro	field and select "Refi document. Please en: m an authorised med	erence Text". Reference Text sive that all information ical officer.] <i>i</i>
Name of accep	ting declared mental health facility				
Date transfer to	o take place	04/04/2023 ≑ 🗸	1		
Select option t	hat most applies (See below)	O Option 1 O Option 2	2		
Option 1	As required by section 78, I ha transfer, and the reasons there	ve done all such things a fore, to the patient's des	as are reasonably pra ignated carer and pri	cticable to give notice o ncipal care provider.	f this
Option 2	As this transfer arises from circ is transferred, do all such thing transfer, to the patient's design	cumstances constituting, is as are reasonably pra nated carer and principal	in my opinion, an eme cticable to qive an en care provider.	ergency, I will, after the p nergency notice of this	atient
<					>
				In Pr	rogress 🔡

The MH Legal form used to demonstrate steps in this quick reference guide is the **'MH Act Transfer Between Facilities'**.

Please note that these steps may also be applied to the following MH Legal forms in eMR.

- MH Act Schedule 1 (Section 19) Med Cert
- MH Act Form 1 Detained Person
- MH Act Form 2 Mental Health Inquiry
- MH Act Principal Care Provider
- MH Act Detention of Patient 2hrs

The steps should only be completed by an Authorised Medical Officer



1. Identifying that that a MH Legal Powerform has been Saved

When MH Legal Dynamic Document is launched (after completing the MH Legal Powerform), the following message....

ALERT: THIS FORM IS INVALID For this form to take legal effect, the powerform used to populate this form must be <u>SIGNED</u> and not SAVED				
To fix this issue, please:				
1. Click 'Cancel'				
2. Click 'Discard Changes'				
3. Go to Forms Menu item. Click Refresh in top right corner				
4. Right click on saved Form (it has a status of 'In Progress')				
5. Select 'Unchart'				
6. Enter comment and click green tick to sign				

7. Create new form from Doc Launcher

will appear here on MH Legal Dynamic Document...

MH Act Transfer Between F X List	4 Þ
Arial • Size • ★	
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	
ALERT: THIS FORM IS INVALID For this form to take legal effect, the powerform used to populate this form must be <u>SIGNED</u> and not SAVED To fix this issue, please:	
1. Click 'Cancel'	
2. Click 'Discard Changes'	
3. Go to Forms Menu item. Click Refresh in top right corner	
4. Right click on saved Form (it has a status of 'In Progress')	
5. Select 'Unchart'	
6. Enter comment and click green tick to sign	
7. Create new form from Doc Launcher	~
Note Details: MH Act Transfer Between Facilities, Dilleen, Rhonda DBA, 04/05/2023 17:10 AEST, MH Act Transfer Between Facilities Sign/Submit Save Save & Close Cancer	gl -

This MH Legal Dynamic Document should **NOT** be signed and submitted but rather....

Click Cancel and then	
P Unsaved Changes	×
The note contains unsaved changes. How do you want to proceed?	
Save Sign/Submit Discard Changes	Cancel

Filename: 07_MH_QRG_What to do with Saved MH Legal PowerForms Effective Date: October 2023



2. Uncharting the Saved MH Legal 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 (for example: 'Form incorrectly saved. New Form to be created').

P N 2e Data Detention of Patient 2hrs (Unchart) - TESTPATIENT, Miss Pink
*Performed on: 13/12/2022 🗘 🗸 13:38 🗘 AEDT By: Snyders, Janice DBA
Uncharting this form will change the status of all the results associated with this form to 'In Error'
Comment: 2d

e. Click sign.

The document has now been Uncharted

3. Create new MH Legal PowerForm

You will need to create a new MH legal form. Steps for completing the relevant legal forms are noted via quick reference guides.



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