

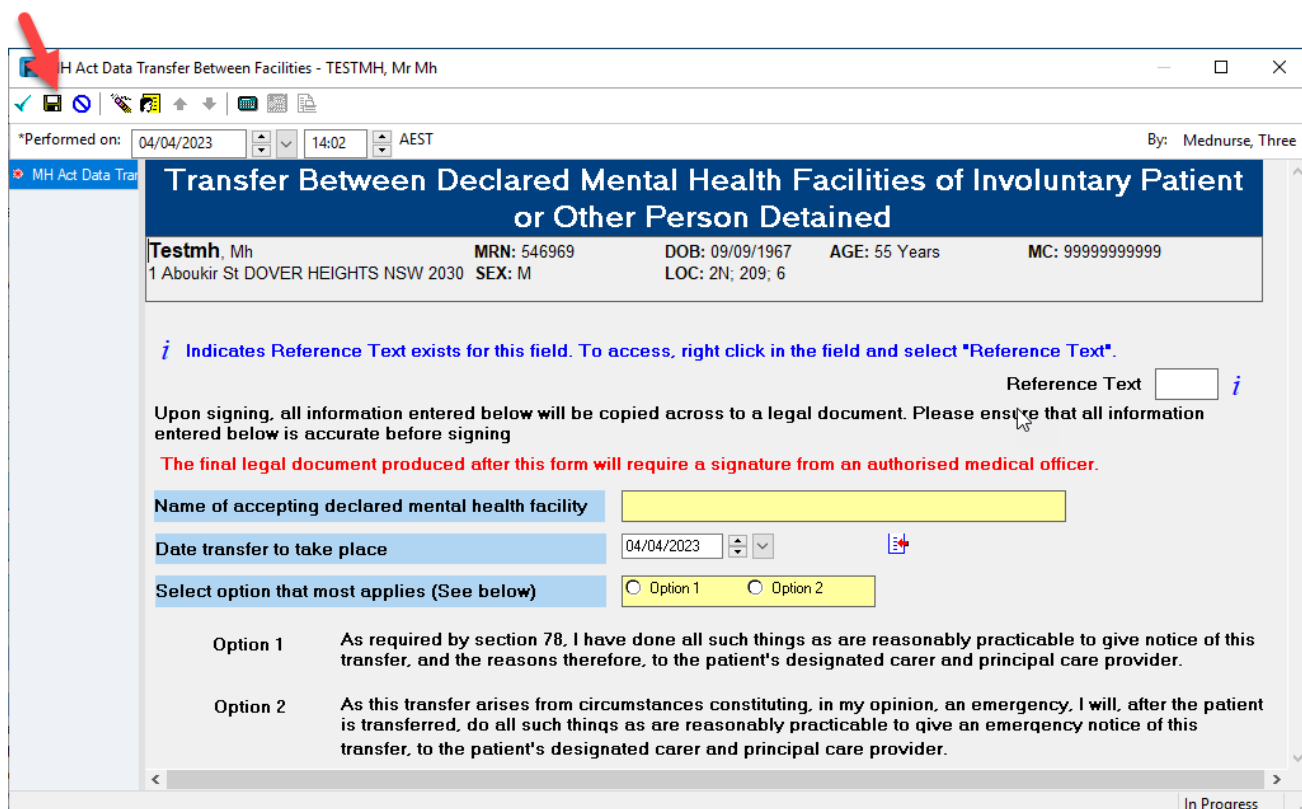


Quick Reference Guide Mental Health – What to do with saved Legal PowerForms

Smarter Safer Better

Introduction

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



Transfer Between Declared Mental Health Facilities of Involuntary Patient or Other Person Detained

Testmh, Mh MRN: 546969 DOB: 09/09/1967 AGE: 55 Years MC: 9999999999
1 Aboukir St DOVER HEIGHTS NSW 2030 SEX: M LOC: 2N; 209; 6

i Indicates Reference Text exists for this field. To access, right click in the field and select "Reference Text".

Reference Text *i*

Upon 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.

Name of accepting declared mental health facility

Date transfer to take place 04/04/2023

Select option that most applies (See below) Option 1 Option 2

Option 1 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.

Option 2 As this transfer arises from circumstances constituting, in my opinion, an emergency, I will, after the patient is transferred, do all such things as are reasonably practicable to give an emergency notice of this transfer, to the patient's designated carer and principal care provider.

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

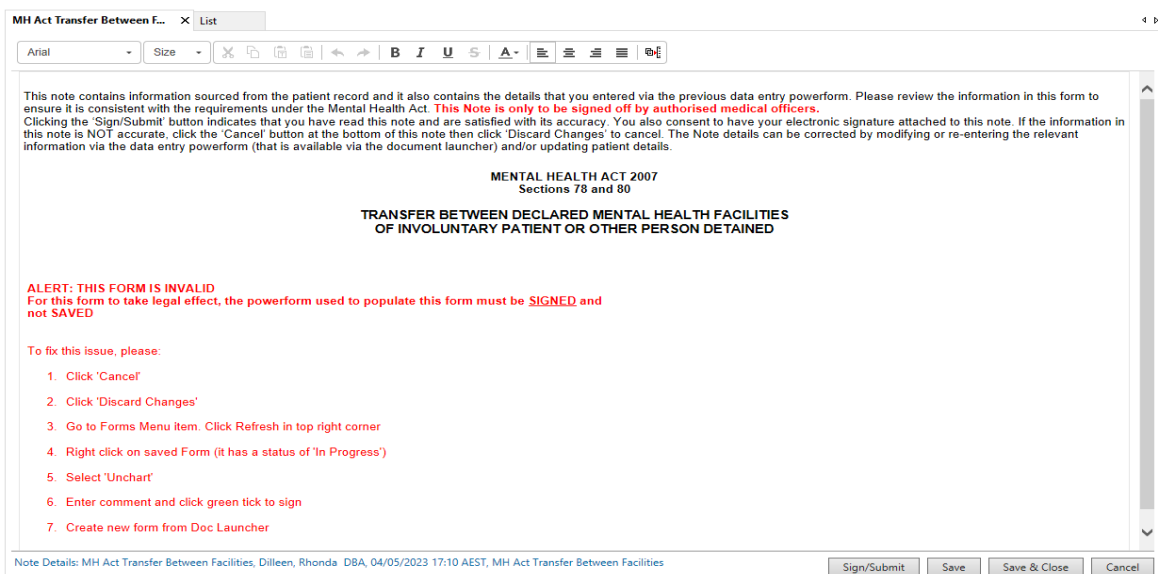
When MH Legal Dynamic Document is launched (after completing the MH Legal Powerform), the following message....

ALERT: THIS FORM IS INVALID
For this form to take legal effect, the powerform used to populate this form must be **SIGNED** 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

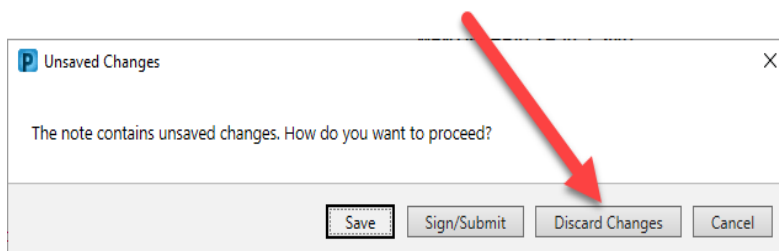
will appear here on MH Legal Dynamic Document...



The screenshot shows a web browser window with a document titled "MH Act Transfer Between F...". The document content includes a red alert message: "ALERT: THIS FORM IS INVALID. For this form to take legal effect, the powerform used to populate this form must be SIGNED and not SAVED". Below the alert, there is a list of instructions to fix the issue, identical to the one in the previous block. The document title is "MENTAL HEALTH ACT 2007 Sections 78 and 80 TRANSFER BETWEEN DECLARED MENTAL HEALTH FACILITIES OF INVOLUNTARY PATIENT OR OTHER PERSON DETAINED". At the bottom of the browser window, there are buttons for "Sign/Submit", "Save", "Save & Close", and "Cancel".

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

Click  and then...

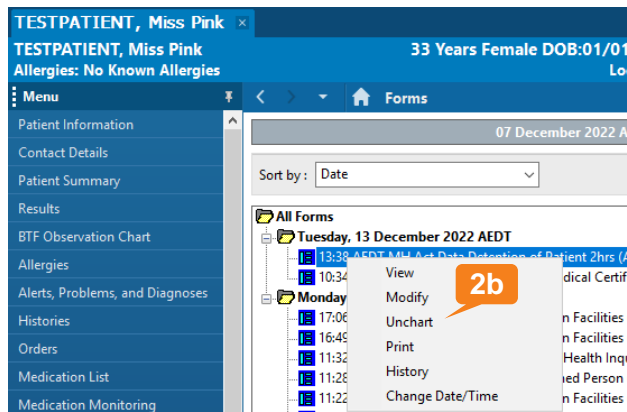


The screenshot shows a dialog box titled "Unsaved Changes" with the text "The note contains unsaved changes. How do you want to proceed?". At the bottom of the dialog box, there are four buttons: "Save", "Sign/Submit", "Discard Changes", and "Cancel". A red arrow points to the "Discard Changes" button.

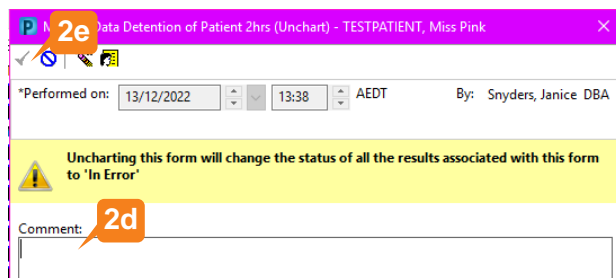
Mental Health – What to do with saved legal powerforms

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').



- 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.