

# FACT SHEET

## Mental Health Legal Forms in eMR

### Background

In 2017, the 'State Form Digitisation' project led by eHealth reviewed 755 State Forms held by the State Forms Management Committee repository. (<https://nswhealth.sharepoint.com/sites/EHNSW-ClinicalApplicationsHub-Solutions/SitePages/State-Form-Digitisation.aspx>). Some high-volume clinician/service completed forms were identified as priorities for digitisation and inclusion in the electronic medical record (eMR). Amongst these, the following mental health (MH) legal forms were identified:

- Schedule 1 (Section 19) – Medical Certificate as to Examination or Observation of Person
- Form 1 – Clinical Report as to Mental State of a Detained Person
- Form 2 – Mental Health Inquiry – Mental Health Act 2007
- Transfer between Declared Mental Health Facilities of Involuntary Patient or other Person Detained
- Detention of Voluntary Patient for up to Two (2) Hours
- Identification of Principal Care Provider.

Following design and build of the six forms, a pilot supported by the NSW Mental Health Branch was implemented in the Mid North Coast Local Health District, focused on Port Macquarie Base Hospital. The pilot commenced 7 March 2023, and was supported by local staff including clinicians, eMR specialists, information management and governance staff. It was also supported by the Mental Health Review Tribunal and the Ambulance Service of NSW. A review after a four-month period, in June 2023, demonstrated the functionality, security, integrity and accountability of the forms.

### Considerations and design functionality

The primary consideration that was considered when building the MH legal forms in eMR was to ensure that all medico legal requirements under the NSW Mental Health Act 2007 were adhered to. It is noted that:

- Content in the MH legal forms in eMR aligns with paper form content
- Data entry is streamlined and information which is readily available in eMR is auto populated in the forms
- MH legal forms can only be completed by authorised medical officers/clinicians
- MH legal forms are locked down from any further content changes upon signing
- MH legal forms printed from eMR display in a presentable format that can be used for relevant legal purposes.

### Benefits and rationale for availability in the eMR

- Reduced hybrid electronic/paper workflows, reduce clinical risk and support integrated quality care
- Increased accountability regarding who completed a form through electronic sign off
- Increased accessibility to information and documentation
- Improved legibility and completion of required fields
- Decreased incidents due to unavailable, illegible or incomplete forms
- Efficiency of work process
- Completed forms can be printed from the eMR where required.

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## Mental Health Legal Forms in eMR

### How MH Legal Forms are completed in eMR?

To complete a MH legal form in eMR, users access the Document Launcher that is present on the Patient Summary (or Community Client Summary) MPage. When the link to the MH legal form is clicked, a PowerForm is opened and relevant details are entered. The signing of the PowerForm will result in information as entered on the PowerForm (and other auto-populated information) appearing in a newly created dynamic document which represents the MH legal form. The content in the dynamic document replicates the content on the equivalent MH legal paper form.

For example:

#### Paper Version:

NSW Health  
Facility: 0108 / / MO  
ADDRESS

TRANSFER OF INVOLUNTARY PATIENT BETWEEN MENTAL HEALTH FACILITIES

NEW MINISTRY OF HEALTH  
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,  
Declared Mental Health Facility

Name of patient being transferred  
from a declared mental health facility,  
to a declared mental health facility.

The above mentioned transfer in terms of section 80 of the Mental Health Act 2007 has been arranged, with your concurrence, to take effect on / /

As required by section 78, I have done all such things as are reasonably practicable to give notice of this transfer, and the reasons therefor, 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 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.

Signature of authorised medical officer: \_\_\_\_\_  
Date: / /

#### Dynamic Document:

Port Macquarie Base Hospital  
2 Manning St  
SEAFORTH, NSW 2444

TREATMENT Legal forms  
2 Manning St  
SEAFORTH, NSW 2002

MIN: 48-11-63  
DOB: 01/01/1960  
Sex: Female

Age: 08/0/2022  
Ph Class: JNC-Mental-ROMAC - Critical  
Ph: 02 65242000  
MCC: 999999999  
AMC: Tele-Mental-Health All Dr

Ph: 02 65242000  
MCC: 999999999  
AMC: Tele-Mental-Health All Dr

Mental Health

DOCUMENT NAME: MH Act Transfer Between Facilities  
DOCUMENT STATUS: Auth Verified  
PERFORMED BY: Snyders,Janice DBA (29/08/2022 14:47)  
SIGNED BY: Snyders,Janice DBA (29/08/2022 14:47)  
AUTHENTICATED BY: Snyders,Janice DBA (29/08/2022 14:47)

NEW MINISTRY OF HEALTH  
MENTAL HEALTH ACT 2007  
Section 78 and 80

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

To, the Authorised Medical Officer,  
Port Macquarie Declared Mental Health Facility

Name of patient being transferred Legal forms TREATMENT  
from Port Macquarie Base Hospital, a declared mental health facility,  
to Port Macquarie, a declared mental health facility.

The above mentioned transfer in terms of section 80 of the Mental Health Act 2007 has been arranged, with your concurrence, to take effect on 29/08/2022

As required by section 78, I have done all such things as are reasonably practicable to give notice of this transfer, and the reasons therefor, 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 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.

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The user then reviews the content on the dynamic document and signs the dynamic document. The dynamic document is then complete. The dynamic document can then be printed and used as required.

### For further information

About Mental Health (MH) legal forms in eMR:

<https://nswhealth.sharepoint.com/sites/EHNSW-ClinicalApplicationsHub-Solutions/SitePages/Mental-Health.aspx>

To access original paper forms:

<https://www.health.nsw.gov.au/mentalhealth/legislation/pages/forms.aspx>

To reference the Mental Act (MH) Act 2007:

<https://legislation.nsw.gov.au/view/html/inforce/current/act-2007-008>

For any queries relating to the project or eMR development, please email:

[INFORMH@health.nsw.gov.au](mailto:INFORMH@health.nsw.gov.au)

For any queries relating to Mental Health Act 2007 forms, please email:

[MOH-MentalHealthBranch@health.nsw.gov.au](mailto:MOH-MentalHealthBranch@health.nsw.gov.au)