

Mental Health – Admission Process and Documentation for Nurses

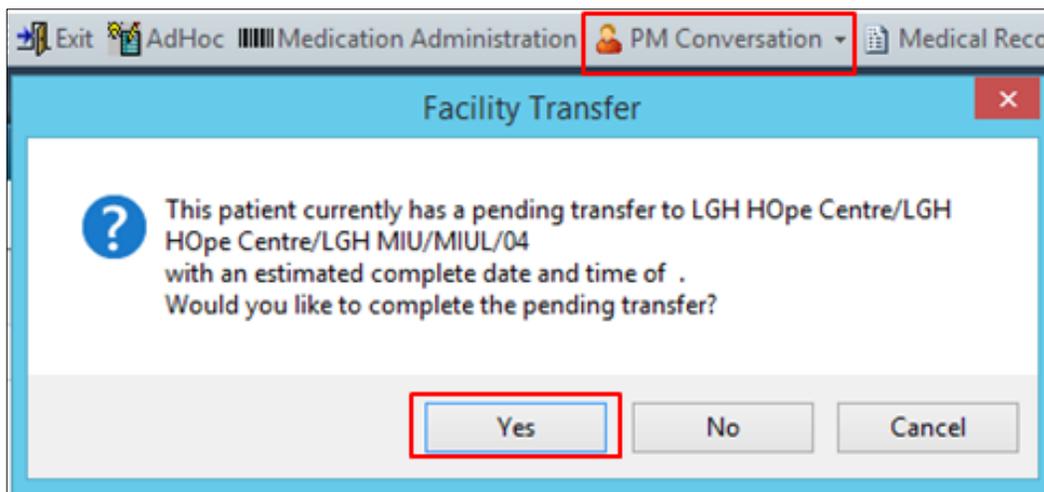
This document details the Mental Health Admission process for Nurses including associated admission tasks. This begins when the patient arrives to the unit.

Note that in most cases, several steps will be completed before the patient arrives:

- The admitting provider has placed an admission PowerPlan. The admission PowerPlan may be placed in a planned state depending on the clinical scenario (for example, in the case of a planned direct admission). For more information about PowerPlans in a planned state, see the PowerPlans reference guide.
- A Best Possible Medication History (BPMH) has been completed/reviewed. For more information about BPMH, see the BPMH reference guide.

Adding the Patient to Your Assignment List

1. Upon arrival, transfer the patient to the unit. This can be completed either by the Nurse or the Unit Clerk. If the patient is not transferred to your unit but you require access to the chart, see the note in step 2 below.
2. If the patient is coming from the Emergency Department, complete the **Facility Transfer** in **PM Conversation**



NOTE: If a Pending Facility Transfer was not initiated by the Emergency Department staff, you may need to enter transfer details into the Facility Transfer window

If the patient is a direct admission, ensure the patient is registered to the unit by the Unit Clerk or call Registration for after-hours direct admissions

3. If your unit uses the Staff Assignment function, the patient may be assigned to you by the Charge Nurse or Supervisor. If your unit is not using the Staff Assignment function, you will need to add the patient to your custom patient list.
4. Navigate to Patient List to view the location list of your unit.
5. Find your patient and right click their name. Click **Add Patient to List** and choose your custom list.



NOTE:

- If the patient is not yet transferred to your facility/unit, access the patient list of the unit where the patient is currently located.
- For example, if you need to access the patient chart while the patient is in ED, access the ED patient list.

Patient List

LGH MIU Mental Health Inpatient Unit
LGH YCD Carlile Centre Youth Concurrent Disord...

All Patients - LGH YCD Carlile Centre Youth Concurrent Disorders

Patient Name	Location	MRN	Encounter #
MHTEST, KYLE	LGH YCD Carlile Y002 01	700020896	700000020143
MHTE...	Carlile Y006 01	700007815	700000001290
TERTIA...	Carlile YCDL 01	700006748	700000020169
CST-TT...	Carlile Y009 01	700007365	700000001282
MHTE...	Carlile Y008 01	700004950	700000020169
CSTPR...	Carlile YCDL 02	700007480	700000001204
CST-TT...	Carlile Y003 01	700007361	700000001281
CST-TT...	Carlile Y010 01	700007381	700000001282
ITTEST...	Carlile Y004 01	700021150	700000020181
CSTLE...	Carlile Y007 01	700008217	700000001684
CSTLE...	Carlile Y005 01	700008864	700000001653
ITTEST...	Carlile Y001 01	700021154	700000020182

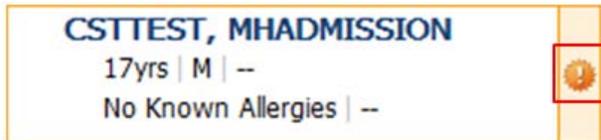
Add to a Patient List
My Assignment

Copy Ctrl+C
 Paste Ctrl+V
 Open Patient Chart

6. Your patient is now visible on your custom list on CareCompass.

Reviewing the Patient Chart

1. Review the patient’s chart in CareCompass.
2. Click the exclamation mark to review new orders. Click **Mark as Reviewed** once you are done.



- If the patient is **voluntary**, check that the patient has the MHA Form 1 and MHA Form 2 orders
- If the patient is **involuntary**, check that the patient has the MHA Form 4 x1, MHA Form x2, or MHA Form 6 orders



NOTE:

- The MHA Form 4 x2 order initiates 4 other orders to be completed: the MHA Form 5, 13, 15, and 16.
- See the Mental Health Act reference guide for more details about Mental Health Act status and tasks

Orders			
		Ordered By	Entered By
<input checked="" type="checkbox"/>	⚙ MHA Form 5 Consent for Treatment - Involu... 20-Feb-2018 14:42 PST Comment: Ordered secondary to MHA For...	SYSTEM, SYSTEM Ce...	SYSTEM, SYSTEM... 14:42 Today
<input checked="" type="checkbox"/>	⚙ MHA Form 13 Patient Rights 20-Feb-2018 14:42 PST Comment: Ordered secondary to MHA For...	SYSTEM, SYSTEM Ce...	SYSTEM, SYSTEM... 14:42 Today
<input checked="" type="checkbox"/>	⚙ MHA Form 15 Nomination of Near Relative 20-Feb-2018 14:42 PST Comment: Ordered secondary to MHA For...	SYSTEM, SYSTEM Ce...	SYSTEM, SYSTEM... 14:42 Today
<input checked="" type="checkbox"/>	⚙ MHA Form 16 Notification to Near Relative (... 20-Feb-2018 14:42 PST Comment: Ordered secondary to MHA For...	SYSTEM, SYSTEM Ce...	SYSTEM, SYSTEM... 14:42 Today
<input checked="" type="checkbox"/>	Select All		

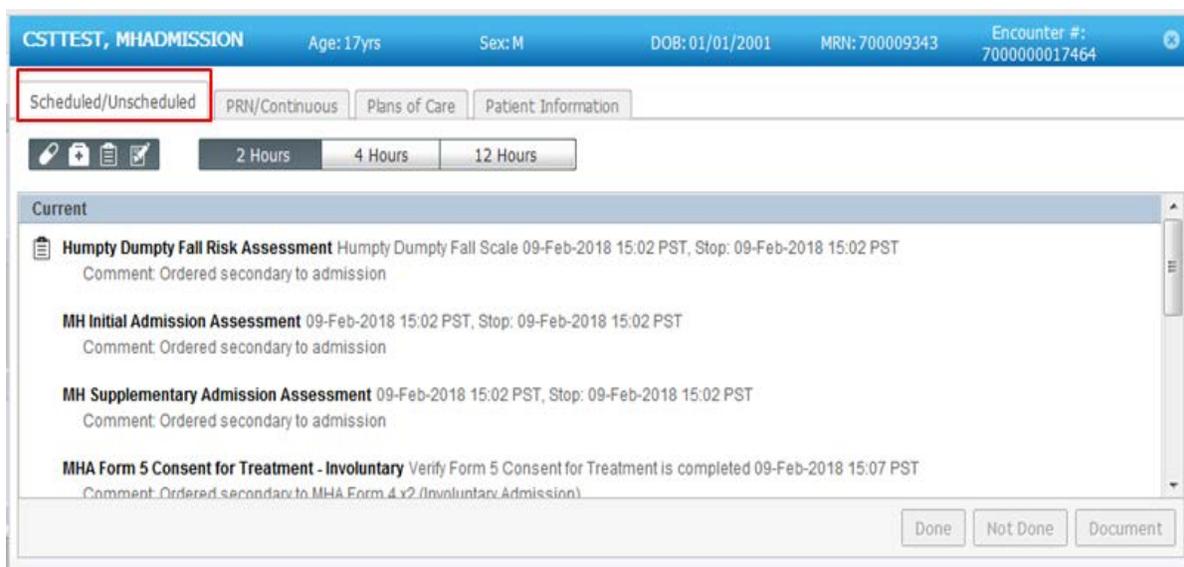
Mark as Reviewed
Cancel

- Review patient information in the **Handoff tool** tab in the Mental Health Summary page if you have not done so already.



Completing Admission Tasks

Admission tasks are listed in the Scheduled/Unscheduled tab of the CareCompass task list. Each task acts as a reminder and shortcut to complete the corresponding assessment in Cerner.



Document each admission task as appropriate.

- Click **Document** to complete an assessment. This will automatically take you to the appropriate PowerForm or iView section
- Click **Done** to document task completion date and time if applicable
- Click **Not Done** if the task/assessment cannot be completed and provide a reason

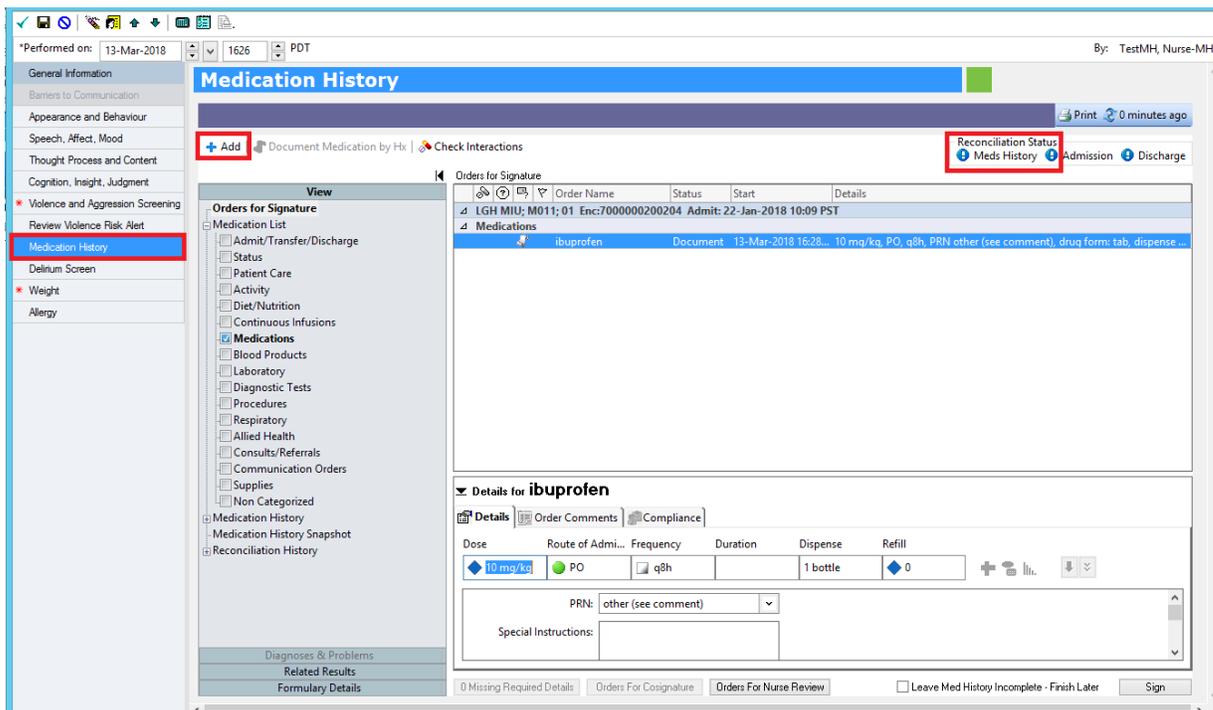
The following tasks are assigned to the nurse upon admission of a patient:

- MH Initial Admission Assessment** – This PowerForm contains basic information that should be completed within 24 hours of the patient admission

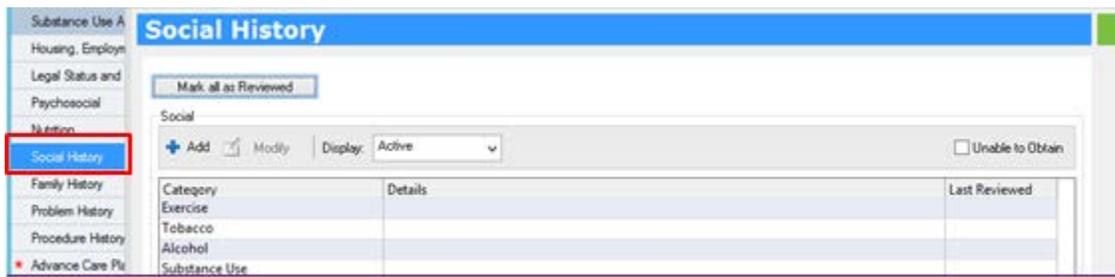
NOTE:



- If the medication history component has been completed, you will see a green checkmark beside the Meds History (see screenshot below).
- If it has not been done complete the BPMH as required by your site-specific workflow. For more information about BPMH, see the BPMH reference guide.



5. **MH Supplementary Admission Assessment** – This PowerForm contains additional information that can be documented within 48 hours of the patient admission.



NOTE:



- The Social History section is used in non-Mental Health settings however may have duplicate information as parts of the MH Supplementary Admission Assessment.
- Review information in the Social History section, but be cautious about recording

duplicate documentation and sensitive information.

6. **CSSRS Full Screen** is a multi-part suicide screening and assessment PowerForm tool that records the patient's current and historical risk.



NOTE: See the Suicide Risk Assessment reference guide for additional information about the CSSRS Full Screen PowerForm.

7. **Morse (for adults) or Humpty Dumpty (for youth under 18 years old) Falls Risk Assessment** – This task brings you to the corresponding iView section. Document this assessment on all patients within 24 hours of admission
8. **Infectious Disease Screening** – If the patient has arrived from ED, review the information in this form and ensure all necessary isolation precautions are recorded. Sign the form to confirm previous assessments. If the patient is a direct admission, document this form within 24 hours

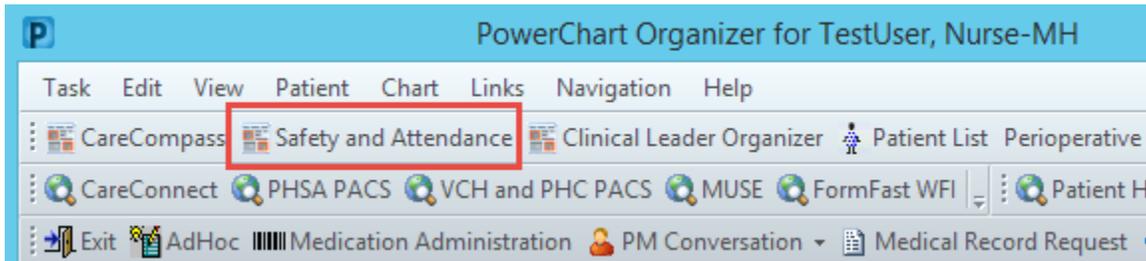
NOTE: A positive infectious disease screen initiates 2 things:



- **Patient Isolation** order(s) which flag precautions necessary as per the screening
- **Update Encounter Isolation Information** task which is shared between the Nurse and the Unit Clerk. It can be found in the CareCompass task list.
- More information about updating the encounter isolation information can be found in the Isolation Orders and Creating Alerts reference guides.

9. **Admission Discharge Outcomes Assessment** – This assessment records baseline information about the needs of the patient upon admission and compares the responses to the needs upon discharge. It is done twice in a patient visit for the adult population only.
10. **Valuables and Belongings** – This task is shared with the Health Care Worker and/or Youth Care Worker. Coordinate the documentation of this task with them as necessary.
11. **Mental Health Act Forms** – There are four tasks that are generated from the Form 4 x2 and Form 6 orders:
 - MHA Form 5 Consent to Treatment
 - MHA Form 13 Patient Rights Form 14 (Notification of Rights for Patient Under 16)
 - MHA Form 15 Nomination of Near Relative
 - MHA Form 16 Notification to Near Relative (Admission)

12. Document these tasks as they are completed and/or reviewed with the patient by clicking **Done** to document their completion date and time. For more information about the Mental Health Act orders and tasks, see the Mental Health Act Orders reference guide.
13. If necessary, document observations in **Safety and Attendance** found in the Organizer toolbar.



14. Review the MAR to view the patient's medication schedule. Launch the **Medication Administration** wizard from the Organizer toolbar and administer medications as necessary.



NOTE: You can find more information about how to administer medications in one of the Medication Administration reference guides.

Related Topics

- Mental Health – Suicide Risk Assessment
- Mental Health – Mental Health Act Orders, Tasks, Forms
- Medication Administration
- Isolation Orders
- Creating Alerts

Related Positions

- Mental Health Nurse

Key Words

- Admission/Mental Health Admission
- Admission tasks