Using Thalamos to Receive MHA Forms at East London Foundation Trust (ELFT)

H1- Section 5(2) – Report on Hospital In-patient

1. You will receive an email notification to your ward team email address
2. Click the green button which says, 'view and action MHA form.'
3. Enter your name **and the email address the form was sent to** (this may be the ward team email address and not your own).
4. Click 'to do' and complete part 2 of the form
5. Click 'close session' once you have finished using the form.
6. **You must ensure you forward the form email notification to the MHL Office (elft.mhlhub@nhs.net).**
7. Please note: if Doctor indicates form is sent via means of electronic comms **a time/date does not need to be entered** and will not appear on the form.

I am furnishing this report by: *(Delete the phrase which does not apply)*

~~consigning it to the hospital managers' internal mail system today at~~

       :   (time)

today sending it to the hospital managers, or a person authorised by them to receive it, by means of electronic communication.

~~delivering it (or having it delivered) by hand to a person authorised by the hospital managers to receive it.~~

Signed   Date 07 / 02 / 2023

H3- Record of Detention/ Receipt of Section 2 or 3 Admission

1. You will receive an email notification to your ward team email address.
2. Click the green button which says, 'view and action MHA form'
3. Enter your name **and the email address the form was sent to** (this may be the ward team email address and not your own)
4. Under 'Your Forms' are the medical recommendations and applications you have been sent. You can view these forms by clicking, 'View Form.'
5. **When you are ready to complete your H3 click 'Start form' under 'Forms to be Completed.'**
6. Fill in the form, as you would a paper form to complete the H3.
7. Return to the landing page. By clicking the boxes next to the form names on the left-hand side, select all forms you wish to send and click the submit button.
8. Enter 'East London Foundation Trust' into the recipient name box and select the MHL Hub from the drop-down list and send forms. You may also enter in any NHS or government regulated email into this box manually.
9. Click 'close session' once you have finished using the form.

FEBRUARY 2023

T2- Consent to Treatment

1. You will receive an email notification to your ward team email address
2. Click the green button which says, 'view and action MHA form'
3. Enter your name and **the email address that the form was sent to** (this may be the ward team email address and not your own)
4. You have the option to print or download, if needed.
5. Click 'close session' once you have finished using the form.

H5- Section 20 – Renewal of Authority of Detention

1. You will receive an email notification to your ward team email address
2. Click the green button which says, 'view and action MHA form'
3. Enter your name and **the email address the form was sent to** (this may be the ward team email address and not your own).
4. Click 'to do' and fill in the form, as you would a paper form, to complete the H5.
5. Once you click, 'save and send', it will automatically populate the name and email of the Doctor that sent it to you, send the form back to the doctor.
6. Click 'close session' once you have finished using the form.

H4- Authority to transfer under different manager/trust

- Log into your Nurse portal via Admin (https://admin.thalamos.co.uk/), this will be set up in a training session if you are band 6 and above.
- You will only need this portal to complete H4s. Fill in the appropriate boxes, as you would a paper form, to complete the H4.
- The form can be sent anywhere, regardless of if they have been set up with Thalamos or not
- Enter the name of recipient into the recipient name box and select the correct name from the drop-down list to send the H4. You may also enter in any NHS or government regulated email into this box manually.
  - o MHA will have access and will download completed form; you will not need to send it to them.
  - o Once it has been completed, it will move from inbox to your archives- you can still access them from your archive by logging back into the portal. Once something is deleted it will show in deleted log, but you cannot alter them

FAQs:

Q: I am unable to log in an access the form. It shows the error message '**The name or email do not match'.**

A: please use the email address the form was sent to. This could be your team email address, rather than your individual email address.

Q: When I log in to view a form, it shows me one I have been previously sent.

A: please click, 'close session,' once you have done this, click on the link again and it will take you to the new form.

Q: How do I return the form if something is incorrect?

A: If something is incorrect on the form, click 'return unsigned', it will automatically show the name and email of the user who sent you the form and you will be required to enter a reason for sending it back e.g., spelling error or patient name incorrect etc.

A: The form is taken a long time to load, or it is not loading or crashing.

Q: Make sure the form is not opening in Internet Explorer as Thalamos no longer support this browser. You can copy and paste link to the form log in page into Chrome or Edge.

Q: The link to the form has expired.

A: The links in emails will expire after 16 days. If you are trying to access a form after 16 days and it has expired, please contact the user who sent you the form and they can resend it to you.

If you are still having issues accessing or completing a form, please contact us via support@thalamos.co.uk or 0203 886 0385.