



## Searching and Creating 302 Petitions

This job aid was created to assist *Hospital Staff* users in understanding how to search and create a 302. A user must search for a 302 before they create a new one.

### Ways to Search

1. A user can search by Characteristics, Petition ID, Examining Facility and Petition Status
  - a. To search by any of those criteria you must check the box beside the title:

2. To search by Examining Facility: For users who are associated to WPIC, Presby, Shadyside and Montifore, you are able to choose those examining facilities to search for *In Progress* 302's



## Search Result: Petition Exists at Facility

IREs TRAINING Version: 1.0.0 - Internet Explorer

Department of Human Services  
Allegheny County, Pennsylvania

Information, Referral & Emergency Services

302 Petition

Petition Search

302 Petition

Petition Search

302 Petitions

\*Denotes Required Fields \*\*Denotes Half-Mandatory Fields

Search Criteria

Characteristics

First Name Starts With Person Last Name\* Starts With Person Date Of Birth Gender

Petition ID Examining Facility\* Petition Status Date Range Search Date Range Start Date End Date

Search Results

Results 1 - 1 of 1

Petition ID	First Name	Last Name	Gender	Date of Birth	Initiated By	Petition Status	Authorized By	Examining Facility
2319	Person	Person	Female		Hospital Staff	In Progress		WPIC

Client Information

Name Revisions

Petition Details

Prefix First Name Middle Initial Last Name Suffix Gender

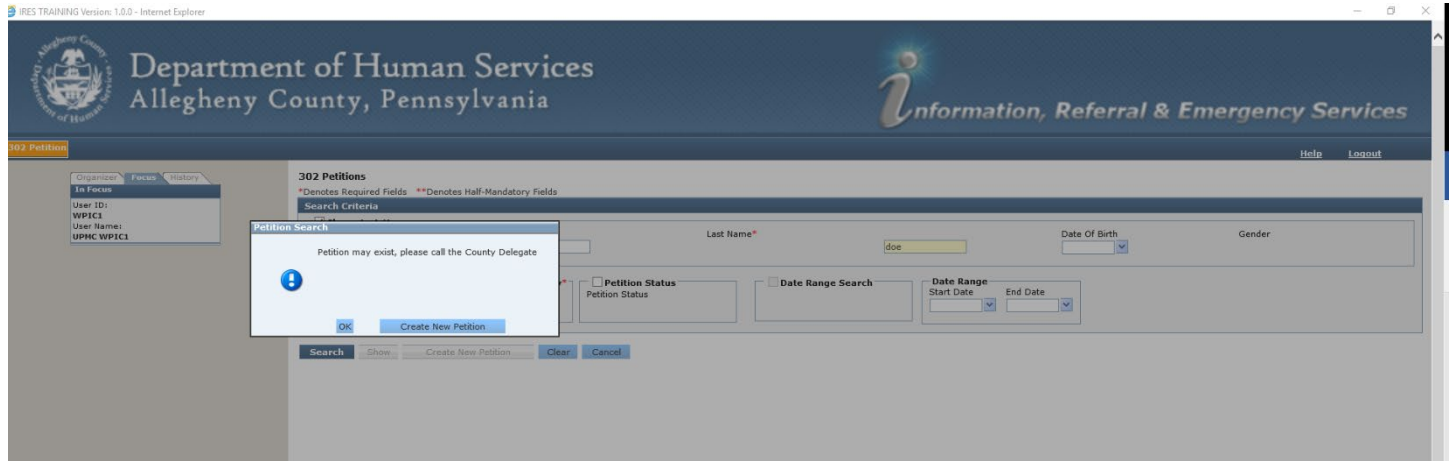
Date of Birth SSN

Search Show Create New Petition Clear Cancel

1. A user enters a Characteristics Search and receives Results, as shown in the picture above.
  - a. This means the 302 is in your hospital's workload and you can click the **Show** button to continue the existing 302 form.
  - b. If this is not the correct 302, you can also click the **Create New Petition** button to create a new petition. **Only create a new petition when you have determined that the 302 in the search results is not the one that is needed.**



## Search Result: Petition May Exist



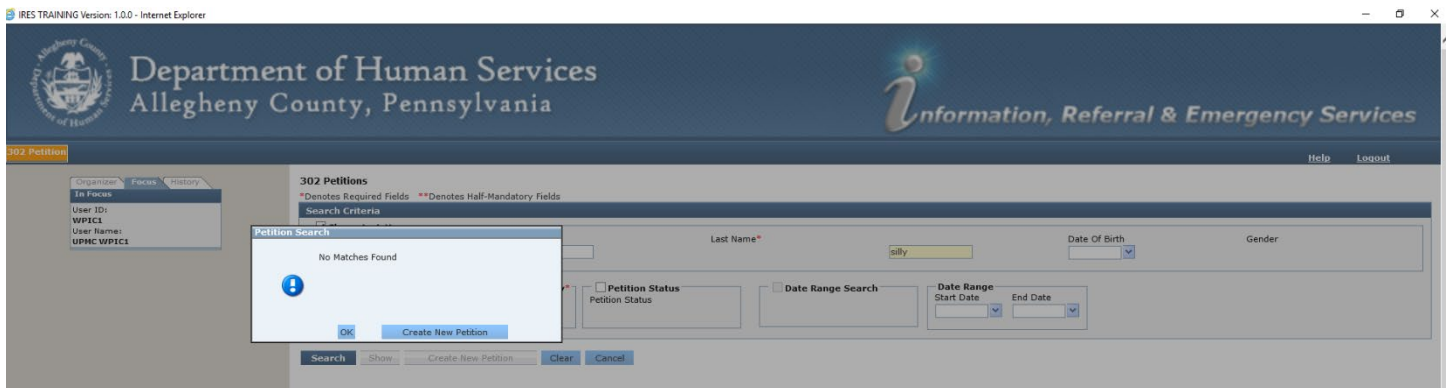
1. A user completes a search and receives **Petition May Exist, Please Call the County Delegate** pop up, as shown in the picture above.



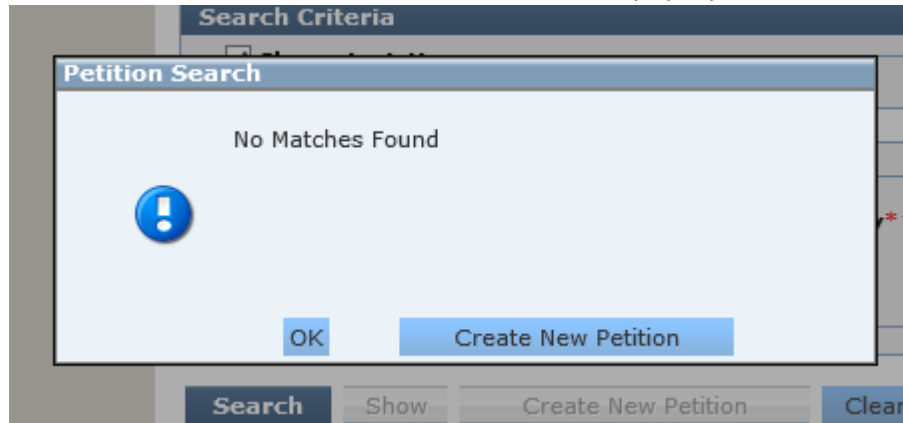
2. A user can go ahead and click Create New Petition. **HOWEVER**, it would be best practice to call the county delegate to determine if there is an in-progress petition in another hospital's workload.
  - a. If there is a 302 in progress for the person, the county will transfer that *In Progress* petition to your facility's bucket and you will have access to complete the rest of the 302.



## Search Result: No Matches Found



1. A user completes a search and receives **No Matches Found** pop up.



- a. When a user receives this pop up, they should click Create New Petition button to create a new 302 petition.

## For further assistance

For assistance, please contact the Allegheny County Delegates at 412-350-4457 - 24 hours a day, 7 days a week.

During weekdays between 8:30 AM and 4:00 PM, you can email:

DHS Application Specialist Supervisor — Christina Matsook [Christina.Matsook@alleghenycounty.us](mailto:Christina.Matsook@alleghenycounty.us)

You may also contact our Service Desk at:

412-350-HELP Option 2 OR email [servicedesk@alleghenycounty.us](mailto:servicedesk@alleghenycounty.us)