

Overturning 302 in IRES Application

This is a guide to assist hospital users in the steps for overturning a 302 in the IRES application. It is important to remember that a 302 is a legal document and you **MUST** enter the exam overturning the 302 if the physician has found that the patient is not in need of emergency involuntary treatment.

The following steps will only work if the petition is **IN PROGRESS**. If the Petition is already **COMPLETE**, you must call our office at 412-350-4457 and state you are attempting to overturn a 302 that has already been completed.

Part VI—Physician Exam

The screenshot shows the '302 Part VI - Physician Examination' form. At the top, there are tabs for Client Information, Application & Acknowledgment (Part I), Consent Authorization for Transportation (Part II), Warrant (Part III), The Patient's Rights (Part IV), Actions Taken to Protect Patient's Interest (Part V), and Physician Examination (Part VI). The form is divided into several sections:

- Examining Physician Information:** Fields for Prefix, First Name, Middle Name, Last Name, Suffix, Name of Examining Facility, and Arrival Time. It also includes a section for Examination Time and a 'Please specify' field.
- Findings and Treatment:** Fields for 'Findings go here' and 'Treatment Needed goes here'.
- A. Involuntary Commitment is required **:** A section for patient comments.
- 302 Commitment Requires Physician's Certification:** A section with a checkbox and explanatory text.
- Offer of Voluntary Treatment:** A section with a checkbox and explanatory text.
- Inappropriate for Voluntary Treatment:** A section with a checkbox and explanatory text.
- B. Involuntary Commitment is NOT required:** A section with a checkbox and explanatory text. A red box highlights the 'Disposition Status for the Client's Petition' dropdown menu, which is set to '302 Overturned In Emergency Room'.

TIP: If a physician Exam has already been completed and you are entering a 2nd physician exam, you must hit **NEW** up at the top of the page on Part VI. This will create a 2nd blank physician's exam for the information to be entered.

1. Enter Examining Physician Information
 - a. First Name, Last Name.
 - b. Name of Examining Facility
 - c. Arrival Time (24 Hour Clock Format)
 - d. Examination Time (24 Hour Clock Format)

2. Enter the Physicians Findings and Treatment Needed

3. **To OVERTURN:**

- a. Scroll down to letter B and click on the radio button
- b. Then choose 'Disposition Status for the Client's Petition'
 - i. 302 converted to a 201 Commitment in Emergency Room
 - ii. 302 Overturned in Emergency Room

4. You then Select

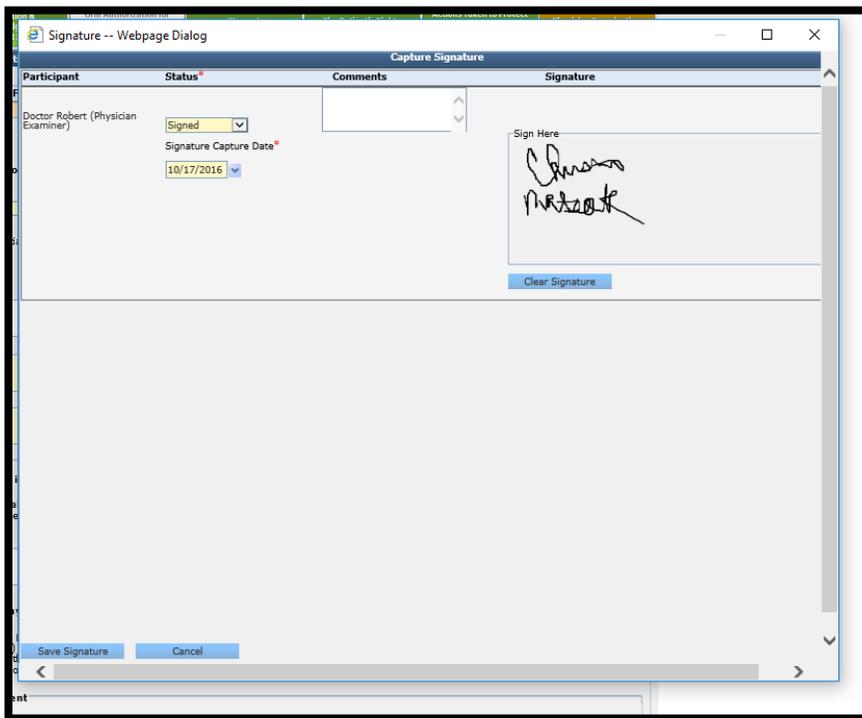
Save/Capture Signature

5. The Signature Screen will appear and you capture the signature as:

- a. Signed
- b. Paper Signed

6. Hit Save Signature

TIP: If you select Paper Signed for the Signature, you must upload or fax the overturned exam.



7. You will now have an OVERTURNED Exam entered for the 302, but the petition is not complete.

8. TO complete the 302, you **MUST** go back to the *Client Information Tab*

Completing the overturned 302

302 Authorization Summary

Legend: **Red box** - Mandatory Fields; ****** - Denotes H&F-Mandatory Fields

Client Information | Application & Acknowledgement (Part I) | Oral Authorization for Transportation (Part II) | Warrant (Part III) | The Patient's Rights (Part IV) | Actions Taken to Protect Patient's Interest (Part V) | Physician Examination (Part VI)

Client Information

Prefix: First Name: Christina Middle Name: Last Name: Matsook Suffix: Maiden Name: Alias:

Date of Birth: 01/07/1982 (or Approx. Age) Gender: Female SSN: Address: Edit

Race: Height: Feet, Inches Weight: Lbs., Oz. Eyes: Hair Color: Select

Name of BSU: BSU Number: County Authorizing Commitment: Allegheny County Allegheny County Resident?: No

Petition Criteria Date: 10/17/2016 Petition Expiry Date: 11/15/2016 Is the patient being admitted to this facility?: No

Name of Admitting Facility: Admission to Unit Date: Admission Number: Admission Floor:

Comments:

Status of Forms

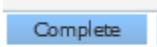
Please select the form you would like to view/edit from the list below, and click the "Show" button. If you would like to view instructions on how to complete these forms. Click this link: [Instructions](#)

Form Name	Form ID	User	Form Type	Status
Client Information	KDTBST11 KDTBST11	SUPERUSER	E Form	Completed
Application & Acknowledgement (Part I)	KDTBST11 KDTBST11	SUPERUSER	E Form	Completed
Authorization For Transportation Without Warrant (Part II)			E Form	Not Started
Warrant (Part III)	KDTBST11 KDTBST11	SUPERUSER	E Form	Completed
Patient's Rights (Part IV)	KDTBST11 KDTBST11	SUPERUSER	E Form	Completed
Actions Taken To Protect Patient's Interest (Part V)	KDTBST11 KDTBST11	SUPERUSER	E Form	Completed
Physician's Examination (Part VI)	KDTBST11 KDTBST11	SUPERUSER	E Form	Completed
Petition Assignment Transfer	KDTBST11 KDTBST11		N/A	Completed
Petition Rescind			N/A	N/A
Signature Log			N/A	N/A

Show Attach/Upload Form Preview 302 Form Save **Complete** Cancel Send Revision to ChBase Back to Results

1. Click on *Client Information*

a. Scroll to the bottom of the screen and hit



For more information...

For assistance, please contact:

Information, Referral and Emergency Services Main Line:
412-350-4457

DHS Application Specialist Supervisor —Christina Matsook Christina.Matsook@alleghenycounty.us

You may also contact our service desk at 412-350-HELP OR

To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>