

Tip Sheet: Recording 106 Mental Health Report

This tip sheet has been developed to assist panel clinics conducting U.S. Visa health examinations for applicants who are required to undergo **106 Mental health report** examination.

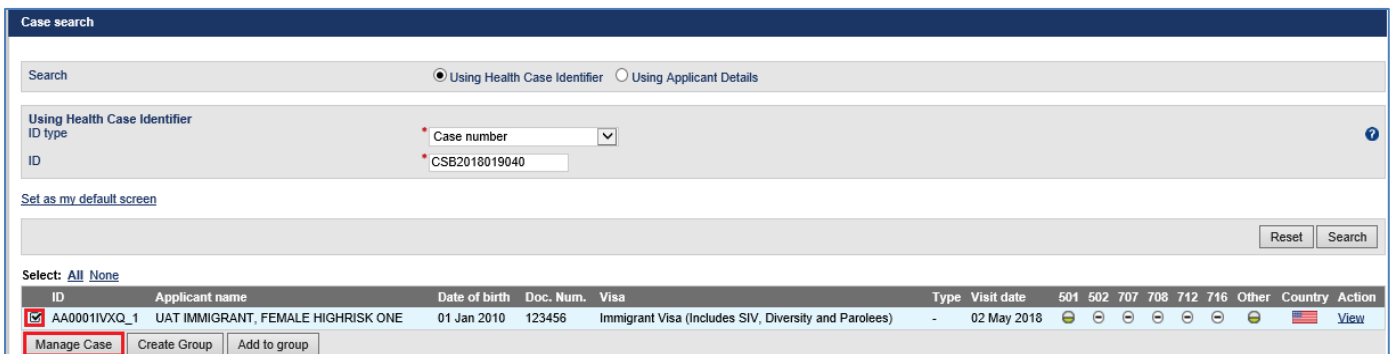
Once the health case is at **Exam in Progress** status, you can start recording these examinations.

Note: If your health case is ready to proceed to the examination state, it should be available in the **In progress** tab in your clinic inbox

Note: Throughout the examination a red asterisk * will display for mandatory fields.

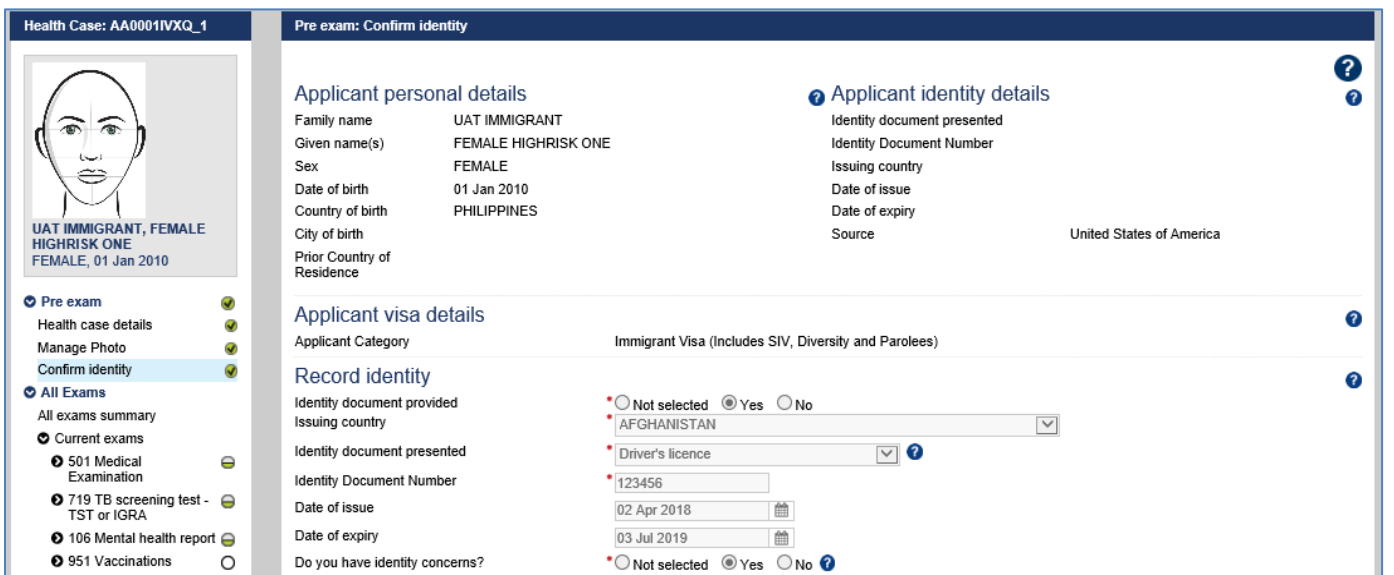
Step 1. Search the health case using the **Case search** screen or locate the health case in the **In progress** folder of the clinic's **inbox**

Step 2. Select the check box next to the health case and press the **Manage Case** button



The screenshot shows the 'Case search' interface. At the top, there are two radio buttons: 'Using Health Case Identifier' (selected) and 'Using Applicant Details'. Below this, there are fields for 'ID type' (set to 'Case number') and 'ID' (set to 'CSB2018019040'). A 'Set as my default screen' link is present. At the bottom, there is a table with columns: ID, Applicant name, Date of birth, Doc. Num., Visa, Type, Visit date, and several numbered columns (501-716) for different exams, plus 'Country' and 'Action'. The first row is selected, and a 'Manage Case' button is highlighted below it.


The **Health Case** details screen displays.



The screenshot shows the 'Health Case: AA0001VXQ_1' details screen. It is divided into two main sections: 'Pre exam: Confirm identity' and 'Record identity'. The 'Pre exam' section includes 'Applicant personal details' (Family name: UAT IMMIGRANT, Given name(s): FEMALE HIGHRISK ONE, Sex: FEMALE, Date of birth: 01 Jan 2010, Country of birth: PHILIPPINES, City of birth, Prior Country of Residence) and 'Applicant identity details' (Identity document presented, Identity Document Number, Issuing country, Date of issue, Date of expiry, Source: United States of America). The 'Record identity' section includes 'Applicant visa details' (Applicant Category: Immigrant Visa (Includes SIV, Diversity and Parolees)) and 'Record identity' (Identity document provided: Yes, Issuing country: AFGHANISTAN, Identity document presented: Driver's licence, Identity Document Number: 123456, Date of issue: 02 Apr 2018, Date of expiry: 03 Jul 2019, Do you have identity concerns?: Yes).

Step 3. Expand the **106 report** in the navigation pane

Health Case: AA0001IVXQ_1 Pre exam: Confirm identity



UAT IMMIGRANT, FEMALE
HIGH RISK ONE
FEMALE, 01 Jan 2010

- Pre exam ✔
- Health case details ✔
- Manage Photo ✔
- Confirm identity ✔
- All Exams ✔
- All exams summary
- Current exams
- 501 Medical Examination ⊖
- 719 TB screening test - TST or IGRA ⊖
- 106 Mental health report ⊖
- Refer Applicant** ✔
- Record results ⊖
- Review exam details ⊖

Applicant personal details

Family name: UAT IMMIGRANT
 Given name(s): FEMALE HIGHRISK ONE
 Sex: FEMALE
 Date of birth: 01 Jan 2010
 Country of birth: PHILIPPINES
 City of birth:
 Prior Country of Residence:

Applicant identity details

Identity document presented
 Identity Document Number
 Issuing country
 Date of issue
 Date of expiry
 Source: United States of America

Applicant visa details

Applicant Category: Immigrant Visa (Includes SIV, Diversity and Parolees)

Record identity

Identity document provided: Not selected Yes No
 Issuing country: AFGHANISTAN
 Identity document presented: Driver's licence
 Identity Document Number: 123456
 Date of issue: 02 Apr 2018
 Date of expiry: 03 Jul 2019
 Do you have identity concerns?: Not selected Yes No
 Provide details: testing

The **106 Mental health report: Refer Applicant** window displays.

106 Mental health report: Refer Applicant

Exam code	106
Exam name	Mental health report
Exam description	Mental health questions must be answered by panel physician. If applicant is referred to a mental health specialist for further evaluation, panel physician must attach report.
Referred by	eMedical
Referred to	This clinic

Note: If the required service to complete the **106 Mental health report** is already present for your clinic, then the exam will be automatically referred. You may however, refer the applicant (if required) to an external linked specialist clinic.

To refer applicant to an external specialist clinic:

Step 4. Press the **Refer** button

Step 5. In the **Refer Applicant** window, select the name of the referring doctor from the **Referred by** drop down list

Step 6. Select the radio button for the clinic you want to refer the applicant to and press the **Save** button

Refer Applicant

Referred by * Mr Doctor USA

You can choose to refer the selected exams to any of these clinics.

Refer to ?	Services offered at the clinic ?
<input type="radio"/> This clinic	Medical Radiology Pathology Endocrinology Psychiatry
<input type="radio"/> Canberra Services 15 more st AUSTRALIA	Medical Radiology Psychiatry
<input checked="" type="radio"/> USA RAVI CLINIC 15 JAUNCEY COURT UNITED STATES	Medical Radiology Chest specialist Pathology Psychiatry Tuberculosis specialist

Cancel Save

The **106 Mental health report: Refer Applicant** screen displays with a success message.

106 Mental health report: Refer Applicant

Success

The exam has been successfully referred to the selected clinic. Please print the referral letter and instruct the applicant that they need to see the specialist. Record the results and attach the reports once they are received.

Exam code	106
Exam name	Mental health report
Exam description	Mental health questions must be answered by panel physician. If applicant is referred to a mental health specialist for further evaluation, panel physician must attach report.
Referred by	Mr Doctor USA
Referred to	USA RAVI CLINIC 15 JAUNCEY COURT UNITED STATES

Refer
Generate Referral letter

Back Next

Step 7. Press the **Generate Referral letter** button to print the Referral letter and provide to the applicant to provide to the specialist

Upon receiving the results and test reports, proceed to record the results.

Step 8. To record the results, press the **Record results** button in the navigation pane

The **106 Mental health report: Record results** screen displays.

106 Mental health report: Record results

Confirm identity

Was the applicant's identity confirmed? Not selected Yes No

Record results

Exam date: * 02 May 2018

Exam description: Mental health questions must be answered by panel physician. If applicant is referred to a mental health specialist for further evaluation, panel physician must attach report.

Any physical or mental disorder (excluding addiction or abuse of specific substance on the Controlled Substances Act, but including other substance-related disorder) Not selected No Yes

Addition or abuse of specific substance on the Controlled Substances Act Not selected No Yes

Attachments

Link to existing Add New

No documents have been attached

Delete	Document Type	Details	Attachment type	Sending method	File name	Edit
General Supporting Comments						

Back Close Save Next

Step 9. Select **Yes** or **No** button for **Was the applicant's identity confirmed?**

Step 10. Edit the **Exam date**, if required (will default to today's date)

Step 11. Select the **No** or **Yes** button for **Any physical or mental disorder (excluding addiction or abuse of specific substance on the Controlled Substances Act, but including other substance-related disorder)**

For a **Yes** response additional questions display.

106 Mental health report: Record results

Confirm identity

Was the applicant's identity confirmed? Not selected Yes No

Record results

Exam date: * 26 Jul 2018

Exam description: Mental health questions must be answered by panel physician. If applicant is referred to a mental health specialist for further evaluation, panel physician must attach report.

Any physical or mental disorder (excluding addiction or abuse of specific substance on the Controlled Substances Act, but including other substance-related disorder) Not selected No Yes

With harmful behavior present or likely to recur? Not selected No Yes

Without harmful behavior present and unlikely to recur? Not selected No Yes

Addition or abuse of specific substance on the Controlled Substances Act Not selected No Yes

Step 12. Select the **No** or **Yes** radio button for **With harmful behavior present or likely to recur?**

Step 13. For the **Yes**, enter details in **Details of disorder** text box

Step 14. Select the **No** or **Yes** radio button for **Without harmful behavior present and unlikely to recur?**

Step 15. For the **Yes**, enter details in the **Details of disorder** text box

Step 16. Select the **No** or **Yes** radio button **Addiction or abuse of specific substance on the Controlled Substances Act**

For a **Yes** answer additional questions display.

Addition or abuse of specific substance on the Controlled Substances Act	* <input type="radio"/> Not selected	<input type="radio"/> No	<input checked="" type="radio"/> Yes
Current addiction or abuse?	* <input type="radio"/> Not selected	<input checked="" type="radio"/> No	<input type="radio"/> Yes
Sustained, full remission?	* <input type="radio"/> Not selected	<input checked="" type="radio"/> No	<input type="radio"/> Yes

Step 17. Select the **No** or **Yes** radio button for **Current addiction or abuse?**

Step 18. For the **Yes**, provide details in **Details of substances** text box

Step 19. Select the **No** or **Yes** radio button for **Sustained, full remission?**

Step 20. Press the **Add New** button in the **Attachments** section

Attachments

Link to existing
Add New ?

The **Add New Attachment** window displays.

+ x

Attachment type: * v

Document type: * v

Browse: * Browse...

Details

i [Link to another exam](#)

Cancel Save

Step 21. Select a test report from the **Document type** drop down list

+ x

Attachment type: * v

Document type: *

Required documents
Mental health report
Optional documents
Other

v

Browse: * Browse...

Details

i [Link to another exam](#)

Cancel Save

Note: 106 Mental health report attachment should be in PDF format

Step 22. Press the **Browse** button to locate and upload the attachment file

Step 23. Press the **Save** button

The uploaded files are listed in the **Attachments** section.

Attachments

Link to existing Add New ?

Delete	Document Type	Details	Attachment type	Sending method	File name	Edit
	Mental health report	-	Uploaded	-	Mental Health report.docx	

General Supporting Comments

Back Close Save Next

Step 24. Record comments in **General Supporting Comments** text box, if required

Step 25. Press the **Next** button

The **106 Mental health report: Review exam details** screen displays.

106 Mental health report: Review exam details ?

Exam details ?

Exam code	106
Exam description	Mental health questions must be answered by panel physician. If applicant is referred to a mental health specialist for further evaluation, panel physician must attach report.
Exam added by	DOCCOLA3, USA - UAT Clinic
Reason requested	required
Exam date	26 Jul 2018
Exam status	Incomplete
Referred to	This clinic

Confirm identity ?

Was the applicant's identity confirmed?	Yes
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Record results ?

Exam date	26 Jul 2018 ?
Exam description	Mental health questions must be answered by panel physician. If applicant is referred to a mental health specialist for further evaluation, panel physician must attach report.
Any physical or mental disorder (excluding addiction or abuse of specific substance on the Controlled Substances Act, but including other substance-related disorder)	Yes
With harmful behavior present or likely to recur?	Yes
Details of disorder	behaviour is abnormal
Without harmful behavior present and unlikely to recur?	No
Addiction or abuse of specific substance on the Controlled Substances Act	No

Step 26. Thoroughly review the information that has been recorded.

Note: All details in **106 Mental health report: Review exam details** screen are view only and cannot be edited. To edit, return to the **106 report: Record results** screen where the information was entered.

Step 27. Press the **Submit Exam** button

General Supporting Comments

Back Submit Exam

Note: Clerical (Medical) users will need to provide a declaration and select the name of the panel physician on behalf of whom they are submitting the exam.

General Supporting Comments

Declaration

I have completed this examination report on behalf * Mr Doctor USA ▼
of

Back Submit Exam


This submits the exam, and returns you to The **106 Mental health report: Review exam details** screen with a success message being displayed on the top of the screen.

Success

106 Mental health report has been successfully submitted.

Health Case: AA0001VXQ_1

106 Mental health report: Review exam details



UAT IMMIGRANT, FEMALE
HIGHRISK ONE
FEMALE, 01 Jan 2010

Pre exam
 Health case details

[?](#)

Exam details

<p>Exam code</p> <p>Exam description</p> <p>Exam added by</p> <p>Reason requested</p> <p>Exam date</p> <p>Exam status</p> <p>Exam expiry date</p> <p>Referred to</p>	<p>106</p> <p>Mental health questions must be answered by panel physician. If applicant is referred to a mental health specialist for further evaluation, panel physician must attach report.</p> <p>DoS</p> <p>Required under policy</p> <p>02 May 2018</p> <p>Finalized</p> <p>02 Nov 2018</p> <p>USA RAVI CLINIC 15 JAUNCEY COURT UNITED STATES</p>
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Note: The **106 report** will be added to the health case if the existing **106 report** has expired at the time of 501 Classification.