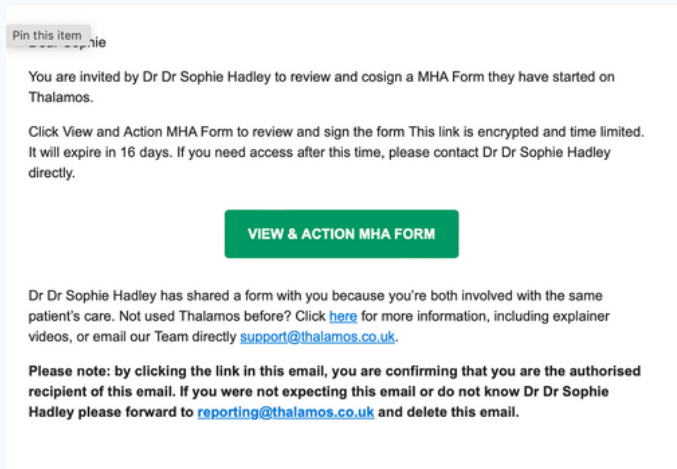


Using Thalamos to Receive MHA Forms at East London Foundation Trust (ELFT)

How to receive and complete a form on Thalamos

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 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).

Frequently Asked Questions

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.

Frequently Asked Questions

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 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.'

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, please contact the user who sent you the form to resend it.

Q. I am completing an H1 form and the time is not showing

A. If a 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.

To view guidance videos, more FAQs and guides, please follow [this link](#).

- [How to complete an H3 form: Video](#)
- [How to receive Section papers and complete an H3 form: Guide](#)
- [More Frequently Asked Questions](#)

Support

support@thalamos.co.uk

0203 886 0385

If you have any questions about Thalamos, please contact Thalamos support