

(Please fill in using the language of the form)

<b>1. Personal data of the patient</b>	Surname	Personal identity code
	Given names	
	Pursuant to Chapters 2 through 4 of the Mental Health Act, the patient <input type="checkbox"/> has been ordered to treatment or examination <input type="checkbox"/> has been admitted for observation	
<b>2. Decision</b>	The aforementioned patient's contacts with persons outside the hospital will be restricted as follows:  <input type="checkbox"/> limitation of incoming calls <input type="checkbox"/> limitation of outgoing calls extent of the limitation:  Restrictions are hereby imposed concerning <input type="checkbox"/> sending <input type="checkbox"/> receiving of letters, other confidential messages and consignments  extent of the limitation: a) a letter or other comparable message sent by the patient may be <input type="checkbox"/> withheld <input type="checkbox"/> read b) a letter or other comparable message addressed to the patient may be <input type="checkbox"/> withheld <input type="checkbox"/> read c) limitation by other means extent of the limitation:  <input type="checkbox"/> the use of equipment and devices used for maintaining contact is restricted extent of the limitation and the equipment or devices the use of which is restricted:  <input type="checkbox"/> the equipment and devices listed below that are used for maintaining contact and that are in the patient's possession will be seized by the hospital equipment and devices used for maintaining contact that will be seized by the hospital:  <input type="checkbox"/> the reception of guests will be restricted extent of the limitation:  <input type="checkbox"/> contacts with persons outside the hospital will be entirely prevented	
Important considerations	Under this decision, the correspondence or other contacts are not restricted between a patient and authorities that supervise the activities of the hospital, judicial authorities, or international bodies that monitor the implementation of human rights. This decision does not restrict contacts of a patient with their legal adviser or the patient ombudsman of the hospital.	

<b>3. Grounds</b>	Reason for the limitation of contacts <input type="checkbox"/> the contacts would seriously hamper the patient's treatment or rehabilitation <input type="checkbox"/> the contacts would seriously hamper the patient's safety <input type="checkbox"/> the restriction is necessary to protect the privacy of another person Detailed reasoning (must always be recorded in the decision)
<b>4. Other persons the limitation pertains to</b>	Name and additional information    
<b>5. Period of validity of the decision</b>	Period of validity of the decision _____ - _____  The decision on a limitation of contacts must be temporary in nature and may be in force for a maximum of 30 days at a time. The validity of the decision expires immediately when the conditions for involuntary treatment, examination or observation, as set forth in Chapters 2 through 4 of the Mental Health Act, are no longer met.
<b>6. Hearing</b>  Hearing of the patient    Hearing of the legal representative	Before a decision is made on the matter, the patient must be provided with an opportunity to be heard as set forth in section 22 j(5) of the Mental Health Act and in sections 34 and 36 of the Administrative Procedure Act (434/2003). The provisions on the legal representative's right to be heard and the hearing of the legal representative are laid down in sections 14, 15 and 34–36 of the Administrative Procedure Act. If the matter is decided without such hearing, this must be duly justified pursuant to section 34(2) of the Administrative Procedure Act. The patient's statement must be recorded as such in the decision. In addition, the patient's written account can be appended to the decision if such has been given by the patient. If the patient does not express their opinion when heard, an explanation on how the patient has been provided with an opportunity to be heard must be recorded in the decision. The patient's opinion   <input type="checkbox"/> The patient's written account is enclosed if the patient has given any Name of the legal representative <input type="checkbox"/> public guardian <input type="checkbox"/> custodian <input type="checkbox"/> other legal representative, who? Opinion of the legal representative   <input type="checkbox"/> The legal representative's written account is enclosed if the legal representative has given any Name of the legal representative <input type="checkbox"/> public guardian <input type="checkbox"/> custodian <input type="checkbox"/> other legal representative, who? Opinion of the legal representative   <input type="checkbox"/> The legal representative's written account is enclosed if the legal representative has given any

Hearing of other persons concerned	Before a decision is made on the matter, the other persons concerned known to the hospital must, as far as is possible, be provided with an opportunity to be heard as set forth in section 22j(5) of the Mental Health Act and in sections 34 and 36 of the Administrative Procedure Act (434/2003). Other person concerned means an individual who has such a special relationship with the patient that limiting the patient's contacts violates this other person's rights if the decision concerns them. If the matter is decided without such hearing, this must be duly justified pursuant to section 34(2) of the Administrative Procedure Act.	
	Other persons concerned to be heard	
	Name	Opinion of the person heard
		<input type="checkbox"/> The written account of the person heard is enclosed if the person heard has given any
		<input type="checkbox"/> The written account of the person heard is enclosed if the person heard has given any
		<input type="checkbox"/> The written account of the person heard is enclosed if the person heard has given any
<b>7. Date and signature</b>	Date	Physician's signature
	Hospital	Printed name, title, position and identification code
<b>8. Provider of further information</b>	If needed, further information on the decision is provided by: Name and contact information	
<b>9. Notification of decision</b>	Notification of the decision to the patient	
	Date	Name of the recipient of the notification:  With my signature I hereby confirm that I have today been served with a decision on the limitation of contacts
	Name and signature of the person who served the decision	
	Decision was served on the date mentioned above but the patient refused to sign the notification.	
	Witnessed by:	
	Signature and clarification of signature	Signature and clarification of signature
Notification of the decision to the legal representative		
Date	Name and signature of the person served with the decision or the method of notification. (If the decision is served in some other way than in person, the method of notification is recorded instead of signature.)	Name and signature of the person who served the decision

Notification of the decision to other persons concerned. (The confidentiality of patient information must be taken into account when the decision is served.)		
Date	Name and signature of the person served with the decision or the method of notification. (If the decision is served in some other way than in person, the method of notification is recorded instead of signature.)	Name and signature of the person who served the decision
<b>10. Appeal instructions</b>	<p>An appeal against this decision can be lodged with the following appellate authorities:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administrative Court of Helsinki</li> <li><input type="checkbox"/> Administrative Court of Hämeenlinna</li> <li><input type="checkbox"/> Administrative Court of Eastern Finland</li> <li><input type="checkbox"/> Administrative Court of Northern Finland</li> <li><input type="checkbox"/> Administrative Court of Turku</li> <li><input type="checkbox"/> Administrative Court of Vaasa</li> <li><input type="checkbox"/> Administrative Court of Åland</li> </ul> <p>Postal address and electronic contact information of the appellate authority (telefax and e-mail address):</p>	

### **Appeal instructions**

This decision may be appealed by lodging a written appeal with the above-mentioned Administrative Court. The appeal period is fourteen (14) days of receiving notice of the decision, excluding the day on which the notice is received. The date on which the notice is received is indicated in the certificate of service or the acknowledgement of receipt. If the decision has been served by sending a letter without an acknowledgement of receipt, the addressee is deemed to have received notification in seven (7) days from the sending of the letter, unless proved otherwise. However, an authority is deemed to have received notice of a decision on the date of arrival of the letter. In case of substitute service, the decision is considered to have been served, unless proved otherwise, on the third (3) day from the day indicated in the certificate of service or the acknowledgement of receipt.

The right of a public guardian, a custodian, or other legal representative to be heard on behalf of a person without legal capacity is governed by the Administrative Judicial Procedure Act (586/1996).

An appeal against a decision to restrict the contacts of a minor may be lodged by the minor themselves if aged 12 or over, as well as by the minor's guardian, public guardian or other legal representative, or by another party concerned whose contacts with the child have been limited with the decision.

The appeal must contain the following information: the decision the appeal concerns, in which respects the decision is being appealed against, the changes that are requested to be made, and the grounds for the requested changes.

The appeal must state the appellant's name and municipality of residence. If the appellant's right to be heard is exercised by their legal representative or attorney, or if the appeal has been drawn up by some other person, the appeal must also state that person's name and municipality of residence. In addition, the appeal must state the postal address and telephone number where notices relating to the matter can be forwarded to the appellant.

The appellant, their legal representative, or their attorney must sign the appeal. The attorney must produce a power of attorney, as set forth in section 21 of the Administrative Judicial Procedure Act. A document which has been sent to an authority in electronic format need not be signed with a signature if the document contains the sender information and there is no reason to doubt the authenticity or integrity of the document. If a document which has been delivered to an authority in electronic format contains a statement about the attorney's power, the attorney need not provide a power of attorney. However, the authority may order that a power of attorney must be provided if the authority has reasons to suspect the attorney's powers or the scope of the powers.

The following must be attached to the appeal: 1) the original or a copy of this decision, 2) a certificate of the date of service of the decision unless it can be seen from this decision, or some other proof of the date when the appeal period started to run; and 3) the documents on which the appellant relies in support of their demand, unless these have already been delivered to the authority.

The appeal documents must be delivered to the appellate authority at the latest on the last day of the appeal period, within the office hours of the government agency. If the last day of the appeal period falls on a Saturday, Sunday, a public holiday, the Independence Day, the First of May, the Christmas Eve or the Midsummer Eve, the appeal may be delivered to the appellate authority on the first weekday following that day. The appeal documents can be sent by mail, telefax, e-mail or through a courier, at the sender's own risk. The appeal documents which are sent by mail, telefax or e-mail must be sent in good time so that they arrive before the end of the appeal period. An appeal which has been sent by telefax or by e-mail must be available to the Administrative Court in the Court's reception device or IT system, before the end of the appeal period so that it is possible to technically process the document. for technical processing before the expiry of the appeal period.

An appeal document addressed to the Administrative Court may, within the appeal period, also be lodged with the chief physician in charge of psychiatric treatment in the hospital or with another person appointed for this purpose. The chief physician shall forward the appeal document to the Administrative Court and append to it his/her own statement and the documents on which the decision subject to appeal is based on.

At the hospital, the appeal can be lodged with:

<b>11. Reception of appeal</b>	Recipient of the appeal, name and position or job title  Date and time when the appeal was lodged
	A certificate of the reception of the appeal must be given, and the name of the person who submitted the appeal and the date of reception of the appeal must be recorded in the appeal. The chief physician must send the appeal, the documents the decision subject to appeal is based on, as well as their own statement concerning the appeal to the appellate authority without delay.
<b>12. Enforcement of decision</b>	A decision on the limitation of contacts is enforced immediately irrespective of whether an appeal has been lodged.  When an appeal has been lodged against the decision, the appellate authority may prohibit the enforcement of the decision or order its suspension.