## **Uploading a signed Form**

VAD-IMS Quick Reference Guide

- This guide is for practitioners who do not have a VAD-IMS account.
  - o If you have a VAD-IMS account, please see the User Guide.
- This guidance should be used when you have had to navigate away from VAD-IMS after downloading a form and then later needing to upload one of the following forms:
  - First Request Form
  - o Consultation Referral Form
  - Authorised Disposal Form
  - Notification of Death Form (Other Medical Practitioner)
- You must have already:
  - o completed the form electronically
  - o printed and signed the form
  - scanned the form ready for upload

If you don't have the technology available to scan and upload a form, you can fax the completed form to (08) 9222 0399.

**Note:** This approach should be used as a backup. Whenever possible, you should try to complete, print, sign and upload a form without navigating away from VAD-IMS. This allows data to be captured more quickly and accurately.

	VAD-IMS       Voluntary Assisted Dying - Information Management System         VAD-IMS is the online platform for management of voluntary assisted dying in Western Australia.       Practitioner access         It is where practitioners can:       • submit forms to the Voluntary Assisted Dying Board in Western Australia.       Practitioner access         • register for the Department of Health participating practitioner eligibility verification process (including access to the mandatory approved training)       Apply for access to VAD-IMS.
Go to the VAD-IMS homepage at https://vad-ims.health.wa.gov.au Click on the <b>Upload a signed form</b> button.	Ineed to complete a form         You do not need access to VAD-IMS to submit the following forms. However, if you do have access to VAD-IMS, please log in first. <ul> <li>A patient has made a <u>First Request</u> for voluntary assisted dying</li> <li>First Request Form</li> <li>I have received a referral for a Consulting Assessment</li> <li>Consultation Referral Form</li> <li>I have received and disposed of a voluntary assisted dying substance</li> <li>Authorised Disposal Form</li> <li>I have completed a Medical Certificate Cause of Death for a relevant patient</li> <li>Notification of Peath Form (Other Medical Practitioner)</li> </ul> <li>Tim returning a completed form.</li> <li>I have a completed and signed form, ready to upload</li>

The <b>Upload a signed form</b> page will open.	Upload a signed form
<ol> <li>Select the appropriate Form type from the drop-down box.</li> <li>Enter the Patient's full name, ensuring the spelling matches that used on the Form.</li> <li>If known, complete the optional fields.</li> <li>Note: The episode ID refers to an ID number generated by VAD-IMS_Depending on the form</li> </ol>	This is where you can upload a form that you have already completed and signed. Tyou have not already completed the form, please return to the <u>home gage</u> and select the required form via the 1 need to complete a form' section. Accepted forms: Prast Request Consultation of Referral Consultation of Deam (Other Medical Practitioner) Completed the form ready for upload Completed the form ready for upload Comp
<ul> <li>4. Check the I am not a robot box and complete any required reCAPTCHA Tasks.</li> </ul>	Upload form
Click on the <b>Add new file</b> area that appears. This will open your computer's file explorer. Navigate to and select the file of the signed and scanned form.	Upload A text approved form 1 Add new file Add new file Mar file size: - 10 MB Upload form
The file will be added. Note: More information and options for the added file can be seen by clicking the chevron symbol () next to the file name. From here you can replace or delete the file if needed. Click Upload form to complete process of submitting the form to the VAD Board.	Upload         Attach signed form *         Scanned Form or Declaration pdf         Version history         Version 1 (current version)         Created by       1:27PM May 25, 2021         Replace file       Delete         Add new file         Allowed file types : doc docx pdf xls xlsx jog jpeg tiff png         Max file size : 10 MB         Upload form
<ul> <li>A confirmation screen will open.</li> <li>Read the Next steps guidance carefully.</li> <li>You can download a pdf receipt of submission for your records by clicking the Download the receipt button.</li> <li>If you have returned the form by fax you will be sent a confirmation of receipt by the Secretariat.</li> </ul>	Thank you, your file has been received         submitted forms will be processed by the Voluntary Assisted Dying Board Secretariat.         You can download the confirmation of receipt for your records below.         If you have any questions regarding the submitted form please contact <u>VADBoard@health wa.gov.au</u> Image: First Request Form         Date of submission: 13:58 on 25 May 2021         Submitted by-Not provided digitally-         Patient ToB: -Not provided digitally-         Patient ToB: -Not provided digitally-         Patient ToB: -Not provided digitally-         Patient Teference #:         Practitioner VAD-IMS #:

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