Submit a Notification of Death Form (Other Medical Practitioner)

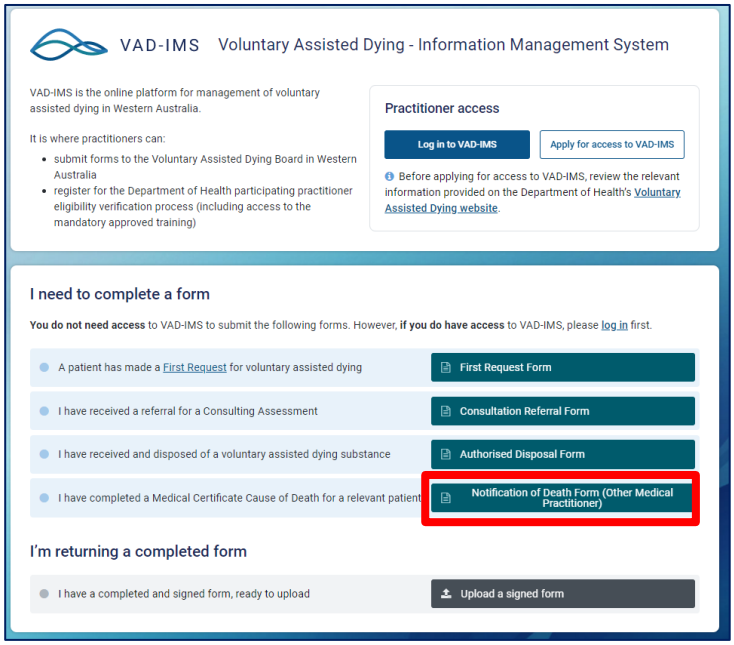
VAD-IMS Quick Reference Guide

- This guide is for practitioners who **do not** have a VAD-IMS account.
  - If you have a VAD-IMS account, please see the User Guide.
- The Notification of Death Form (Other Medical Practitioner) is used after you have received and disposed of a voluntary assisted dying substance.

Step 1 – Finding the Form

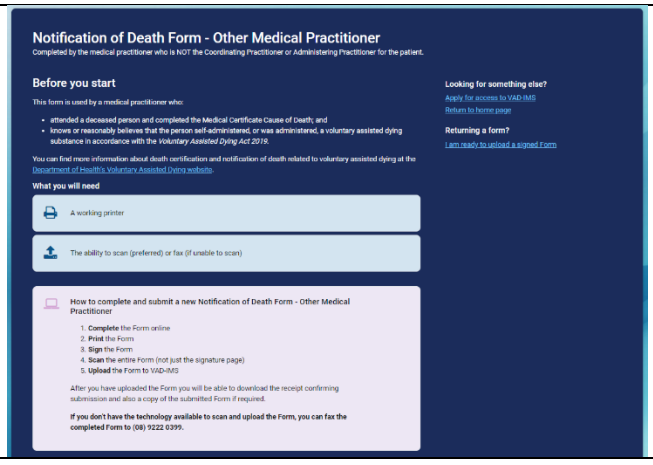
Go to the VAD-IMS homepage at https://vad-ims.health.wa.gov.au

Click on the **Notification of Death Form (Other Medical Practitioner)** button.



The **Notification of Death Form (Other Medical Practitioner)** landing page will open.

Read the guidance on the page.



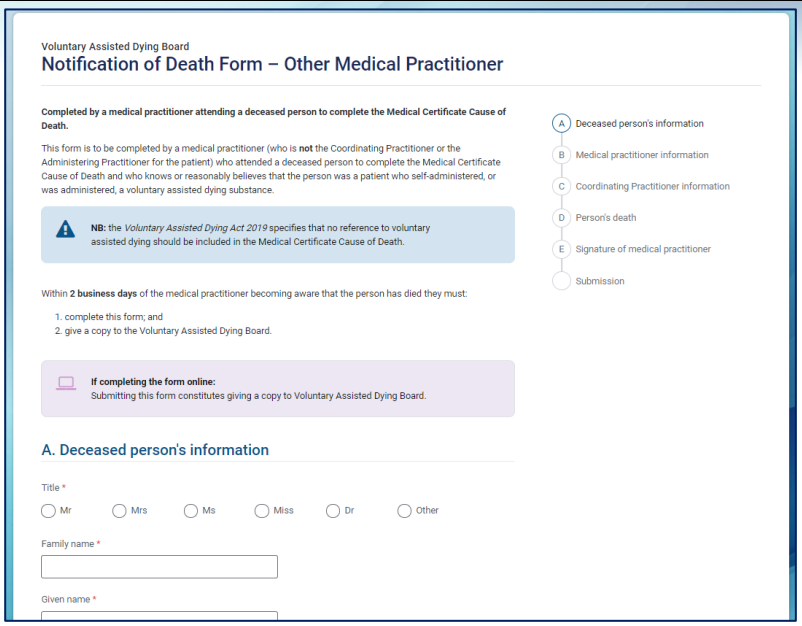
1. Select **No** to the question *Do you already have access to VAD-IMS?*
2. Click on the **Begin Notification of Death Form - Other Medical Practitioner** button.

The Notification of Death Form (Other Medical Practitioner) will open.

Step 2 – Filling in the Form

Begin filling in the Notification of Death Form (Other Medical Practitioner).

Note: A red asterisk (*) indicates that a field is mandatory. This means it must be completed in order to successfully submit the Form.

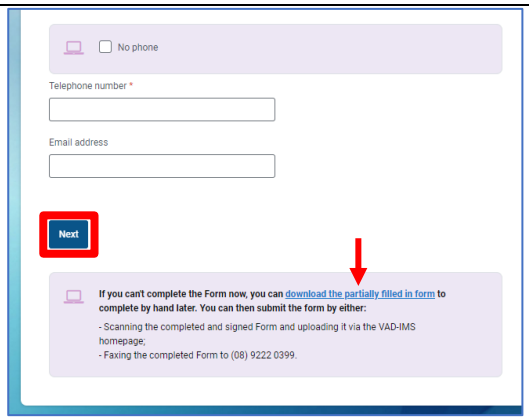


Click the **Next** button at the bottom of each page to continue.

Note: If you can't complete the form in the one session, you can download the partially filled in form by clicking the link (see red arrow) at the bottom of each page.

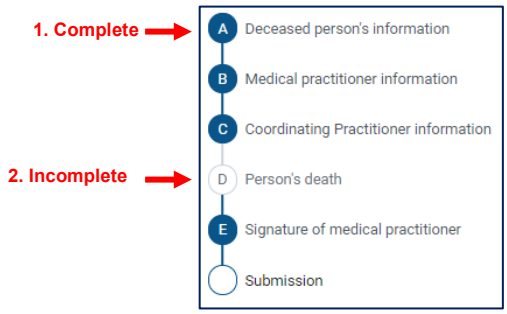
You will then need to complete and sign the form by hand and submit it via the Upload a signed form page on VAD-IMS. See the **Upload a signed form Quick Reference Guide** for more information.

If you are unable to upload online you can fax the completed form to (08) 9222 0399.



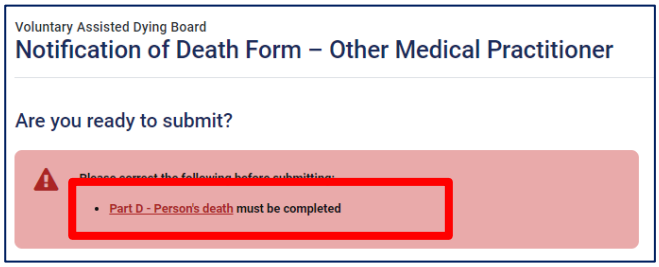
As you progress, parts of the form that are incomplete will be indicated in the Form navigation.

1. Filled blue circles indicate completed parts.
2. Unfilled circles indicate incomplete parts.



If you haven't completed all mandatory fields before reaching the **Submission** page, you will be prompted to do so.

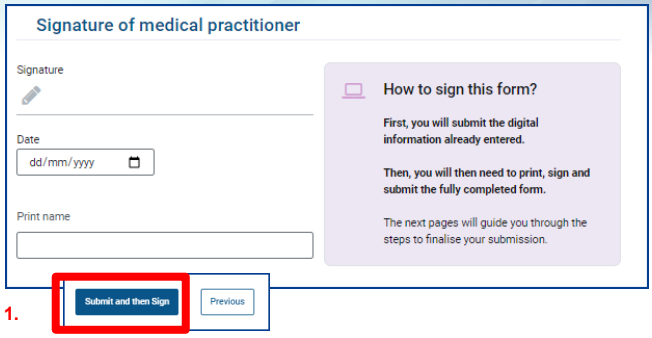
Clicking on the links in the message will take you to that part of the form so you can edit it.



Step 3 – Submitting the Form

First you will **submit the digital data** and then you will need to **upload** a copy of the form you have **physically signed**.

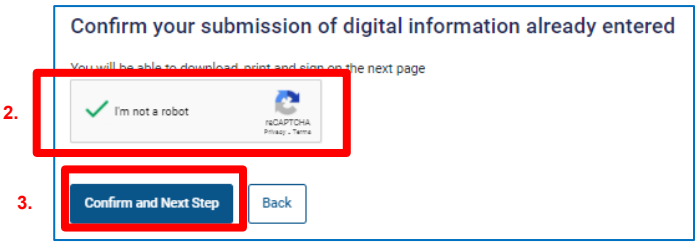
1. Click **Submit and then Sign** button.



Once you have completed all the mandatory form fields, a reCAPTCHA prompt will appear.

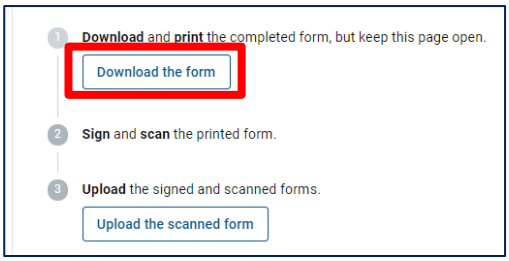
2. Check the **I am not a robot** box and complete any required reCAPTCHA Tasks.
3. You will then be able to click the **Confirm and Next Step** button.

You will then be walked through how to finalise submission of your form to the VAD Board.



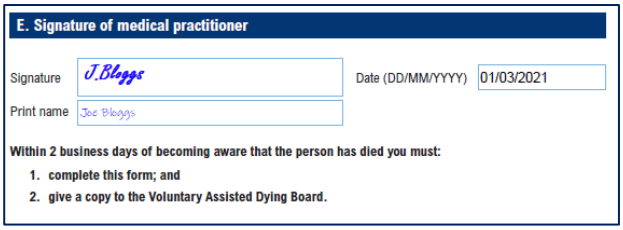
Click the **Download the form** button.

This will download a PDF version of your completed Form.



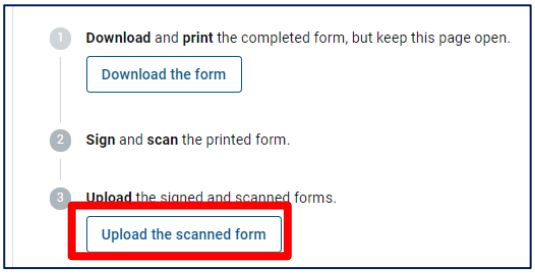
Print the form, and complete part E. **Signature of medical practitioner**, including the signature, date and print name fields.

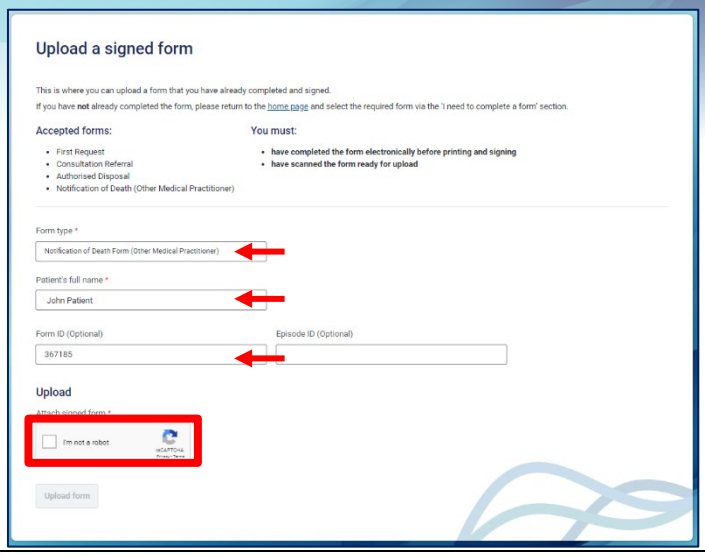
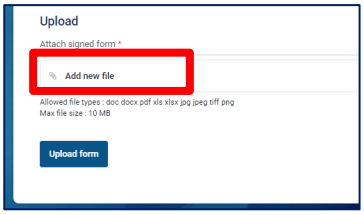
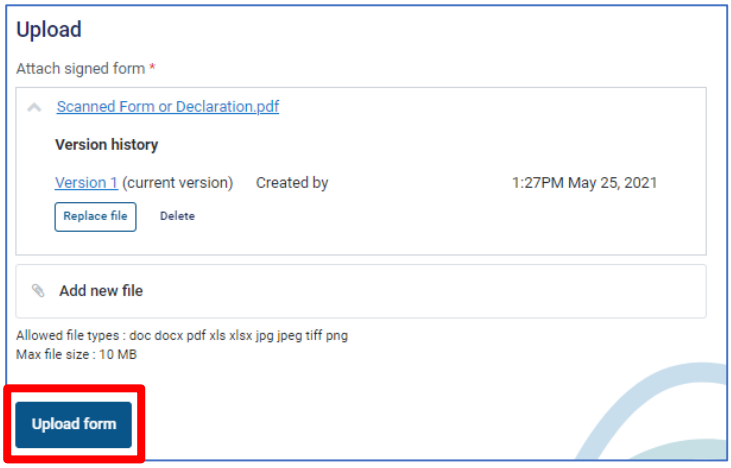
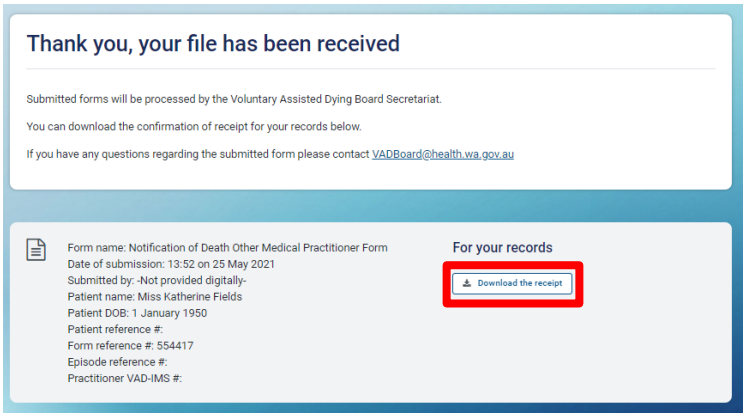
Note: If the date or print name was entered digitally within the form, it will also pre-populate into the PDF version.



Scan the entire completed form (not just the signature page).

Click the **Upload the scanned form** button.



The **Upload a signed form** page will open. Some fields will already be filled based on information you entered in the Form. This includes the Form type, Patient's full name and Form ID fields (see red arrows). Check the **I am not a robot** box, and complete any required reCAPTCHA Tasks.	
Click on the **Add new file** area that appears. This will open your computer's file explorer. Navigate to and select the file of the signed and scanned 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.	
A confirmation screen will open. • Read the **Next steps** guidance carefully. • You can download a pdf receipt of submission for your records by clicking the **Download the receipt** button. • *If you have returned the form by fax you will be sent a confirmation of receipt by the Secretariat.*	

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