Uploading a signed Form
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.

- 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
  - Consultation Referral Form
  - Authorised Disposal Form
  - Notification of Death Form (Other Medical Practitioner)

- You must have already:
  - completed the form electronically
  - 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.

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

Click on the **Upload a signed form** button.

The **Upload a signed form** page will open.

1. Select the appropriate **Form type** from the drop-down box.
2. Enter the **Patient's full name**, ensuring the spelling matches that used on the Form.
3. If known, complete the optional fields.

Note: The episode ID refers to an ID number generated by VAD-IMS. Depending on the form you are completing, you may find this on the referral you have received or substance packaging.

4. Check the **I am not a robot** box and complete any required reCAPTCHA Tasks.

Upload a signed form

This is where you can upload a form that you have already completed and signed.
If you have **not** already completed the form, please return to the home page and select the required form via the 'I need to complete a form' section.

Accepted forms:
- First Request
- Consultation Referral
- Authorised Disposal
- Notification of Death (Other Medical Practitioner)

You must:
- have completed the form electronically before printing and signing
- have scanned the form ready for upload

Form type *
[Select an option ▼] ← **1.**

Patient's full name *
[   ] ← **2.**

Form ID (Optional)   Episode ID (Optional)
[   ]   [   ] ← **3.**

Upload
Attach signed form *
[☐ I'm not a robot reCAPTCHA] **4.**

[Upload form]

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.

Upload
Attach signed form *
[Add new file]
Allowed file types : doc docx pdf xls xlsx jpg jpeg tiff png
Max 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 jpg jpeg tiff png
Max file size : 10 MB
[Upload form]

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.*

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 VADBoard@health.wa.gov.au

Form name: First Request Form
Date of submission: 13:58 on 25 May 2021
Submitted by: -Not provided digitally-
Patient name: John Wellard
Patient DOB: -Not provided digitally-
Patient reference #:
Form reference #: 519393
Episode reference #:
Practitioner VAD-IMS #:

For your records
[⬇ Download the receipt]