

# Submit an Authorised Disposal 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.
- The Authorised Disposal Form 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 **Authorised Disposal Form** button.

VAD-IMS Voluntary Assisted Dying - Information Management System

VAD-IMS is the online platform for management of voluntary assisted dying in Western Australia.

It is where practitioners can:

- submit forms to the Voluntary Assisted Dying Board in Western Australia
- register for the Department of Health participating practitioner eligibility verification process (including access to the mandatory approved training)

**Practitioner access**

[Log in to VAD-IMS](#) [Apply for access to VAD-IMS](#)

Before applying for access to VAD-IMS, review the relevant information provided on the Department of Health's [Voluntary Assisted Dying website](#).

**I need 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.

- A patient has made a [First Request](#) for voluntary assisted dying [First Request Form](#)
- I have received a referral for a Consulting Assessment [Consultation Referral Form](#)
- I have received and disposed of a voluntary assisted dying substance [Authorised Disposal Form](#)
- I have completed a Medical Certificate Cause of Death for a relevant patient [Notification of Death Form \(Other Medical Practitioner\)](#)

**I'm returning a completed form**

- I have a completed and signed form, ready to upload [Upload a signed form](#)

The **Authorised Disposal Form** page will open.

Read the guidance on the page.

**Authorised Disposal Form**  
Completed by the Authorised Disposer who has disposed of a voluntary assisted dying substance.

**Before you start**

This form is used by a practitioner who is an Authorised Disposer and who has received and disposed of a voluntary assisted dying substance.

You can only dispose of the voluntary assisted dying substance if you are authorised to do so. You can find more information at the [Department of Health's Voluntary Assisted Dying website](#) or by contacting the [Voluntary Assisted Dying Statewide Pharmacy Service](#).

**What you will need**

- A working printer
- The ability to scan (preferred) or fax (if unable to scan)

**How to complete and submit a new Authorised Disposal Form**

1. Complete the Form online
2. Print the Form
3. Sign the Form
4. Scan the entire Form (not just the signature page)
5. Upload the Form to VAD-IMS

After you have uploaded the Form you will be able to download the receipt confirming submission and also a copy of the submitted Form if required.

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

**Looking for something else?**

[Apply for access to VAD-IMS](#)  
[Return to home page](#)

**Returning a form?**

[I am ready to upload a signed Form](#)

1. Select **No** to the question *Do you already have access to VAD-IMS?*

2. Click on the **Begin Authorised Disposal Form** button.

Do you already have access to VAD-IMS? \*

Yes  No <sup>1</sup>

[Begin Authorised Disposal Form](#) <sup>2</sup>

The Authorised Disposal Form will open.

## Step 2 – Filling in the Form

Begin filling in the Authorised Disposal Form.

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

When you start typing an address into any address field within the form, VAD-IMS will automatically look this up. You can automatically populate the address fields by **clicking on the correct address** from the list that appears.

If the correct address isn't found, you can manually enter it.

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.

Continue through the form filling in all mandatory fields, and other fields where known.

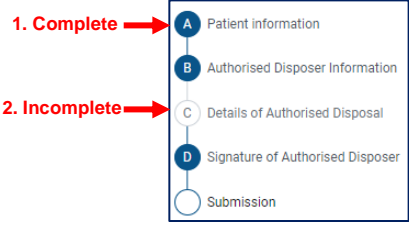
**C. Details of Authorised Disposal**

- You will receive an error if you add a date the substance was given to the Authorised Disposer that is in the future.
- You will receive an error if you add a date substance was disposed that is:
  - in the future; or
  - before the date recorded that the substance was given to the Authorised Disposer.

All error messages must be addressed before you will be able to submit the form.

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**

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

1. Check the **I am not a robot** box, and complete any required reCAPTCHA Tasks.
2. You will then be able to click the **Submit** 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.

**Note:** The main body of the form will be in a separate PDF to the Appendices.

1 **Download and print** the completed form, but keep this page open.

Download the form

2 **Sign and scan** the printed form.

3 **Upload** the signed and scanned forms.

Upload the scanned form

**Print** the form, and complete part **D. Signature of Authorised Disposer**, 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.

**D. Signature of Authorised Disposer**

Signature *J. Blaggs* Date (DD/MM/YYYY) 01/03/2021  
Print name Joe Blaggs

On disposal of the prescribed substance, you must:

1. **Immediately complete this form; and,**
2. **Within two business days, give a copy to the Voluntary Assisted Dying Board.**

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

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

1 **Download and print** the completed form, but keep this page open.

Download the form

2 **Sign and scan** the printed form.

3 **Upload** the signed and scanned forms.

Upload the scanned form

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.

**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.

- |                                                                                                                                                                                            |                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accepted forms:</b>                                                                                                                                                                     | <b>You must:</b>                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• First Request</li><li>• Consultation Referral</li><li>• Authorised Disposal</li><li>• Notification of Death (Other Medical Practitioner)</li></ul> | <ul style="list-style-type: none"><li>• have completed the form electronically before printing and signing</li><li>• have scanned the form ready for upload</li></ul> |

Form type \*  
Authorized Disposal Form ←

Patient's full name \*  
John Patient ←

Form ID (Optional)      Episode ID (Optional)  
657437      ←

Upload  
Attach signed form \*  
 I'm not a robot

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: docx 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](mailto:VADBoard@health.wa.gov.au)



Form Name: Authorised Disposal  
Date of submission: 12:02PM on 07/04/2021  
Submitted by: Alan Disposer  
Patient Name: John Patient  
Patient DOB: 1 January, 1950  
Patient Reference #:  
Authorised Disposal Reference #: 657437  
Episode Reference #:

### For your records

Download the receipt

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