

# Submit a Notification of Death Form (Other Medical Practitioner)

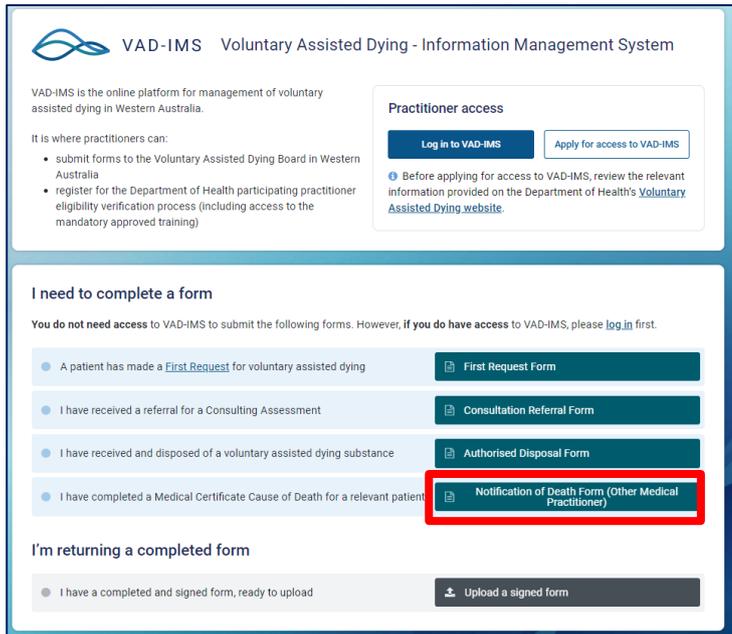
## VAD-IMS Quick Reference Guide

- 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

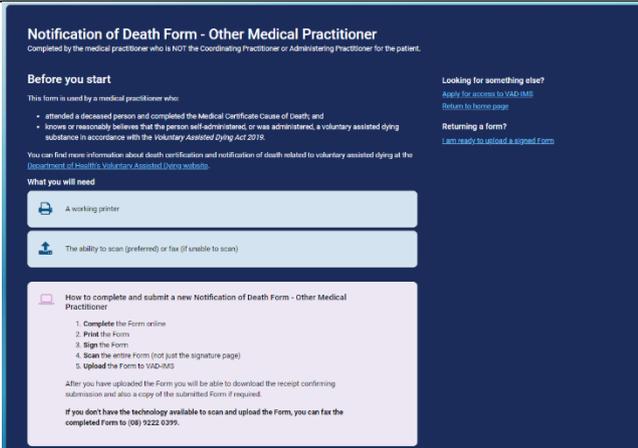
Go to the VAD-IMS homepage at <https://vad-ims.health.wa.gov.au>

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.

Voluntary Assisted Dying Board  
Notification of Death Form – Other Medical Practitioner

Completed by a medical practitioner attending a deceased person to complete the Medical Certificate Cause of Death.

This form is to be completed by a medical practitioner (who is **not** the Coordinating Practitioner or the Administering Practitioner for the patient) who attended a deceased person to complete the Medical Certificate Cause of Death and who knows or reasonably believes that the person was a patient who self-administered, or was administered, a voluntary assisted dying substance.

**NB:** the *Voluntary Assisted Dying Act 2019* specifies that no reference to voluntary assisted dying should be included in the Medical Certificate Cause of Death.

Within **2 business days** of the medical practitioner becoming aware that the person has died they must:

1. complete this form; and
2. give a copy to the Voluntary Assisted Dying Board.

If completing the form online:  
Submitting this form constitutes giving a copy to Voluntary Assisted Dying Board.

**A. Deceased person's information**

Title \*

Mr  Mrs  Ms  Miss  Dr  Other

Family name \*

Given name \*

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.

No phone

Telephone number \*

Email address

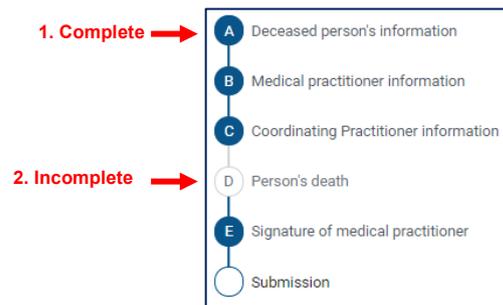
**Next**

If you can't complete the Form now, you can [download the partially filled in form to complete by hand later](#). You can then submit the form by either:

- Scanning the completed and signed Form and uploading it via the VAD-IMS homepage;
- Faxing 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.

Voluntary Assisted Dying Board  
Notification of Death Form – Other Medical Practitioner

Are you ready to submit?

Please correct the following before submitting:

- Part D - Person's death must be completed

## 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.

**Signature of medical practitioner**

Signature

Date

Print name

**1.**

**How to sign this form?**

First, you will submit the digital information already entered.

Then, you will then need to print, sign and submit the fully completed form.

The next pages will guide you through the steps to finalise your submission.

**Confirm your submission of digital information already entered**

You will be able to download, print and sign on the next page

**2.**  I'm not a robot

**3.**

Click the **Download the form** button.

This will download a PDF version of your completed Form.

- 1.** Download and print the completed form, but keep this page open.
- 2.** Sign and scan the printed form.
- 3.** Upload the signed and scanned forms.

**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.

**E. Signature of medical practitioner**

Signature  Date (DD/MM/YYYY)

Print name

**Within 2 business days of becoming aware that the person has died you must:**

1. complete this form; and
2. 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.
- 2.** Sign and scan the printed form.
- 3.** Upload the signed and scanned forms.

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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