

# Apply for access to VAD-IMS

## VAD-IMS Quick Reference Guide

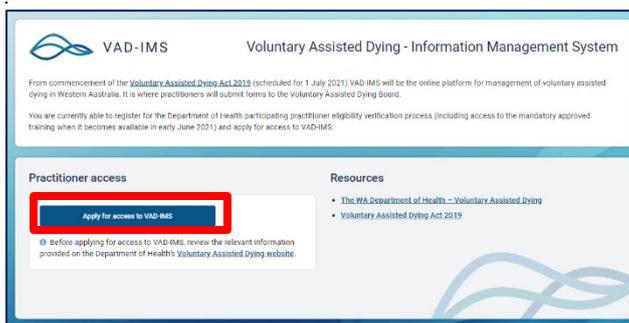
- Practitioners will need to apply for access to VAD-IMS using the Practitioner Registration form.
- Completing the Practitioner Registration form commences the WA Voluntary Assisted Dying Approved Training access process.

### Step 1

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

Click on the **Apply for access to VAD-IMS** button.

Pre July 2021:



Post July 2021:



### Step 2

The **Practitioner Registration** form will open.

Complete the form with your details.

The screenshot shows the 'Practitioner Registration' form. It includes a header with the VAD-IMS logo and title, a main content area with a 'Practitioner Registration' section, and a 'Section A. Practitioner information' section with fields for 'AHPRA number', 'Title', 'Family name', 'Given name', 'Other given name(s)', 'Work address', 'Telephone number', and 'Email address'.

Guidance on completing the form.

#### Section A. Practitioner information

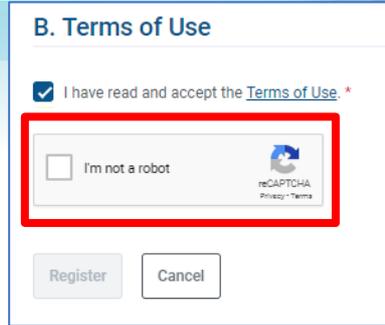
<b>AHPRA number</b>	In the format AAA0009999999.
<b>Title</b>	Select one option.
<b>Family name</b>	As per your AHPRA registration
<b>Given name</b>	As per your AHPRA registration
<b>Other given name(s)</b>	Use for middle or alternative names as required.
<b>Work address</b>	The address from which you primarily practice. Physical correspondence related to voluntary assisted dying will be sent to your work address unless a <b>mailing address</b> is specified.
<b>Telephone number</b>	Using numbers only (i.e. no '+' as in '+61' is required).
<b>Email address</b>	Digital correspondence and VAD-IMS system notifications will be sent to this email address.

#### Section B. Terms of Use

You must agree to the Terms of Use by **checking the check box** in order to complete the form.

### Step 3

Click the **I'm not a robot** checkbox and complete any required reCAPTCHA tasks.



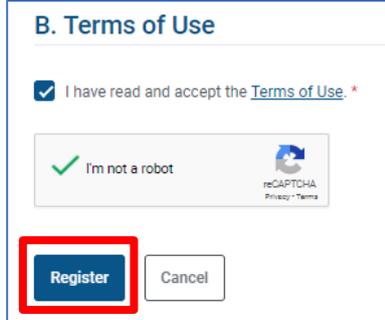
B. Terms of Use

I have read and accept the [Terms of Use](#). \*

I'm not a robot  reCAPTCHA  
Privacy · Terms

Register Cancel

Submit the form by clicking the **Register** button.



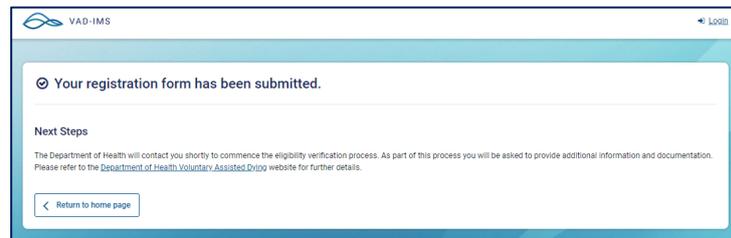
B. Terms of Use

I have read and accept the [Terms of Use](#). \*

I'm not a robot  reCAPTCHA  
Privacy · Terms

Register Cancel

You will see a screen confirming that your registration form has been submitted.



VAD-IMS Login

⊙ Your registration form has been submitted.

**Next Steps**

The Department of Health will contact you shortly to commence the eligibility verification process. As part of this process you will be asked to provide additional information and documentation. Please refer to the [Department of Health Voluntary Assisted Dying](#) website for further details.

[Return to home page](#)

You will also receive an email acknowledgement of your registration. This will be sent to the email address used on the Practitioner Registration form in Step 2.

**NB: Until 1 July 2021, any system generated notifications from VAD-IMS that refer to the Board are to be understood as coming from the Board Secretariat.**

### Next Steps

- The Department of Health will contact you shortly to commence the eligibility verification process for access to the WA VAD Approved Training.
- After the Department of Health process is complete and the Department of Health has confirmed that you have successfully met the requirements of the WA VAD Approved Training you will receive:
  - 1) an automated email from the Voluntary Assisted Dying Board Secretariat with a VAD-IMS account activation link. **Be aware that your email settings may cause this to go to your spam or junk mail folder.**
  - 2) an email from the Voluntary Assisted Dying Board Secretariat with additional information about using VAD-IMS and access to user support materials.

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