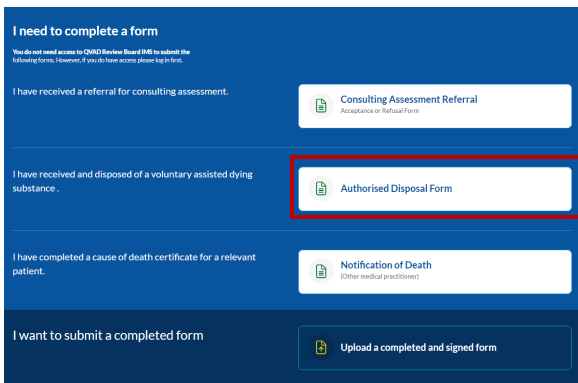
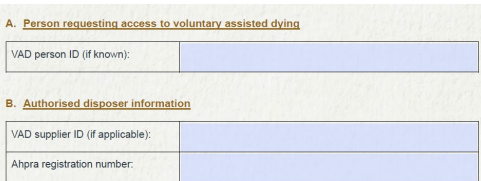


# How to submit an Authorised Disposal Form

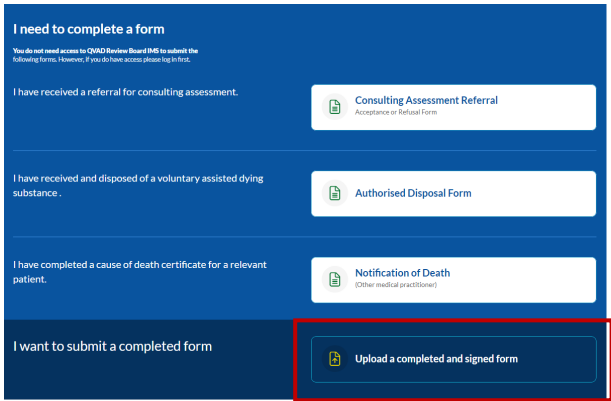
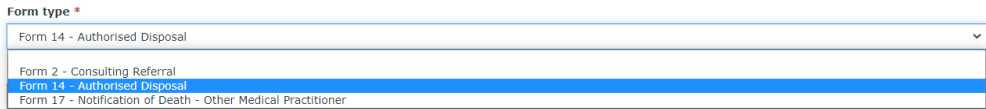
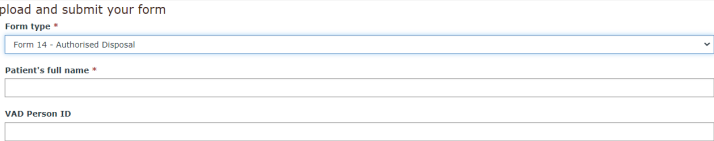
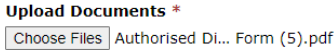
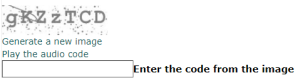
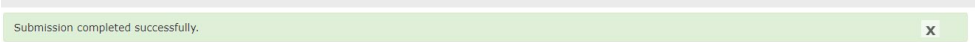
## Overview

This quick reference guide details the step-by-step process for submitting **Form 14 – Authorised Disposal** to the Queensland Voluntary Assisted Dying Review Board (QVAD Review Board). You do not need access to the QVAD Review Board IMS to do this.

## Completing the form

<b>Step 1</b>	Access the QVAD Review Board IMS via <a href="https://qvad-ims.health.qld.gov.au/">https://qvad-ims.health.qld.gov.au/</a>
<b>Step 2</b>	<p>Scroll to the bottom of the page and select the <b>Authorised Disposal Form</b> button as shown.</p> 
<b>Step 3</b>	On selecting this button a fillable pdf of this form will opened on your computer. To save this form right click on the opened pdf document and select <b>Save as</b> .
<b>Step 4</b>	<p>Complete the fillable pdf (purple fields) – if you know the VAD Person ID then please complete as this will help with identifying the right case.</p> 
<b>Step 5</b>	Once complete, <b>Save</b> and then <b>Print</b> so that you can sign and date the form.
<b>Step 6</b>	<b>Scan</b> and <b>upload</b> the completed form to your computer.

## Submitting the form

<b>Step 1</b>	Return to the QVAD Review Board IMS via <a href="https://qvad-ims.health.qld.gov.au/">https://qvad-ims.health.qld.gov.au/</a>
<b>Step 2</b>	<p>Scroll to the bottom of the page and select the <b>Upload a Completed Form</b> button as shown.</p> 
<b>Step 3</b>	<p>In the Upload and submit your form section – select <b>Form 14 – Authorised Disposal</b></p> <p>Upload and submit your form</p> 
<b>Step 4</b>	<p>Enter the patient's full name if known – if not type in <b>Not known</b>. Add other details if you have the required information</p> <p>Upload and submit your form</p> 
<b>Step 5</b>	<p>Select the <b>Choose Files</b> button and find the signed copy of the form that you uploaded above. Once uploaded it will show as below.</p> <p><b>Upload Documents *</b></p> 
<b>Step 6</b>	<p>Enter the code from the image (this is not case sensitive)</p> 
<b>Step 7</b>	<p>Select <b>Submit</b>. Once submitted you will see that the form has successfully been submitted as shown.</p> 

Contact the Office of the Voluntary Assisted Dying Review Board if you experience any difficulties: [VADReviewBoard@health.qld.gov.au](mailto:VADReviewBoard@health.qld.gov.au)