

## VAD Clinical Portal user guide

# Practitioner registration

Eligible medical practitioners who wish to participate in voluntary assisted dying in South Australia can register to access the Voluntary Assisted Dying Clinical Portal.

The [VAD Clinical Portal](#) is the secure online system used to manage access to voluntary assisted dying in South Australia.

To access the VAD Clinical Portal, medical practitioners must either:

- hold a [fellowship](#) with a specialist medical college or
- be a [vocationally registered](#) general practitioner.

### Before you start

To register you'll need all the below:

- to confirm you meet the [minimum eligibility requirements](#) for Coordinating or Consulting Medical Practitioners
- your [Ahpra number](#)
- your [Health Provider Identifier \(HPI-I\) number](#)
- a copy of your proof of identity ready to upload to the Portal.

## How to register

### Step 1: Navigate to the Practitioner Registration form

1. Go to the [VAD Clinical Portal](#) homepage.
2. Click on the **Apply for access** button.



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### Step 2: Complete the Practitioner registration form

1. Enter your **AHPRA Registration number**.
2. Enter your **HPI-I number**.

**Hint:** You can find your Ahpra Registration number and your HPI-I number by logging into the [Ahpra website](#).

3. Enter your **name**.
4. Enter your **mobile phone** number.

We'll send a text message to your mobile phone number with a one-time passcode. You'll need to enter this passcode when you log in to access the VAD Clinical Portal. This helps us keep information stored in the Portal secure.

5. Enter your **contact details**, including your telephone number, email, your practice address and your mailing address.
6. Record **whether a patient made a first request** to access voluntary assisted dying to you in the last 7 calendar days.

We'll use this information to prioritise your registration.

7. Record whether you consent to your information being shared with the Voluntary Assisted Dying **Care Navigator Service**.

The Care Navigator Service may contact you in relation to patients who are seeking support from a medical practitioner to access voluntary assisted dying.

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The screenshot shows the 'Voluntary Assisted Dying Practitioner Registration' form. It includes a title, a brief introduction, and a section titled 'A. Practitioner information' with several input fields: 'Ahpra number', 'Healthcare Provider Identifier (HPI-I) number', 'Family name', 'Given name', and 'Other given names'. Each field has a small explanatory note below it.



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### Step 3: Upload your proof of identity

1. Complete the **reCAPTCHA**.
2. Click **Add new file**.
3. **Upload** your proof of identity.

Proof of identity is any of the below:

- Australian or New Zealand passport
- Australian driver's license
- Australian proof of age card
- Australian birth certificate
- Australian Government ImmiCard
- Australian visa
- Australian citizenship certificate.

When attaching proof of identity, make sure the files:

- Each file must be under 10 megabytes (MB) and no more than 5 files per upload
- are one of the following, .pdf, .img, .doc, .docx, .tif, .jpg, .jpeg, .tiff, .odt, .jpe, .bmp, .png, .gif
- have names that do not exceed 250 characters
- are not compressed. (i.e. Not in a zip file)

If a document file is too large, try converting it to a PDF to reduce the size.

### Step 4: Submit the form

1. Check that you understand and agree to the **Terms of Use**.

Make sure you've read both the Voluntary Assisted Dying Clinical Portal [Terms of Use](#) and [Privacy Statement](#).

2. Click **Register**.

You'll receive an email from [health.vadnoreply@sahealth.sa.gov.au](mailto:health.vadnoreply@sahealth.sa.gov.au) confirming your registration has been received.

If you don't receive this email within a few days check your "spam" or "junk" folder. If you still don't receive this email, contact the VAD Operations Team at [Health.VadOperations@sa.gov.au](mailto:Health.VadOperations@sa.gov.au).



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### Step 5: Get confirmation that you're eligible

The VAD Operations Team, Department for Health and Wellbeing will review your registration, your proof of identity and confirm you are eligible to participate in voluntary assisted dying.

You may be asked to provide more information to confirm your registration or confirm your identity.

If you're eligible, you'll get an email from [health.vadnoreply@sahealth.sa.gov.au](mailto:health.vadnoreply@sahealth.sa.gov.au) that:

- tells you how to activate your account
- gives you a secure hyperlink to access the Voluntary Assisted Dying Mandatory Medical Practitioner Training.

If you don't receive this email within a few days check your "spam" or "junk" folder. If you still don't receive this email, contact the VAD Operations Team at [Health.VadOperations@sa.gov.au](mailto:Health.VadOperations@sa.gov.au).

## Next steps

- Activate your account

