

Consultation Referral

Medical practitioners who receive a referral to complete a Consulting Assessment record if they accept or refuse the referral in the VAD Clinical Portal.

Medical practitioners who accept a referral must:

- Decide if you accept or refuse the request and tell the patient and their Coordinating Medical Practitioner within 7 calendar days.
- Complete the Mandatory Voluntary Assisted Dying Training for Medical Practitioners before starting the consulting assessment.
- Record that you accept the request in the VAD Clinical Portal to access the patient's record.

You don't need to have completed the mandatory voluntary assisted dying training for medical practitioners to accept a consultation referral.

If you want to support the patient to access voluntary assisted dying, you must pass the mandatory training before you start a consulting assessment of a person's eligibility to access to voluntary assisted dying.

Before you start

To accept or refuse the referral in the VAD Clinical Portal you'll need both the below from the Coordinating Medical Practitioner:

- a referral letter
- the Consulting Referral Request Form downloaded from the VAD Clinical Portal containing the patient's details.

If you don't have a copy of the Consulting Referral Request Form, ask the Coordinating Medical Practitioner to provide it or contact

HealthVADOperations@sa.gov.au.

VAD Clinical Portal user guide

How to complete the Consultation Referral Form

Step 1: Navigate to the Consultation Referral Form

1. Go to the [VAD Clinical Portal](#) homepage.
2. In the **I am a medical practitioner** section, click **Consultation Referral Form**.

The screenshot shows the VAD Clinical Portal homepage. The main heading is 'VAD Clinical Portal' with the subtitle 'Voluntary Assisted Dying'. There are two main sections: 'Practitioner access' and 'I am a medical practitioner'. The 'Practitioner access' section has a 'Login' button and an 'Apply for access' button. Below it, there is a note: 'Before you apply, check [whether you're eligible](#) and [what you need](#).' To the right, there is a paragraph explaining the portal's purpose and a list of reasons medical practitioners use it: 'access the mandatory voluntary assisted dying training', 'complete and submit forms required to access voluntary assisted dying', and 'apply for a permit to prescribe a voluntary assisted dying medication'. The 'I am a medical practitioner' section includes a note: 'You do not need access to the VAD Clinical Portal to submit the following forms. If you are a VAD Clinical Portal registered practitioner, please [log in](#) first.' Below this, there are three rows of options, each with a radio button and a corresponding button: 1. 'A patient has made a First Request for voluntary assisted dying' with a 'First Request Form' button. 2. 'I have received a referral for a Consulting Assessment' with a 'Consultation Referral Form' button. 3. 'I am a patient' section with 'I want to prepare for my voluntary assisted dying assessment' and a 'Prepare for Assessment Form' button.

3. Read the information about completing a Consultation Referral Form.
4. Select **No** to the question 'Do you already have access to the VAD Clinical Portal?'
5. Click Begin **Consultation Referral Form**.



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Step 2: Enter Patient information

Use the information in the referral letter and Consulting Referral Request Form that you received from the Coordinating Medical Practitioner to enter the patient's details.

The VAD Clinical Portal uses this information to assign you as the Consulting Medical Practitioner for the patient's episode.

1. Enter the **patient's VAD ID** as recorded on the Consulting Referral Request Form. If you don't know the VAD ID, leave it blank.
2. Complete the patient's information including their:
 - name
 - date of birth
 - Medicare number and Individual reference number
 - telephone number
 - home address.
3. Click **Next**.

Step 3: Enter Medical Practitioner information

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 **contact details**, including your telephone number, email, practice address and mailing address.
5. Click **Next**.



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Step 4: Complete the Details of Consultation Referral

1. Enter the date the Coordinating Medical Practitioner made the referral.
2. Enter the date you received the referral.
3. Click **Next**.

Step 5: Record the outcome of the referral

1. Select if you **accept or refuse** the referral.

Check if you meet the [minimum eligibility requirements](#) to accept the request and become the patient's Consulting Medical Practitioner.

If you accept the referral you become the person's Consulting Medical Practitioner.

If you refuse the referral, select the reason for refusing it.

2. Enter the **date you told the patient and their Coordinating Medical Practitioner** about whether you accept or refuse the referral.

You must tell the person if you accept or refuse the referral and provide the reason for your decision within 7 calendar days from the date the referral was made.

3. Click **Next**.

Step 6: Submit the Referral

1. Check that you understand and agree to the VAD Clinical Portal **Terms of Use and Privacy Statement**.
2. Complete the **reCAPTCHA**.
3. **Submit** the Consultation Referral Form.
4. Download a copy for your records.

