

SWEP White Prescriber Log In

The White Prescriber Log in is designed for use by Allied Health Assistants to allow them to assist a SWEP registered prescriber in preparing & submitting applications. It will allow the assistant to fill out a prescription form and attach documents. The White Prescriber log in person would then submit the script for validation to their SWEP registered prescriber. The registered prescriber then validates the script and submits to SWEP. The SWEP registered prescriber owns the prescription and responsible for the content, assessment etc.

Using the White Prescriber log in means that the administration person will receive all email notifications that are triggered automatically by the website i.e. status change, attachment uploaded etc. The registered prescriber will only get email notifications to say the script requires validation and another to confirm it has been submitted to SWEP. The registered Prescriber will receive as per normal process any emails that come directly from SWEP that are not via the website.

To register for White Prescriber Log In go the Prescriber Registration page on the SWEP website (link is below) and when you choose a discipline choose administration support. You only need to provide your details as in full name, contact numbers, email & place of work. There are no documents you need to attach and you cannot apply for higher levels under this log in.

<https://swep.bhs.org.au/register.php>

Under your White Prescriber log in from the home page under My Account click on My Forms and you will be able to view all forms you have sent to you your validating prescriber.

If you required any assistance you can email swepimt@bhs.org.au or PH 1300 747 937 and ask for the IM&T team.

Log into the website portal at the below link;

<https://swep.bhs.org.au/account.php>

To log in your user name is your registration number (this would be in the automated email you received when your registration was approved & will start with an A) or your nominated email address.

Use the temporary password sent with the above-automated email

Once logged in to submit an application click on Submit new Form

The screenshot shows the SWEP website portal. The user is logged in as Sue Vincent. The page has a navigation bar with links: HOME, FOR INDIVIDUALS, FOR PRESCRIBERS, FOR SUPPLIERS, PROGRAMS & SERVICES, NEWS & EVENTS, ABOUT, LINKS, CONTACT. The main content area has a search bar and filters. A blue arrow points to the 'Submit new Form' button. The right sidebar contains links for Prescribers and My Account.

Find single application

Search term Form identifier **FIND APPLICATION**

Filter applications

Form status Form type Program type

Date range: From To **FILTER APPLICATIONS**

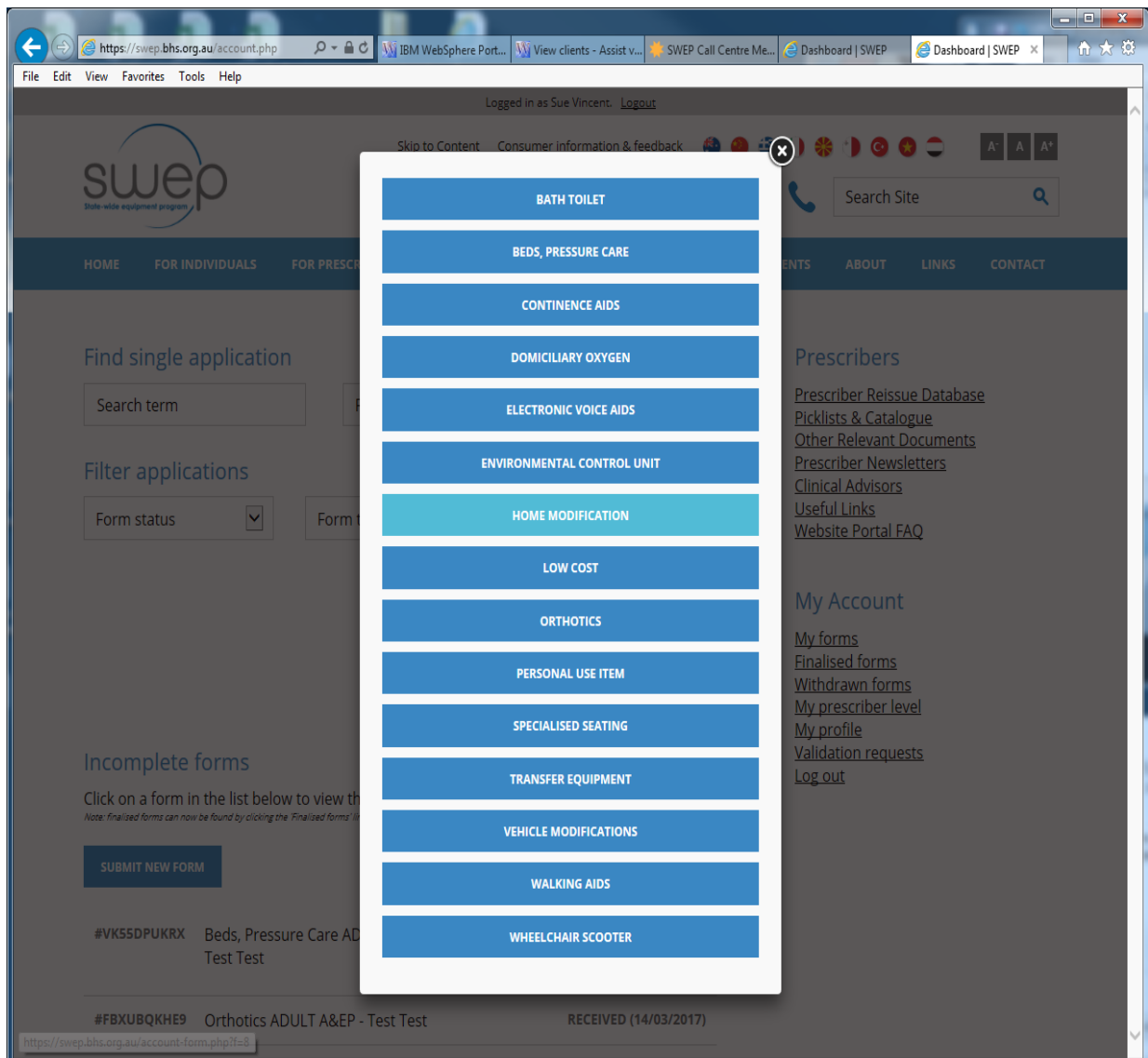
ORDER BY Date submitted new:

Submit new Form

Click on a form in the list below to view the details or add relevant files to your submission.
Note: finalised forms can now be found by clicking the 'Finalised forms' link in the menu to the right

#VK55DPUKRX	Beds, Pressure Care ADULT A&EP - Test Test	VALIDATING AMENDMENT REQUESTED DATE CREATED: 14/03/2017
#FBXUBQKHE9	Orthotics ADULT A&EP - Test Test	RECEIVED (14/03/2017)

This will bring up a list of prescription forms you can choose from. Click on the appropriate form you require.



A pop up box will then show asking if you want the auto save feature turned on. This means it will save you work every 30 seconds automatically for you.

The screenshot shows a web browser window with the URL <https://swep.bhs.org.au/account-form.php?>. The page is titled "Form - Bath Toilet" and is logged in as Sue Vincent. The SWEP logo is visible at the top left, and the navigation menu includes links for HOME, FOR INDIVIDUALS, FOR PRESCRIBERS, FOR SUPPLIERS, PROGRAMS & SERVICES, NEWS & EVENTS, ABOUT, LINKS, and CONTACT. A search bar is located at the top right. The main content area displays the "Bath Toilet" form, which includes fields for Prescription Date (16/03/2017), Program Type (A&EP, SAEAS, Open Place, NDIS), and Client Details (Title, Surname, Given Name(s)). A pop-up box titled "Autosave feature" is overlaid on the form, explaining that the form will autosave every 30 seconds and providing options to "DO NOT AUTOSAVE" or "CONTINUE AND AUTOSAVE".

From here, you go in and fill out the prescription form details, once completed you choose to save as Draft, this button is at the end of the prescription form.

You can save as draft at any stage its only once you go to submit that it will tell you if you have missed any mandatory fields.

Once you have completed the prescription form & saved it as a draft you can then choose to submit the application. If fields are missing, it will tell you and you can go back to the prescription form and the missing fields will be highlighted red.

Once the prescription form is completed at the bottom of the form, it will have your details under prescribing therapist details.

To send to the SWEP prescriber under the validating prescriber section please tick I have a validating prescriber and then you are required to enter their prescriber number and name.

**** Please** note you should never choose to send the script to a SWEP Clinical Advisor, this option is only for SWEP registered prescribers, we are looking to remove this option in further upgrades of the website, so in future you will only be able to choose I have a validating prescriber. ***

The screenshot shows a web browser window with the URL <https://swep.bhs.org.au/account-form.php?>. The form is titled "Form - Bath Toile..." and contains the following sections:

- Prescribing Org. ***: SWEP
- Prescriber level**: Adult -
- Contact details for queries related to application**:
 - Phone Number ***: 0353338136
 - Mobile Phone**: (empty field)
 - Email ***: sussan.vincent@bhs.org.au
- Validating Prescriber ***:
 - Text: "You have requested items that require a validating prescriber as your current prescriber level is not sufficient. Alternatively, you can request that SWEP refer your application to a Clinical Advisor (if a validating prescriber is not available). This form needs to be validated by a Green rated prescriber."
 - Radio buttons: ☒ I have a validating prescriber, ☐ SWEP Refer to Clinical Advisor
 - Text box: "Once you submit this form, you'll be given instructions to either print off your form to take to the validating prescriber, or send it to them via email."
- Registration No. (SWEP ID)**: 09230
- Name**: Hana hey
- Validation Status**: ✓ ELIGIBLE VALIDATING PRESCRIBER
- SAVE DRAFT** button

The footer contains links for **FOR INDIVIDUALS** (Information, Programs & Services, Check Application Status), **FOR PRESCRIBERS** (Prescriber Reissue Database, Picklists & Catalogue, Other Relevant Documents), **FOR SUPPLIERS** (Contracted Suppliers, Vendor Form, Quote Template), and general links (Newsletters and Information, Clinical Advisors, Login / Register, Submit an Application). It also includes copyright information for 2015 State-wide Equipment Program (SWEP) and logos for Ballarat Health Services and Victoria.

Then Save as Draft & then choose to submit application.

Your application has now been submitted successfully to your nominated SWEP registered prescriber.

The screenshot shows the SWEP website interface. At the top, there's a navigation bar with the SWEP logo, a search bar, and a language selector. Below the navigation bar, the main content area displays the title "Bath Toilet ADULT A&EP - Test Test" and the application ID "#5MBJBDSNM". The status is "AWAITING VALIDATION" with a creation date of "16/03/2017". A message states: "You have sent this form to Hana Hey to be validated electronically." Below this, there are four buttons: "DOWNLOAD FORM", "TRANSFER APPLICATION", "WITHDRAW APPLICATION", and "ATTACH FILE". To the right, there are sections for "Prescribers" (with links like "Prescriber Reissue Database", "Picklists & Catalogue", etc.) and "My Account" (with links like "My forms", "Finalised forms", etc.). The footer contains a grid of links for "FOR INDIVIDUALS", "FOR PRESCRIBERS", "Newsletters and Information", and "FOR SUPPLIERS".

The SWEP Registered prescriber will receive an email notification that the prescription form is there. They then go in and review and the submit the application to SWEP.