

SWEP Administration Log In

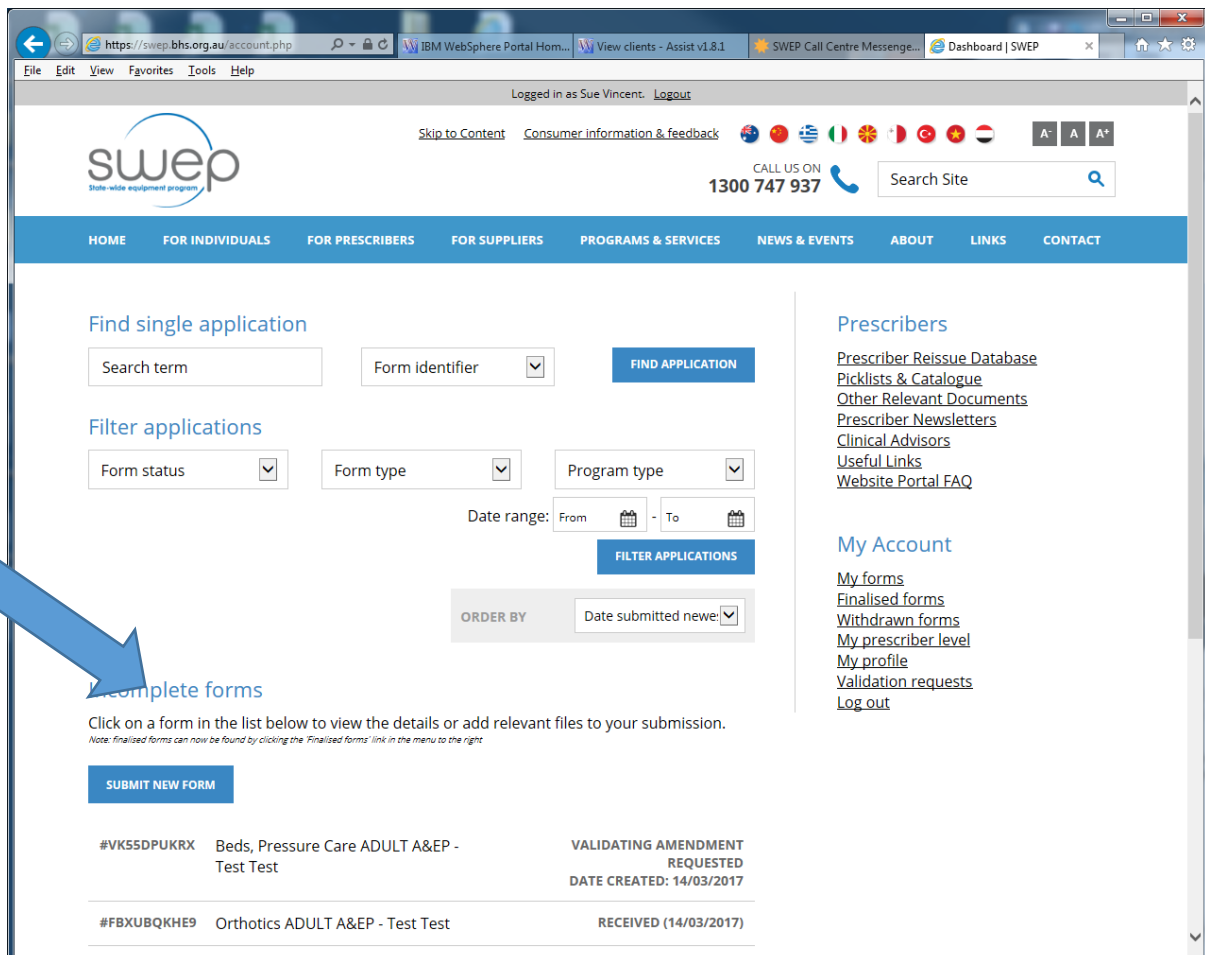
Log into the website portal at the below link;

<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 features a navigation menu with options like HOME, FOR INDIVIDUALS, FOR PRESCRIBERS, FOR SUPPLIERS, PROGRAMS & SERVICES, NEWS & EVENTS, ABOUT, LINKS, and CONTACT. A search bar is available with the phone number 1300 747 937. The main content area includes a 'Find single application' section with a search term and form identifier input, and a 'Filter applications' section with dropdown menus for form status, form type, and program type, along with a date range selector. A blue arrow points to the 'Submit new Form' button. Below this, there is a section for 'Incomplete forms' with a table of application details.

Form Identifier	Form Name	Status	Date Created
#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)

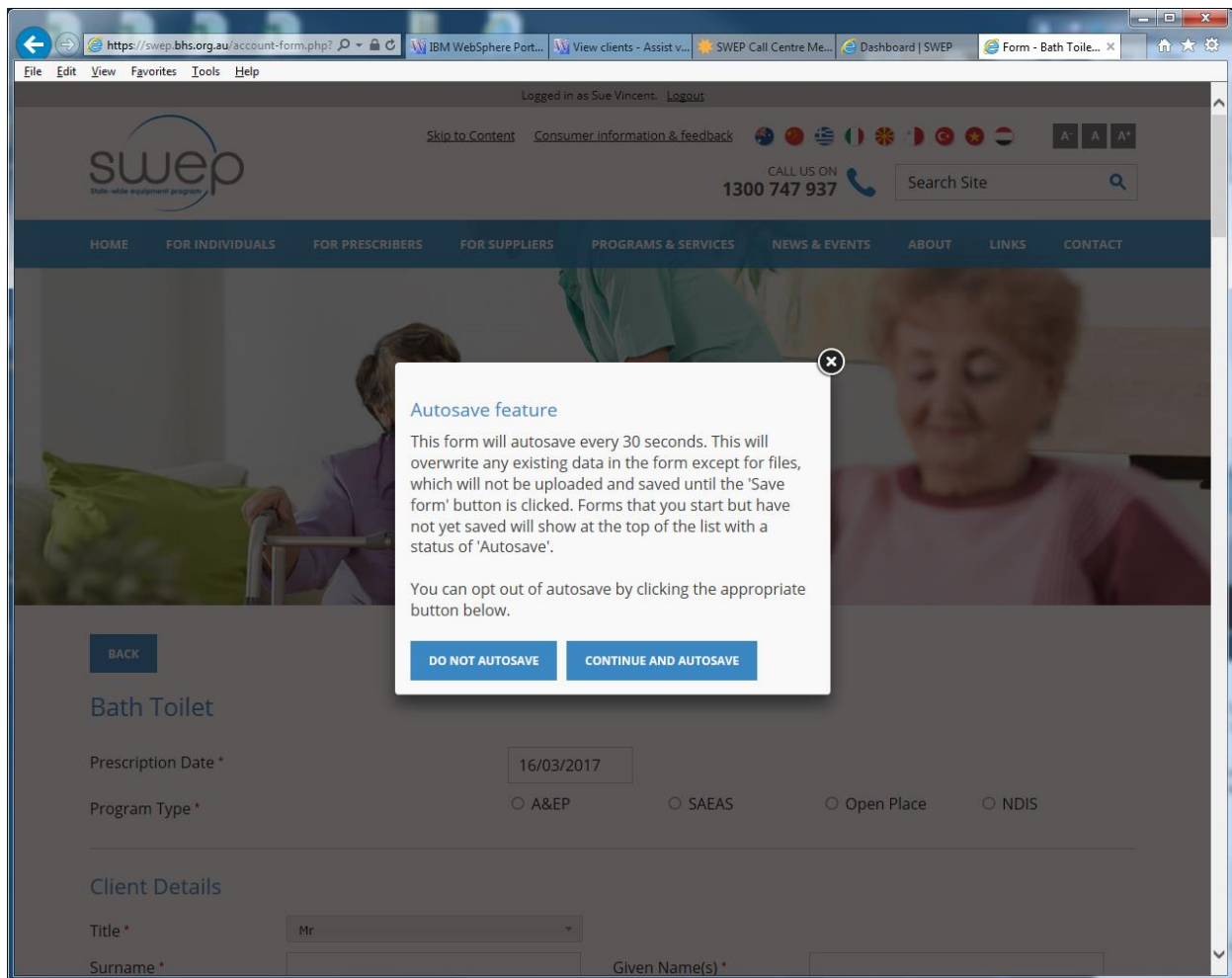
This will bring up a list of prescription forms you can choose from. Click on the appropriate form you require.

The screenshot shows a web browser window displaying the SWEP website. The user is logged in as Sue Vincent. A modal window is open, listing various prescription forms. The forms listed are:

- BATH TOILET
- BEDS, PRESSURE CARE
- CONTINENCE AIDS
- DOMICILIARY OXYGEN
- ELECTRONIC VOICE AIDS
- ENVIRONMENTAL CONTROL UNIT
- HOME MODIFICATION
- LOW COST
- ORTHOTICS
- PERSONAL USE ITEM
- SPECIALISED SEATING
- TRANSFER EQUIPMENT
- VEHICLE MODIFICATIONS
- WALKING AIDS
- WHEELCHAIR SCOOTER

The background page shows a search bar, navigation links (HOME, FOR INDIVIDUALS, FOR PRESCRIBERS), and sections for "Find single application", "Filter applications", and "Incomplete forms". The footer contains the text "#VK55DPUKRX Beds, Pressure Care AD Test Test" and "#FBXUBQKHE9 Orthotics ADULT A&EP - Test Test RECEIVED (14/03/2017)".

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 user is logged in as Sue Vincent. The page title is 'Form - Bath Toile...'. The SWEP logo is visible at the top left, and the navigation menu includes 'HOME', 'FOR INDIVIDUALS', 'FOR PRESCRIBERS', 'FOR SUPPLIERS', 'PROGRAMS & SERVICES', 'NEWS & EVENTS', 'ABOUT', 'LINKS', and 'CONTACT'. The main content area is titled 'Bath Toilet' and contains a form with the following fields:

- Prescription Date *: 16/03/2017
- Program Type *: A&EP SAEAS Open Place NDIS
- Client Details section with fields for Title * (Mr), Surname *, and Given Name(s) *

A pop-up dialog box titled 'Autosave feature' is displayed in the center. It contains the following text:

Autosave feature

This form will autosave every 30 seconds. This will overwrite any existing data in the form except for files, which will not be uploaded and saved until the 'Save form' button is clicked. Forms that you start but have not yet saved will show at the top of the list with a status of 'Autosave'.

You can opt out of autosave by clicking the appropriate button below.

The dialog box has two buttons: 'DO NOT AUTOSAVE' and 'CONTINUE AND AUTOSAVE'. There is also a 'BACK' button on the form behind the dialog.

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.

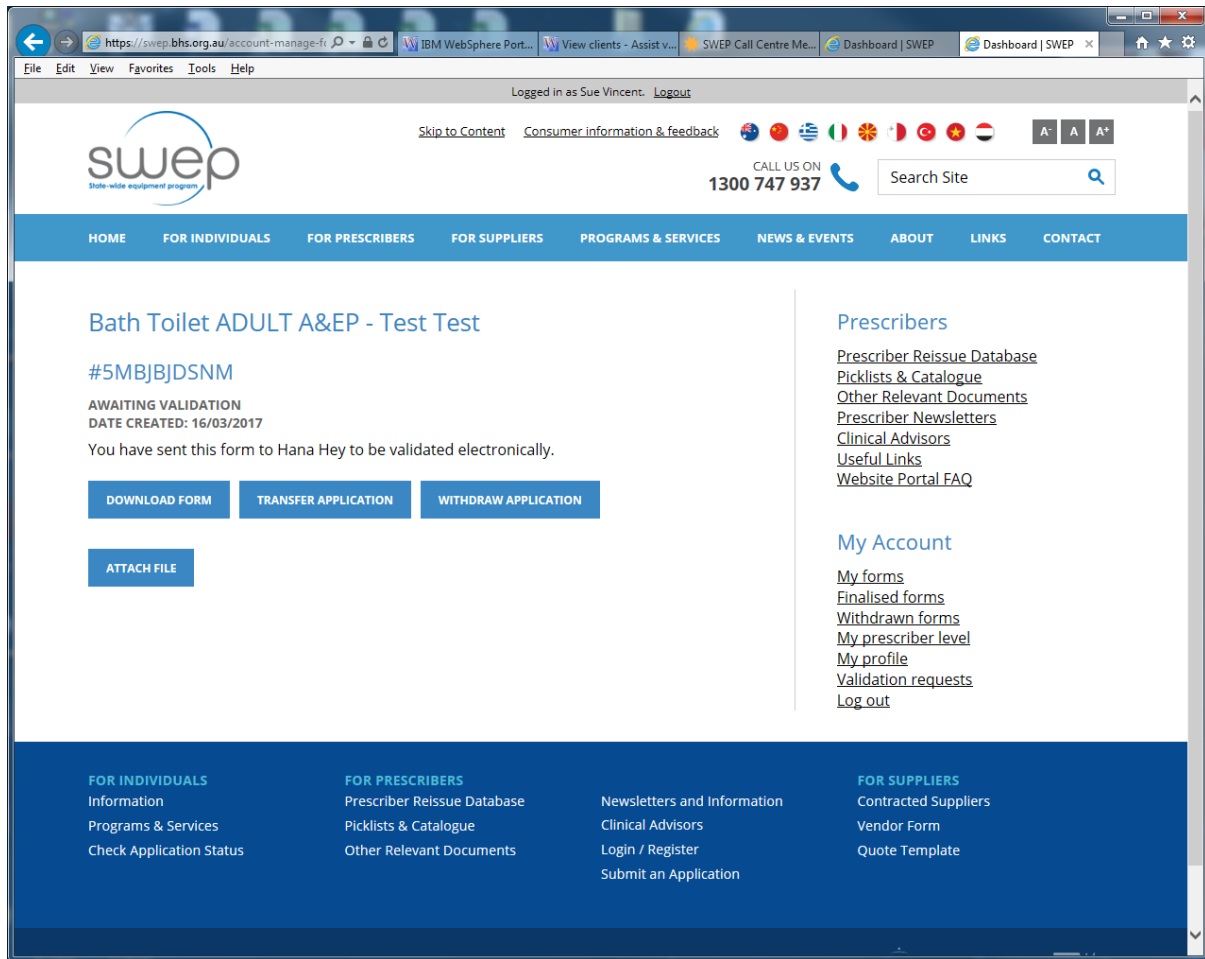
To send to the SWEP prescriber under the validating prescriber section please tick I have a validating prescriber and then you are required to enter their prescriber number and name.

**** 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 page contains a form for a SWEP account. The 'Prescribing Org.' field is set to 'SWEP' and the 'Prescriber level' is 'Adult'. Under 'Contact details for queries related to application', the 'Phone Number' is '0353338136' and the 'Email' is 'sussan.vincent@bhs.org.au'. The 'Validating Prescriber' section is active, with the radio button for 'I have a validating prescriber' selected. A message states: '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.' Below this, a message box says: '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.' The 'Registration No. (SWEP ID)' field contains '09230' and is marked as 'ELIGIBLE VALIDATING PRESCRIBER'. The 'Name' field contains 'Hana hey'. A 'SAVE DRAFT' button is visible. The footer includes navigation links for 'FOR INDIVIDUALS', 'FOR PRESCRIBERS', and 'FOR SUPPLIERS', along with copyright information 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 SWEP Registered prescriber will receive an email notification that the prescription form is there. They then go in and review and submit the application to SWEP.

As the status of the application changes you will receive email notifications to advise you.

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