

# SWEP Prescriber Portal

Updating your Prescriber Details

## SWEP Prescriber Portal

Once you have logged into the portal click on Manage Prescriber Registration

**Manage Prescriber Registration**

View/Update your details

**Credentiailling Request**

Initial Assessments, Upgrades, Recredentialing

**Get help**

Contact support to make a request, or report a problem.

**Application Escalation**

Apply to have an application escalated

**Application Withdrawal**

Apply to withdraw an application

**Application Transfer**

Request to transfer application ownership to another prescriber

# Your Prescriber Profile

This is your Prescriber Registration profile. From here you can manage your Prescriber Organisation and Professional Membership details, and view your current SWEP Prescriber Credentials.

To add a Prescriber Organisation to your profile, scroll to the bottom of the page. Click on Prescriber Organisation Details which appears under Related Lists.

### SWEP TEST023

**Prescriber**

Prescriber ID: PRE0001052

SWEP ID: TEST023

Status: Active

Title: Mr

\* Given name: SWEP

\* Surname: TEST023

Disciplines: Speech Pathologist

\* Address: 45 Wetlands Drive

\* Suburb or town: Mt Helen

\* State: VIC

\* Postcode: 3350

Phone number: 03 9999 9999

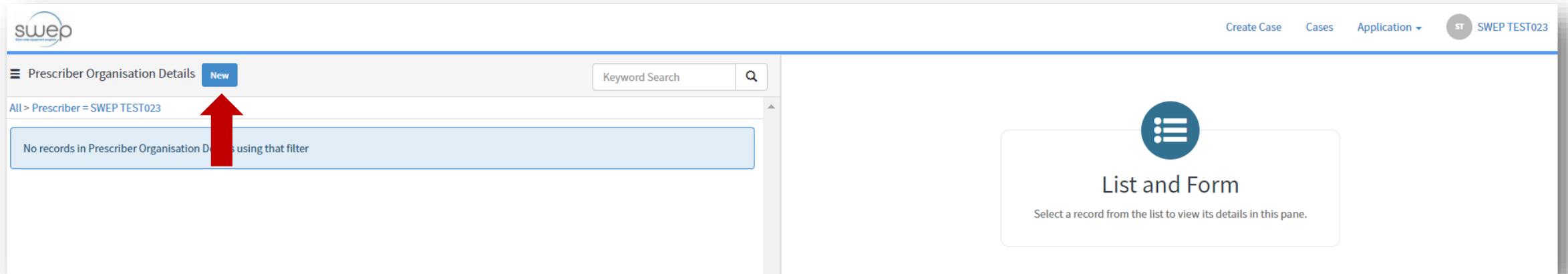
Mobile number: 0499 999 999

\* Default email: Test@SWEP.com.au

Is Administrative Support

Related Links  
[Notification Preferences](#)  
[Change password](#)  
**Related Lists**  
[Prescriber Organisation Details](#) | [Professional Memberships](#) | [Credentials](#) 2

Save (Ctrl + s)



## Adding Prescriber Organisation Details

- This page lists all organisations with which you register with SWEP.
- To add a new organisation, click New.

New Prescriber Organisation Details 

Prescriber Organisation Details

\* Organisation



- SWEP**
- SWEP - CAHO
- SWEP Test 1
- SWEP Test 2
- SWEP Test 3

Active

\* Phone

\* Mobile Number

**Save (Ctrl + s)**

Required information **Organisation** **Email** **Phone** **Mobile Number**

# Prescriber Organisation Details

- Search the desired organisation by typing the name into the Organisation field.
- Click on the name once it appears on the list of suggested results.

New Prescriber Organisation Details 

Prescriber Organisation Details

\* Organisation    

\* Prescriber   

\* Email  

Active

Phone

Mobile Number

[Save \(Ctrl + s\)](#)

## Prescriber Organisation Details

- You must complete the Email, and either the Phone or Mobile Number before you can save your changes.
- Click Save.

# 1

swep

Create Case Cases Application ST SWEPT023

Prescriber Organisation Details **New** Keyword Search

All > Prescriber = SWEPT023

Organisation	Prescriber	Phone	Mobile Number	Email	Active
SWEP	SWEPT023	03 3000 3000		swep.test023@test.com	true

List and Form

# 2

swep

Create Case Cases Application ST SWEPT023

Prescriber Organisation Details **New** Keyword Search

All > Prescriber = SWEPT023

Organisation	Prescriber	Phone	Mobile Number	Email	Active
SWEP	SWEPT023	03 3000 3000		swep.test023@test.com	true

SWEP

Prescriber Organisation Details

\* Organisation  Active

SWEP

Phone 03 3000 3000

Prescriber SWEPT023

\* Email swep.test023@test.com

Mobile Number

Related Lists Notes

## Prescriber Organisation Details

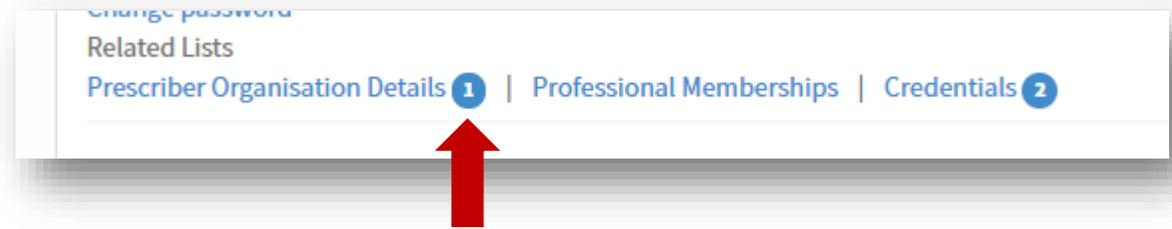
- The system will confirm that your changes have been saved. Use your browser's back button to return Prescriber Organisation Details list (Image 1).
- When you click on the newly added record, the detail will be displayed on the pane on the right side of the page (Image 2).
- Repeat the previous steps for each organisation you want added to your profile.
- Again, use your browser's back button to return to your registration page.

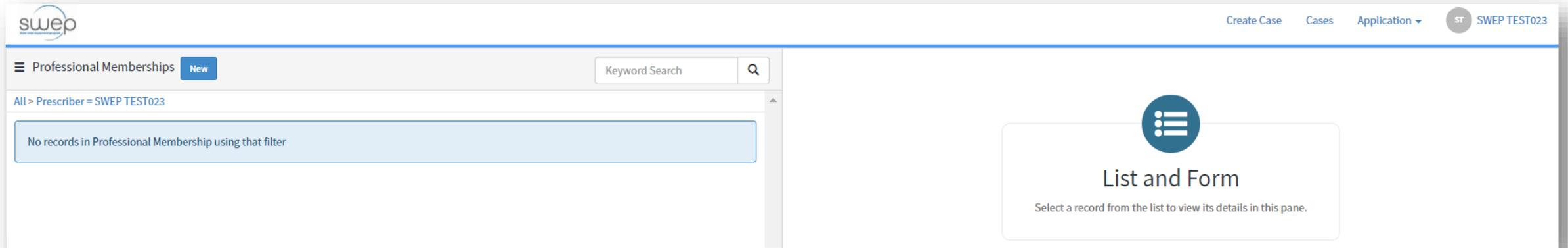
# Viewing your Profile

When you return to your Prescriber Profile main page, note that there is now a blue circle noting the number of Prescriber Organisation Details added in the previous step.

The steps to add your Professional Memberships is very similar to what has just been done.

This time, click on Professional Memberships.





The screenshot displays the SWEP Professional Memberships interface. At the top left is the SWEP logo. The top right navigation bar includes 'Create Case', 'Cases', 'Application', and a user profile for 'ST SWEP TEST023'. The main header shows 'Professional Memberships' with a 'New' button and a 'Keyword Search' field. Below the header, a filter is applied: 'All > Prescriber = SWEP TEST023'. A message box states: 'No records in Professional Membership using that filter'. The right-hand pane is titled 'List and Form' and contains the instruction: 'Select a record from the list to view its details in this pane.'

## Adding Professional Memberships

- This page lists all Professional Memberships with which you wish to register with SWEP.
- To add new membership details, click New.

TEST123 

### Professional Membership

Prescriber

 SWEPE TEST023 

Expiry date 

\* Professional organisation

 Speech Pathology Australia  

\* ID

TEST123

Related Lists

[Notes](#)

[Save \(Ctrl + s\)](#)

## Professional Memberships

- Select the Professional organisation from the dropdown menu and enter the relevant ID (membership number).
- Click Save.

# 1

swep

Create Case Cases Application ▾ ST SWEPT023

Professional Memberships New Keyword Search

All > Prescriber = SWEPT023

ID	Prescriber	Professional organisation	Expiry date	Active
TEST123	SWEPT023	Speech Pathology Australia		true

List and Form

# 2

swep

Create Case Cases Application ▾ ST SWEPT023

Professional Memberships New Keyword Search

All > Prescriber = SWEPT023

ID	Prescriber	Professional organisation	Expiry date	Active
TEST123	SWEPT023	Speech Pathology Australia		true

TEST123

Professional Membership

Prescriber: SWEPT023

Expiry date:

\* Professional organisation: Speech Pathology Australia

\* ID: TEST123

Active:

Related Lists  
[Notes](#)

## Professional Memberships

- The system will confirm that your changes have been saved. Use your browser's back button to return Professional Memberships list (Image 1).
- When you click on the newly added record, the detail will be displayed on the pane on the right side of the page (Image 2).
- Repeat the previous steps for each membership you want added to your profile.
- Again, use your browser's back button to return to your registration page.

# Saving your changes

Once you have finished adding your Professional Organisation Details and Professional Memberships, you can also review and make changes to your profile.

When you are finished, click Save at the bottom of the form.

SWEP TEST023 

**Prescriber**

Prescriber ID

SWEP ID

Status

Title

\* Given name

\* Surname

Disciplines

\* Address

\* Suburb or town

\* State

\* Postcode

Phone number

Mobile number

\* Default email

Is Administrative Support

Related Links  
[Notification Preferences](#)  
[Change password](#)  
Related Lists  
[Prescriber Organisation Details 1](#) | [Professional Memberships 1](#) | [Credentials 2](#)

