

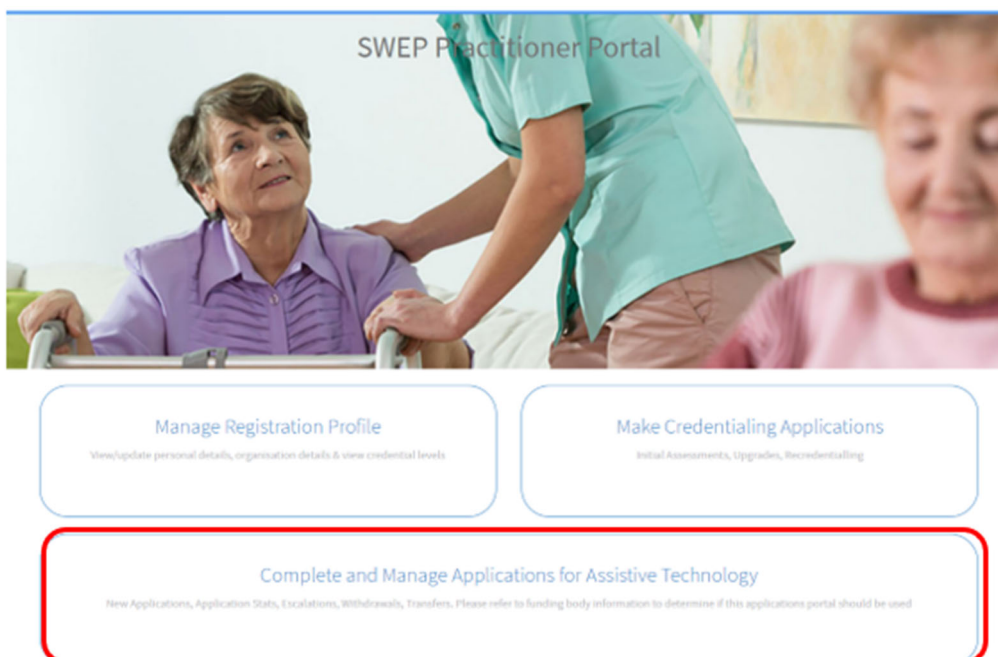


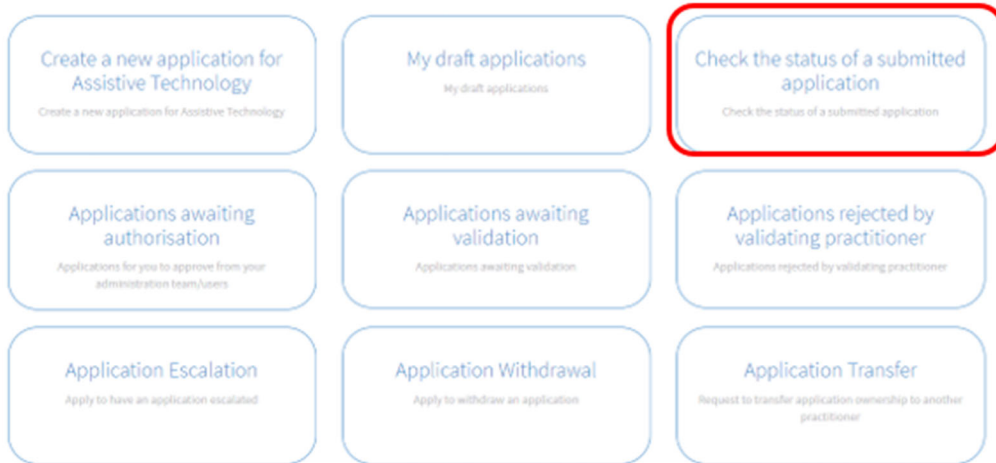
How to Copy an Existing Application

The system allows Practitioners to copy the details from a previously created application into a new application for the same consumer. This is useful in cases where the Practitioner needs to re-order the same items again for a consumer, or when the consumer requires items across different item categories.

Note: only applications that have already been submitted can be copied, however not all fields will be copied across. Practitioners are required to review the application in full before attempting to submit to SWEP for consideration.

1. Go to the SWEP Practitioner Portal – Select 'Complete and Manage Applications for Assistive Technology' tile, then select the 'Check the status of a submitted application' tile





2. Select the consumer/application you wish to copy and open it. E.g. App00148055

Home > Applications

Number	Given Name	Surname	Category	Status	Sub status	Submit Date	Application Rating	Practitioner Name	Authorising Practitioner Name	Validating Practitioner Name
APP00148055	test	test	Compression Garments	Cancelled		09/09/2021 13:48:32	Green	Sue Vincent	Sue Vincent	
APP00160187	test	test	Continance	Submitted		04/04/2022 09:27:34	Amber	Sue Vincent	Sue Vincent	
APP00160175	test	test	Continance	In progress		01/04/2022 09:46:43	Green	Sue Vincent	Sue Vincent	
APP00160176	test	test	Continance	In progress		01/04/2022 10:04:45	Green	Sue Vincent	Sue Vincent	
APP00160177	test	test	Continance	Submitted		01/04/2022 10:47:30	Green	Sue Vincent	Sue Vincent	
APP00138920	test	test	Continance	In progress		01/04/2022 10:16:23	Amber	Sue Vincent	Sue Vincent	

3. To copy an application, click 'Copy Application' tile at the bottom of the screen

Home > Applications > APP00160187

Pre-Screening	Number APP00160187
Consumer Details	Created 04/04/2022 09:25:17
Secondary Contact / Next of Kin	* Practitioner ID PRE0011722
Consumer Diagnosis	Practitioner Name Sue Vincent
Consumer Expectation	* Practitioner Organisation SWEP
About the Item	Practitioner Phone 1300 747 937
Consumer Attributes	Practitioner Mobile
Assessment and Clinical Justification	* Practitioner Email sue.vincent@bhs.org.au
Implications of Non-Provision	* How will this application be funded VA&EP
Delivery Details	* Category Continence
Activities	

Cancel Copy Application Generate Application in PDF

4. Return to the home page and select 'My Draft Applications'

Home > Applications > APP00160187

Create a new application for Assistive Technology Create a new application for Assistive Technology	My draft applications My draft applications	Check the status of a submitted application Check the status of a submitted application
Applications awaiting authorisation Applications for you to approve from your administration team/users	Applications awaiting validation Applications awaiting validation	Applications rejected by validating practitioner Applications rejected by validating practitioner
Application Escalation Apply to have an application escalated	Application Withdrawal Apply to withdraw an application	Application Transfer Request to transfer application ownership to another practitioner

5. The new 'Draft' application will be listed, open the application by clicking on the 'number'

Home > Applications

Applications New

All > Status != Draft > Authorising AT Practitioner = sue.vincent@.or. Created by = sue.vincent@

Number	Given Name	Surname	Category	Status	Sub status	Submit Date	Application Rating	Practitioner Name	Authorising Practitioner Name	Validating Practitioner Name
APPO0148055	test	test	Compression Garments	Cancelled		09/09/2021 13:48:32	Green	Sue Vincent	Sue Vincent	
APPO0160187	test	test	Contenance	Submitted		04/04/2022 09:27:34	Amber	Sue Vincent	Sue Vincent	
APPO0160175	test	test	Contenance	In progress		01/04/2022 09:46:43	Green	Sue Vincent	Sue Vincent	
APPO0160176	test	test	Contenance	In progress		01/04/2022 10:04:45	Green	Sue Vincent	Sue Vincent	
APPO0160177	test	test	Contenance	Submitted		01/04/2022 10:47:30	Green	Sue Vincent	Sue Vincent	
APPO0138920	test	test	Contenance	In progress		01/04/2022 10:16:23	Amber	Sue Vincent	Sue Vincent	

6. Complete/update the application as required. ATP will need to select the Category and update all information within the new application, i.e. Consumer details, Consumer Diagnosis, About the Item, consumer attributes, Implications of non-provision, are copied across. Some of these may need to be updated for the specific application. Assessment and clinical justification as well as delivery details are not copied and will need to be completed.