

User Guide – Adding “Quotable Continence Products” to a SWEP Application.

There are some instances where you need to prescribe continence products that are not included on the SWEP contacted items list. These items are sometimes referred to as “Additional Products” or “Off-Contact items”

This guide is to assist you to add these items to a SWEP application.

You will need:

- The generic pick list code. These are on the SWEP Quotable Picklist Catalogue on the SWEP website [here](#)
- A quote from the Supplier
- Complete and attach the “Additional Products” Request form. This can be located on the SWEP website [here](#)

Add the item to the Application.

For this example: Male Intermittent Catheter.

Open the SWEP Quotable Picklist Catalogue to select the Picklist item code. Extract of code is:

Household – Washable Items	
C1A	Mattress Protectors
C1B	Bed Pads
C1C	Pillow Protectors
C1D	Duvet Covers
C1E	Chair Pads
C1F	Floor Mats
<hr/>	
Personal – Washable Briefs & Pads	
C2A	Female Briefs
C2B	Male Briefs
C2C	Paediatric Briefs
C2D	Unisex Briefs
C2F	Washable Pads
<hr/>	
Catheter Care – Intermittent	
C3A	Female
C3B	Male & Paediatric Self Lubricating
C3C	Paediatric
<hr/>	
Catheter Care – Long Term	
C4A	Male
C4B	Female
C4C	Paediatric & Specialised
<hr/>	
Drainage	
C5A	Drain Bag Holder & Straps
C5C	Overnight Drainage Bag Sterile
C6A	Catheter Valves
C6B	Drainage Bottles & Accessories
C7A	Leg Drainage Bag Sterile
C8A	Sheath Condom Drainage System
C9A	Leg Drainage Bag Non Sterile
C10A	Overnight Drainage Bag Non Sterile
<hr/>	
Miscellaneous	
C7B	Tubing Connectors
<hr/>	
Specialised Items	
C12A	Peristeen Anal Irrigation System
C13A	Anal Plugs

For our example the generic picklist code required is: C3B

Click on the “Continue to Picking List” button

The screenshot shows a form with the following fields: an email field containing 'sue.vincent@ons.org.au', a dropdown menu for 'How will this application be funded' with 'SWEP' selected, and a dropdown menu for 'Category' with 'Continance' selected. At the bottom, there is a row of buttons: 'Cancel', 'Continue to Picking List' (circled in blue), 'Generate Application in PDF', 'Discard', 'Save (Ctrl + s)', and 'Submit Application'.

In the Search Bar type in C3B. The item will appear in the drop-down list.

The screenshot shows a search bar with 'C3B' entered. A dropdown list is open, showing the following results: 'C3B - Intermittent Catheter Male & Paediatric Self Lubricating', 'My Category', 'Continance', and 'Catheter'. The breadcrumb navigation at the top reads 'Home > Application > Continance'.

Select the item

Click “Add to Cart”

The screenshot shows a product page for 'Intermittent Catheter Male & Paediatric Self Lubricating'. The breadcrumb navigation is 'Home > Application > Continance > Intermittent Catheter Male & Paediatric Self Lubricating'. The product details include: 'Male & Paediatric Self Lubricating', 'SWEPID: C3B', 'Male & Paediatric Self Lubricating', 'Special Notes: Additional Product Request Form required. Download from SWEP website under Specific To Continance Aids Program: https://swep.bhs.org.au/other-relevant-documents.php. Please attach the form to the application per Quote Required: YES Minimum Co-Payment Required: \$ Supplied by: Manufactured by:'. On the right, there is a quantity selector set to '1' and an 'Add to Cart' button (circled in blue).

Click on the item to add the quote

Home > Application > Continenice

Key in and select item name

Continenice

Continenice Aids

A4 Drain Bag Closed System...
12240150
A4 Drain Bag Closed System 2000MI
Sterile 117Cm Tube T Tap 3815515

[View Details](#)

Aaxis Drain Bag 2000MI Non...
12001130
Aaxis Drain Bag 2000MI Non Sterile
90Cm Tube No Tap 10013110

[View Details](#)

Aaxis Drain Bag A-2 2000MI ...
12001105
Aaxis Drain Bag A-2 2000MI Sterile
120Cm Tube 10013102

[View Details](#)

Aaxis Drain Bag A3 2000MI ...
12001110
Aaxis Drain Bag A3 2000MI Non Sterile
120Cm Tube T-Tap 10013103

[View Details](#)

Aaxis Drain Bag A4 2000MI S...
12001115
Aaxis Drain Bag A4 2000MI Sterile
120Cm Tube T-Tap 10013104

[View Details](#)

Aaxis Drain Bag A5 Urimaax ...
12001120
Aaxis Drain Bag A5 Urimaax 2000MI
Sterile 120Cm Tube Lever Tap
10013105

[View Details](#)

Aaxis Drain Bag Leg Urimaa...
12000115
Aaxis Drain Bag Leg Urimaax 500MI
10Cm Tube Non Sterile 10013503

[View Details](#)

Aaxis Drain Bag Leg Urimaa...
12000130
Aaxis Drain Bag Leg Urimaax Non
Sterile 750MI 10Cm Tube 10013603

[View Details](#)

Aaxis Drain Bag Meter Buret...
12001125
Aaxis Drain Bag Meter Burette 2500MI
Sterile 250Cm Tube 10013108

[View Details](#)

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[Show More](#)

My Category

- Continenice 2270
- Catheter 533
- Catheter Care 6
- Drainage 616
- Household 834
- Miscellaneous 15
- Personal 506
- Specialised 13

My Picking List

- Intermittent Catheter Male & Paediatric Self Lubricating** ✕
- Intermittent Catheter Male & Paediatric Self Lubricating
- Quantity: 1
- Click on item to enter missing attachment or quote details**

Click "Add Quote" button

Home > Application > Intermittent Catheter Male & Paediatric Self Lubricating

Intermittent Catheter Male & Paediatric Self Lubricating

Intermittent Catheter Male & Paediatric Self Lubricating

Male & Paediatric Self Lubricating

SWEPID: **C3B**

Male & Paediatric Self Lubricating

Special Notes:
Additional Product Request Form required. Download from SWEPE website under Specific To Continenice Aids Program:
<https://swepe.bhs.org.au/other-relevant-documents.php>. Please attach the form to the application

per
Quote Required: YES
Minimum Co-Payment Required: \$

Supplied by:
Manufactured by:

1

[Update Cart](#)

[Add Quote](#)

The Quote form will be displayed.



Please fill in the quote details and attach quotation to the record. Quote Item with missing Quote details and/or Supplier Quote Attachment will cause validation error.

Supplier Quote

Number

QT0089538

* Date

* Quote #

* Application

* Cart Item

Supplier Details

* Supplier Name

Delivery Details

* Do all Items meet relevant Aust Standards or Equivalent Yes/No

Quote Total

Delivery Fee (Excl. GST)

0

Total Amount (Excl. GST)

0

Delivery GST

0

Total GST

0

Delivery Total (Incl. GST)

0

Total Amount (Incl. GST)

0

Back to Application

Save (Ctrl + s)

Complete this Quote form and click Save

Supplier Quote - new record

Please fill in the quote details and attach quotation to the record. Quote Item with missing Quote details and/or Supplier Quote Attachment will cause validation error.

Supplier Quote

Number: QT0089538

Date: 02/10/2020

Quote #: Quote number provided by IA

Application: APP00084887

Cart Item: Intermittent Catheter Male & Paediatric Self Lubricating

Supplier Details

Supplier Name: IA

Delivery Details

Do all Items meet relevant Aust Standards or Equivalent Yes/No: Yes

Quote Total

Delivery Fee (Excl. GST): 0	Total Amount (Excl. GST): 0
Delivery GST: 0	Total GST: 0
Delivery Total (Incl. GST): 0	Total Amount (Incl. GST): 0

Back to Application Save (Ctrl + s)

Click on the Paper clip icon and attach the quote provided by the supplier or the screen shot of the price of the item.

Click Save

You will see the quote at the top of the application

Home > Application > Quote Form

QT0089538

Attachments Edit

IA 10200325 price.PNG

Please fill in the quote details and attach quotation to the record. Quote Item with missing Quote details and/or Supplier Quote Attachment will cause validation error.

Supplier Quote Supplier Quote Items Add

Complete the "Supplier Quote Items" section

Home > Application > Quote Form

QT0089538

Attachments [Edit](#)

IA 10200325 price.PNG

Please fill in the quote details and attach quotation to the record. Quote Item with missing Quote details and/or Supplier Quote Attachment will cause validation error.

Supplier Quote

Number: QT0089538

* Date: 02/10/2020

* Quote #: Quote number provided by IA

* Application: APP00084887

* Cart Item: Intermittent Catheter Male & Paediatric Self Lubricating

Supplier Quote Items [Add](#)

No records in Supplier Quote Item using that filter

Click the "Add" button

Complete the details for the item. EG:

Supplier Quote Item - new record

Supplier Quote Item

Supplier Quote: QT0089538

Supplier Code: 10200325

* Description: Cliny Safety Catheter Set 14 G Male Silicone 35 Cm

* Quantity: 1

* Total Line GST: 0

Unit Price: 41.20

Total Line Amount (excl. GST): 0

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

Click Save

Supplier Quote Item - new record

Supplier Quote Item

Supplier Quote: QT0089538

Supplier Code: 10200325

*Description: Cliny Safety Catheter Set 14 G Male Silicone 35 Cm

*Quantity: 1

*Total Line GST: 0

Unit Price: 41.20

Total Line Amount (excl. GST): 0

Save (Ctrl + s)

Click Save on the Quote form

QT0089538

Attachments: IA 10200325 price.PNG

Please fill in the quote details and attach quotation to the record. Quote Item with missing Quote details and/or Supplier Quote Attachment will cause validation error.

Supplier Quote

Number: QT0089538

Date: 02/10/2020

*Quote #: Quote number provided by IA

*Application: APP00084887

*Cart Item: Intermittent Catheter Male & Paediatric Self Lubricating

Supplier Quote Items

Description	Quantity	Unit Price
Cliny Safety Catheter Set 1	1	41.2

Rows 1 - 1 of 1

Supplier Details

*Supplier Name: IA

Delivery Details

* Do all items meet relevant Aust Standards or Equivalent Yes/No: Yes

Quote Total

Delivery Fee (Excl. GST): 0	Total Amount (Excl. GST): 41.2
Delivery GST: 0	Total GST: 0
Delivery Total (Incl. GST): 0	Total Amount (Incl. GST): 41.2

Back to Application | Back to Cart Item | Save (Ctrl + s)

Go back to the application.

Home > **Application** > Quote Form

QT0089538

Attachments [Edit](#)

IA 10200325 price.PNG

Please fill in the quote details and attach quotation to the record. Quote Item with missing Quote details and/or Supplier Quote Attachment will cause validation error.

Supplier Quote

Number: QT0089538 * Date: 02/10/2020

* Quote #: Quote number provided by IA * Application: APP00064887

* Cart Item

Supplier Quote Items

Description	Quantity	Unit Price
Cliny Safety Catheter Set 1	1	41.2

Rows 1 - 1 of 1

Home > Applications > APP00064887

APP00064887

Application

Application Number: APP00064887 Status: Draft

Pre-Screening

Consumer Details

Created: 22/03/2019 10:55:29 Sub status: Pending authorising practitioner

Secondary Contact / Next of Kin

Consumer Diagnosis

* Practitioner ID: O9773 Previous Practitioner:

Consumer Expectation

About the Item

Practitioner Name: Sue Vincent

Consumer Attributes

* Practitioner Organisation: SWEP

Assessment and Clinical Justification

Practitioner Phone: 5333 8136

Implications of Non-Provision

Delivery Details

Practitioner Mobile: 0408589380

Activities

* Practitioner Email: sue.vincent@bhs.org.au

* How will this application be funded: SWEP

* Category: Continance

My Picking List

- Intermittent Catheter Male & Paediatric Self Lubricating Intermittent Catheter Male & Paediatric Self Lubricating
Quantity: 1

My Quote List

- Quote number provided by IA
QT0089538 - 02/10/2020 12:39:16
IA
Total Quote Amount: \$41.20

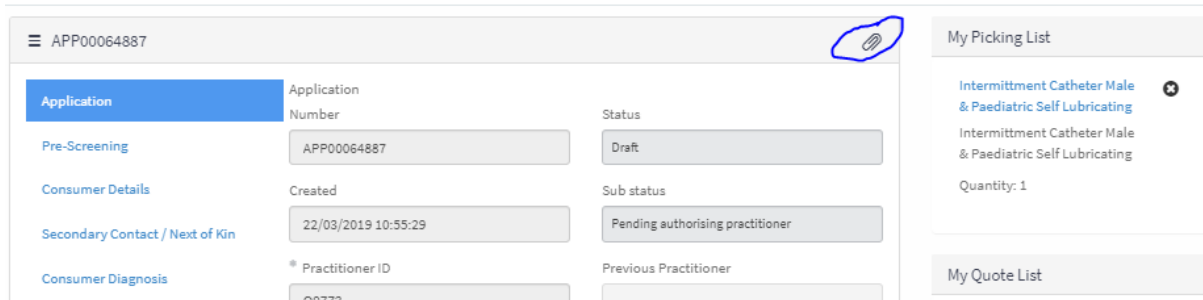
Cancel Continue to Picking List Add Quote Generate Application in PDF Save (Ctrl + s) Submit Application Discard

Additional Product Request Form

Download and complete the Additional Product Request Form. This can be located on the SWEP website [here](#)

Click on the Paper clip icon and attach the Additional Product Request Form

Home > Applications > APP00064887



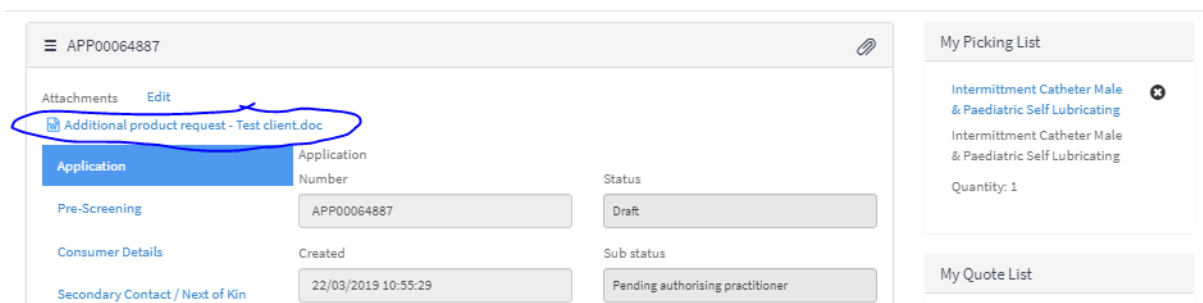
The screenshot shows the top of the application form for APP00064887. A paperclip icon in the top right corner is circled in blue. The form fields are as follows:

Application	Application Number	Status
Pre-Screening	APP00064887	Draft
Consumer Details	Created: 22/03/2019 10:55:29	Sub status: Pending authorising practitioner
Secondary Contact / Next of Kin	* Practitioner ID: 09773	Previous Practitioner:
Consumer Diagnosis		

Click Save

You will see the Form at the top of the application.

Home > Applications > APP00064887

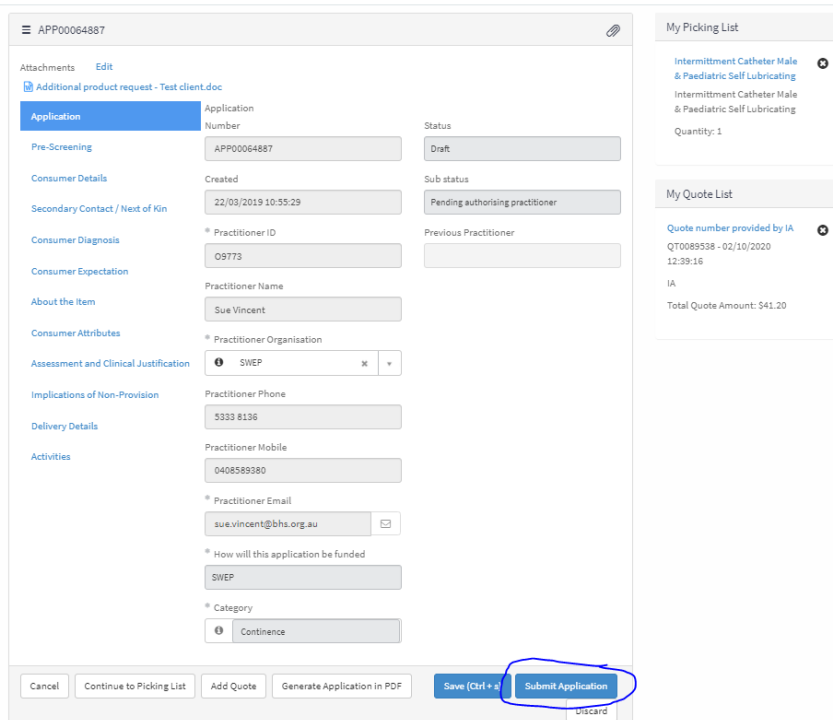


The screenshot shows the application form with an attachment. The attachment name "Additional product request - Test client.doc" is circled in blue. The form fields are as follows:

Application	Application Number	Status
Pre-Screening	APP00064887	Draft
Consumer Details	Created: 22/03/2019 10:55:29	Sub status: Pending authorising practitioner
Secondary Contact / Next of Kin		

If the rest of the application is complete, you can now submit the application.

Home > Applications > APP00064887



The screenshot shows the application form with the "Submit Application" button circled in blue. The form fields are as follows:

Application	Application Number	Status
Pre-Screening	APP00064887	Draft
Consumer Details	Created: 22/03/2019 10:55:29	Sub status: Pending authorising practitioner
Secondary Contact / Next of Kin	* Practitioner ID: 09773	Previous Practitioner:
Consumer Diagnosis	Practitioner Name: Sue Vincent	
Consumer Expectation	* Practitioner Organisation: SWEPE	
About the Item	Practitioner Phone: 5333 8136	
Consumer Attributes	Practitioner Mobile: 0408589380	
Assessment and Clinical Justification	* Practitioner Email: sue.vincent@bhs.org.au	
Implications of Non-Provision	* How will this application be funded: SWEPE	
Delivery Details	* Category: Continence	
Activities		

Buttons at the bottom: Cancel, Continue to Picking List, Add Quote, Generate Application in PDF, Save (Ctrl + s), Submit Application, Discard.