

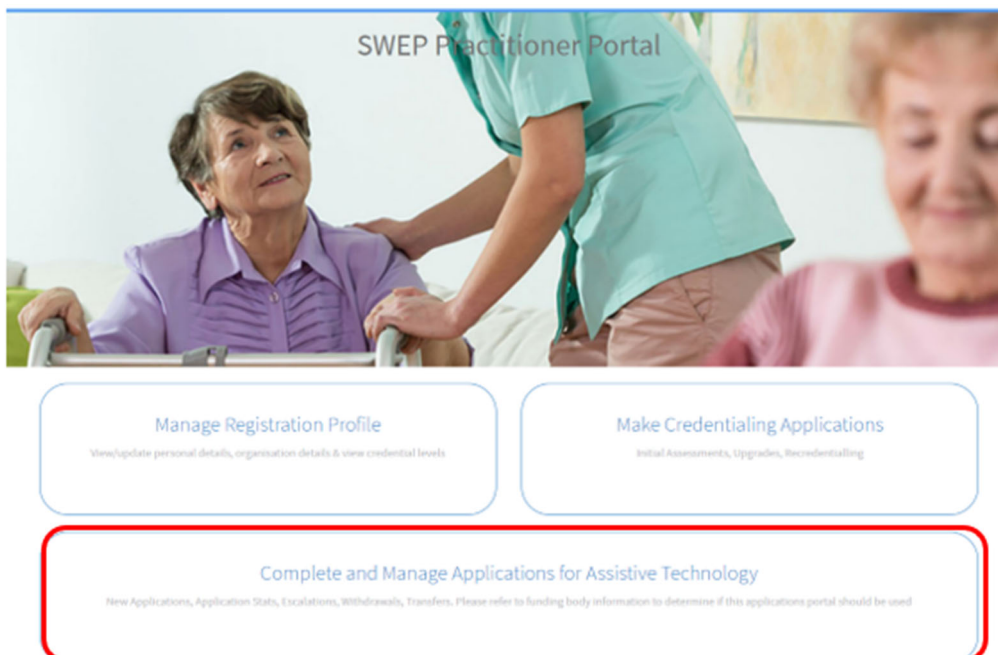


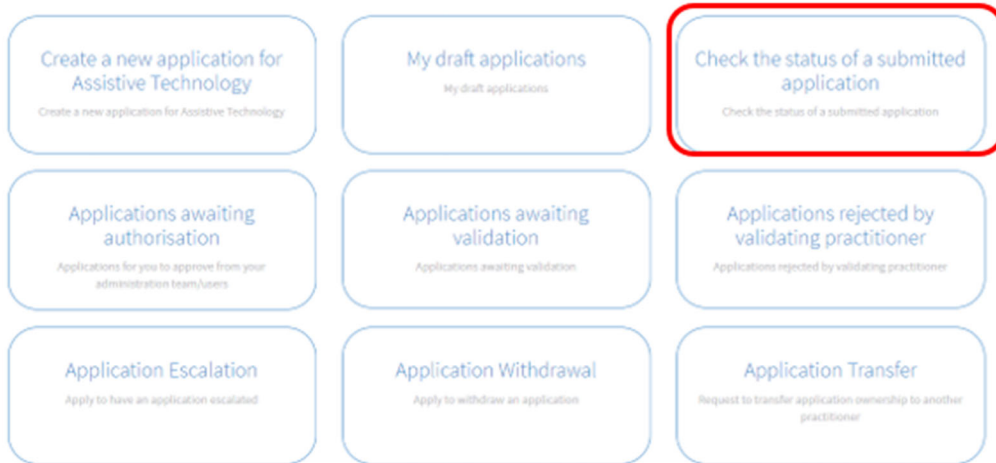
How to Copy an Existing Application

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.