



## How to exit an Opioid Treatment Program (OTP) approval

SafeScript NSW allows prescribers to exit their own approvals and approvals held by prescribers within their organisation. This enables prescribers to apply online and (in some cases) receive immediate approval for new OTP applications.

### Step 1: Search for the patient and view their approval

1. Search for the patient and find the relevant approval in the Approvals grid on the patient profile

The screenshot shows a patient profile page with the following sections:

- Primary Identity** (AMS ID: P0000001140)
- Alternate Identities**
- OTP Dosing Points**
- Approvals** (highlighted with a red box):
  - Buttons: Create Approval, Refresh Approvals
  - Table with columns: Last Updated, Last User, Approval Number, Application Date, Prescriber, Clinic, Medicine(s), Dose, Dosing Point(s), Approval Status, Start Date, End Date, Action Reason, Approval Type.
  - Table Row 1: 23/02/2..., [User], A00001419 32 [2], 23/02/2..., Example Prescriber, Example Clinic, Buprenorph..., 32mg, Sydney Public OTP Clinic, Approved, 23/02/2..., [User], OTP.
  - Page 1 of 1 (2 items)
- Correspondence**

Buttons: Cancel, Save

Click the approval to open the **approval summary**

2. Identify the organisation on the approval summary.
  - If this shows as your organisation, you hold the current approval, or are a current locum for the approval holder, you can proceed to step 2 to exit the approval. In any other case, go to step 3.

**Prescriber Details**  
Prescriber clinic: Crown Practice



## Step 2: Exit the OTP approval

1. At the bottom of the page, click the **Request OTP Exit** button.

### Summary

OTP application for [redacted]

Approval Number: A0000139110(2)  
Status: Approved  
Start date: 28/09/2023  
End date: No end date

**Prescriber Details**  
Prescriber clinic: Crown Practice

**Patient Details**  
Name: [redacted]  
Date of Birth: 25/04/1988

**Patient**  
Additional Patient Information  
Aboriginality: Neither Aboriginal nor Torres Strait Islander  
What is the patient's primary opioid drug of dependence?: Oxycodone  
What drug(s), other than opioids, does the patient perceive as being of concern?: No other drugs of concern  
Indicate the patient's current status: Currently on OTP  
Who is the patient's current OTP prescriber?: Other NSW community prescriber  
Specify full name: [redacted]  
Date of last dose of methadone/buprenorphine: 11/08/2023

**Drug and Dose Information**  
Medicine: methadone

OTP Medicine

Medicine	Max Dose	Proposed Starting Date	Expected Starting Date
methadone	200 mg	30/09/2023	130 mg

▼ Correspondence

Date added	Type	Filename	File extension	Read	Patient
28/09/2023	Approval Letter	Approval Letter-A0000139110-2	pdf	Unread	Example Patient

What action do you want to take with this approval application?

**Request OTP Exit**

What action do you want to take with this approval application?

**Request OTP Exit**



A confirmation prompt is displayed.

**Confirm**

Reason for exiting treatment

Select...

**Declaration**

I confirm that the information I have provided in this application is true and complete to the best of my knowledge. This patient has been discharged from an OTP methadone/buprenorphine or OAT treatment.

Cancel Confirm

2. Select the **Reason for exiting treatment**.
3. If required for the reason you selected, enter the:
  - Date of last dose including any takeaway doses issues on the current prescription
  - Last dose of methadone, buprenorphine, or OAT treatment

**Confirm**

Reason for exiting treatment

Patient ceased to pick up methadone/buprenorphine

Date of last dose including any takeaway doses issued on the current prescription

14 September 2023

Last dose of methadone, buprenorphine, or OAT treatment

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**Declaration**

I confirm that the information I have provided in this application is true and complete to the best of my knowledge. This patient has been discharged from an OTP methadone/buprenorphine or OAT treatment.

Cancel Confirm

4. Read and accept the **Declaration**, then click **Confirm**.
  - The exit is now completed. The status of the approval changed to **Exited**.

## Step 3: Approvals associated with any other organisation

For approvals held by all other prescribers, **contact the prescriber** and request for them to exit the approval. Once the approval has been exited by the prescriber, prescribers will be able to apply for an approval and (in some cases) receive an immediate approval.