



## A Prescriber's Guide: How to set up your SafeScript NSW account to apply for approvals and invite NSW Health employees to access SafeScript NSW

Before applying for approvals in SafeScript NSW, there are several steps to set up your account correctly to help streamline the process and make it easier for you to apply to prescribe and/or supply high-risk medicines.

In this guide, you'll find:

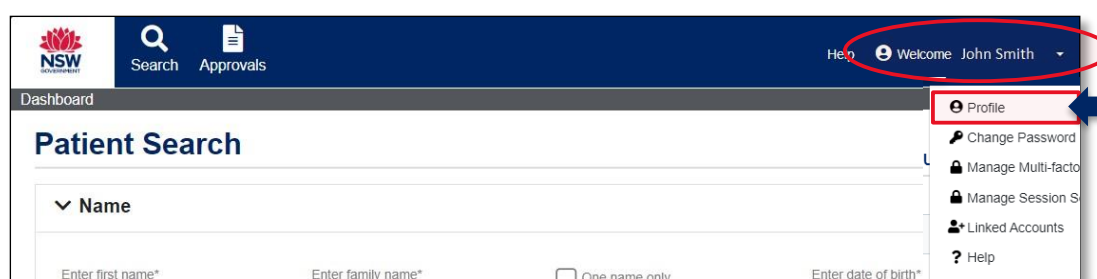
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### Step 1: Link yourself to organisations

To make the most of SafeScript NSW, it is important to link yourself to the organisations where you work. Organisations include medical clinics, hospitals, correctional facilities and other places of practice.

By linking to an organisation, you will be able to easily apply for approvals, view relevant patient details and keep track of your applications.

1. From the dashboard, navigate to your **Profile** on the top-right corner of the screen.



Click on the  
top-right corner  
to access your  
profile page.



- Find the Organisations section of the profile. Here, you will see a grid and can manage organisations you are linked to by setting one as your primary place of practice, removing your association with an organisation, or adding a new organisation.

To associate yourself with a new clinic, click the “**Add Organisation**” button.

▼ **Organisations**

	S.	Organisation Subtype	Address	Suburb	Postcode	State	Phone	Email	Primary	
Hextech Industries	Private	Opioid pharmacotherapy clinic	24 Legend Road	Leagues	2045	NSW	0000955251		<input checked="" type="checkbox"/>	
					275				<input type="checkbox"/>	

**Add Organisation**

Note: You can set the **primary** location you practice at by ticking the check box and saving your profile by scrolling to the bottom of the screen and clicking **Save**.

*By checking this box, it will automatically default this location in applications.*

*Note: All your locations are selectable within an application.*

- A pop-up search form will appear to help you find your organisation. You can enter information here to find organisations registered in the SafeScript NSW database.

The only fields that are required to run a search are suburb **OR** postcode. If you are having trouble finding your organisation, use either one of these fields and review the listing to find your location.

*Note: If you cannot find your organisation from the list, it may be because SafeScript NSW is yet to register your organisation. You can manually enter your organisation in the approval.*

**Select Organisation**

**Search organisation**

▼ **Name**

Enter Business name

Select Organisation subtype

Select Organisation subtype

Enter Dosing point type

Select dosing point t...

Enter suburb\*

Enter postcode\*

**Clear Search** **Search**

**Search Results**

**Clear Filter**

Select	Business name	Organisation Subtype	Address	Suburb	Postc...	Phone
Enter details will appear here.						

25 50 100

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**Cancel** **Select**



- You can now select the organisation to add to your account by clicking the checkbox next to the organisation's name in the **Select** column and press the **Select** button at the bottom of the form to insert.

### Search Results

Clear Filter

Select	Business name	Organisation Subtype	Address	Suburb	Postc...	Phone
<input checked="" type="checkbox"/>	ABC Pharmacy		Address of ABC Ph...	Sydney	2000	0394111100
<input type="checkbox"/>	ABC Public Test Clinic1		123 Main St	Sydney	2000	0439213545
<input type="checkbox"/>	Adams Family Clinic		0 Joseph Road	Suburb of 2000	2000	
<input type="checkbox"/>	Bulk Billing Super Clinic		11 Wall Road	Sydney	2000	
<input type="checkbox"/>	Cruise Family Clinic		43 Jerry Road city	Sydney	2000	

25 50 100

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Cancel

Select

*\*Information shown here is fictitious and for example purposes only.*

- You will see the organisation has been added to your profile. Scroll to the bottom of the page and click the **Save** button to keep the changes.

## Locums

Add Locum

T...	First Name	Family Name	Primary Organisation	AHPRA ...	Profession	Mobile	Email	Prescriber Num...	Sta...	Sta...	En...
There are no locums found. Locums will appear here.											

Cancel

Save



## Step 2: Set up Communication Preferences

You can also access your communication preferences for SafeScript NSW from your **profile** page. You can change your preferred phone number and contact email address as well as opt-out of correspondence emails.

By default, you will receive emails from SafeScript NSW for updates and correspondence for approvals you apply for. These emails will be sent to the **contact email address**.

You can opt-out of these emails at any time by toggling the tab from 'Opt in' to 'Opt out'. If you opt-out of correspondence, you will not be notified when your application status has changed.

### Communication Preferences

**i** This contact number will be used for communications from SafeScript NSW.

Preferred contact number  
(99) 9999 9999

Contact email address  
john.smith@health.nsw.gov.au

Username  
john.smith@health.nsw.gov.au

**i** By default, SafeScript NSW will email you when you receive new correspondence from the Ministry of Health. You can opt out or back in at any time.

Correspondence notification emails   Opt out ☒ Opt in

Your correspondence will be sent to the email listed here. This can be edited at any time.

By default, you will receive emails from SafeScript NSW for new correspondence. This can be changed at any time.



## Step 3: View Organisation Details

To view more details about the organisation, you can select the organisation's name. This will open the organisation's page in a separate tab.

▼ Organisations

Add Organisation

Name	S.	Organisation Subtype	Address	Suburb	Post...	State	Phone	Email	Pri...	
George's Marvelous Medicines	Public	Community Pharmacy	10 High Street	Penrith	2750	NSW	9999 8888		<input checked="" type="checkbox"/>	
Mozart Pharmaceuticals	Public	Opioid pharmacotherapy clinic	31	Symphony	2066	NSW			<input type="checkbox"/>	

*\*Information shown here is fictitious and for example purposes only.*

When you are linked to the organisation, you can edit contact information to keep it up to date.

Mozart Pharmaceuticals

Organisation type

Practice

Enter Business name

Mozart Pharmaceuticals

Organisation number

B0000011185

Contact Details

Address Lookup

Enter address line 1

31

Enter address line 2

Enter address line 3

Sonata Drive

Enter suburb\*

Symphony

Enter post code\*

2066

State

New South Wales

Enter postal address

Enter phone

Enter fax

Enter email

> Dosing Point

> Practitioners

> NSW Health Employees

You can only edit these details if you are **linked** to the organisation.

These sections expand or collapse when you **click on each of the headings**.

*\*Information shown here is fictitious and for example purposes only.*

You can also view Dosing Point details on this screen, as well as Practitioners and NSW Health Employees associated to the organisation.

Expand each section to view more.



## Step 4(A): Add a NSW Health employee to an organisation if they are already in SafeScript NSW

In the organisation details page, a prescriber can add known users to the organisation they share. NSW Health employees involved in the care of OTP patients will need to be granted access by being linked to organisations.

1. Expand the NSW Health Employees accordion on an organisation page by clicking on the NSW Health Employees heading.

**Mozart Pharmaceuticals**

Organisation type: Practice  
Enter Business name: Mozart Pharmaceuticals  
Organisation number: B0000011185  
Practice type: Opioid pharmacotherapy clinic

**Contact Details**

Address Lookup

Enter address line 1: 31  
Enter address line 2:  
Enter address line 3: Sonata Drive

Enter suburb\*: Symphony  
Enter post code\*: 2066  
State: New South Wales  
Enter postal address:

Enter phone:  
Enter fax:  
Enter email:

> Dosing Point

> Practitioners

> **NSW Health Employees**

*\*Information shown here is fictitious and for example purposes only.*

2. Click on the “Add Employee” button.

✓ **NSW Health Employees**

Add Employee

Stafflink Number First Name Family Name

No NSW Health Employees are linked to this Organisation



- A search form will appear. Search for employees in the system using either their **first name**, **family name** or **Stafflink ID**.

You can use any of these options and click on the **Search** button. The results will be displayed in the grid below.

*If the employee is not found in the search, refer to step 4(B) on the following page*

- Check the box next to the name of the employee in the grid and click the **Select** button.

- Click on the **Save** button on the organisation page to ensure your changes are saved to the system.

**Select Employee**

**Employee Search** Invite Employee

Name

Enter first name\*  t Enter family name  Enter stafflink number

Clear Search Search

**Employee Search Results**

Clear Filter

Sel	First Name	Family Name	Stafflink Number
<input checked="" type="checkbox"/>	Test	Safescript	999999

Page 1 of 1 (1 items) < 1 >

5 10 25 50 100

Cancel Select

## Step 4(B): Add a NSW Health employee to an organisation if they're not in SafeScript NSW

When a NSW Health employee cannot be found in the system, prescribers will need to send them an invitation to register.

- Following steps 1-2 in *Step 4(A): Adding a NSW Health employee to an organisation if they are in SafeScript NSW*, click on "Invite Employee". A popup window will appear asking you to provide some information.

**Select Employee**

**Employee Search** Invite Employee

Name

Enter first name\*  Enter family name\*  Enter stafflink number\*

Clear Search Search

- An *Invite Employee* pop up will appear. Fill in the form, specifying the **First Name**, **Family Name**, **Type of user**, **Stafflink number** and **NSW Health email**. Note that the **organisation** will be pre-filled from the organisation page this was accessed from.



3. Once you have entered valid information into each field, click on **Send Invite**. A confirmation message will appear at the top of the page, and your employee will receive an email with the steps to follow next.

Invite Employee

User Details

Enter first name\*

John

Enter family name\*

Smith

Select user type\*

Other

Enter stafflink number\*

99999999

Enter email\*

john.smith@health.nsw.gov.au

Organisation

Mozart Pharmaceuticals

Cancel

Send Invite

Mozart Pharmaceuticals

✓ Your invitation has been sent.

Organisation type

Practice

Enter Business name

Mozart Pharmaceuticals