### SafeScript NSW

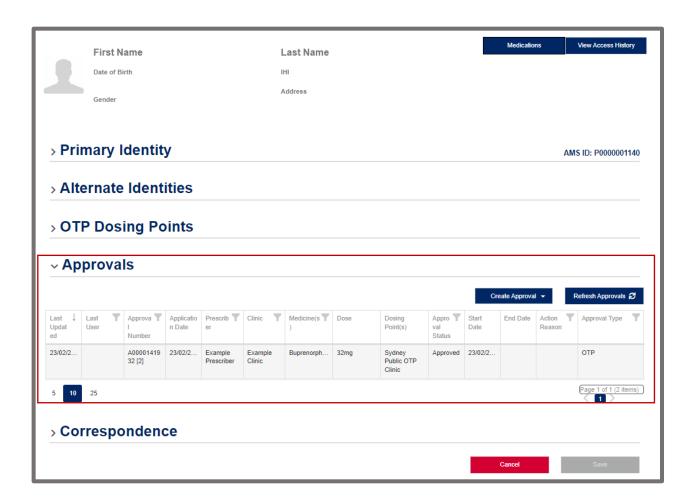


# How to exit an Opioid Treatment Program (OTP) approval

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



#### 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.



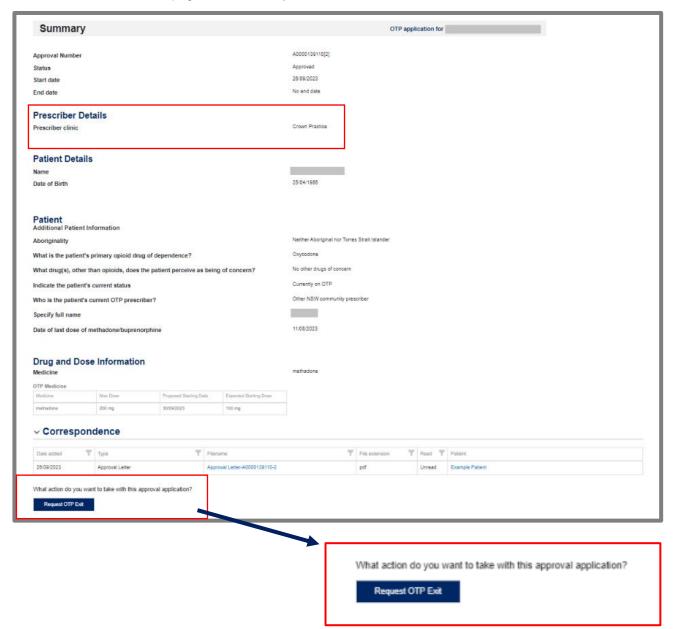


## SafeScript NSW



### Step 2: Exit the OTP approval

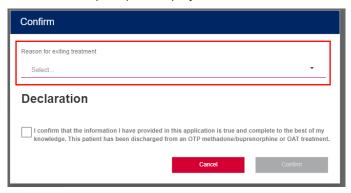
1. At the bottom of the page, click the Request OTP Exit button.



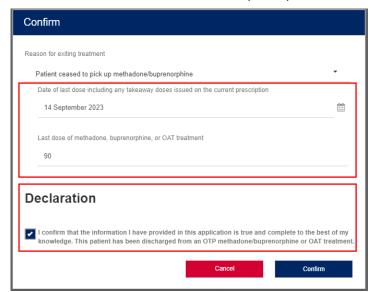
### SafeScript NSW



A confirmation prompt is displayed.



- 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



- 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.

