

## **Cancelling an MCR Claim**

- 1. From the *Scripts* tab of the ePharmacy Manager, highlight an MCR prescription.
- 2. Press [F5 Claim Cancellation].
- 3. The Batch Function window opens, filtered on the *Batch Type Show prescriptions to send claim cancellations only*.

ePharmacy Batch Function -									×			
IMPORTANT USER INFORMATION: A training video has been created to demonstrate the functionality of the Batch Functions screen, which can be accessed by clicking HERE.												
Filters												
Dispense Date			Service Type	All  ETP  CPS Service All				-	▼ Patient Search Patient ▼ 🤇			
Perioa Custom			Batch Type	Type Show prescriptions to send claim cancellations only 🔻 🗌 Show Requires Attention Onl				ly				
From Select a date 15 To Select a date 15			] UPN	K881130	0000C64M	LK			Show M	ledication Not Collec	ted Only	
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MCR	EDISON, SIMON (Master)	201000 2075 k	<pre>&lt;881130000C64</pre>	1	1 of 6	D04621000003H	INSR Cla	aim Reques	t Success 1	0/04/2019 09:54:13	10/04/201	19 '
III > >												
Total Scripts (based on filters) 1 F7 - Med				dication (	Collection	F8 - Edit Prescr	ription F	F9 - Send Se	elected Items	; 🗸 F10 - Send All	× Canc	:el

- Select which prescriptions you want to cancel claims for using [Ctrl+left-click] or [Shift+left-click] and press [F9 Send Selected Items] or by pressing [F10 – Send All].
- 5. A pop-up displays asking if you're sure you wish to send a claim cancellation. Select the **[Yes]** button.

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Are you sure you wish to send a claim cancellation for 1 prescription(s)						
	Yes No					

6. The claim cancellation is sent, and you are returned to the ePharmacy Manager.



## **Revision History**

Version Number	Date	Revision Details	Author(s)
1.0	16 September 2019		Joanne Hibbert-Gorst

## **Contact us**

For more information contact: **Telephone: 0344 209 2601** 

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