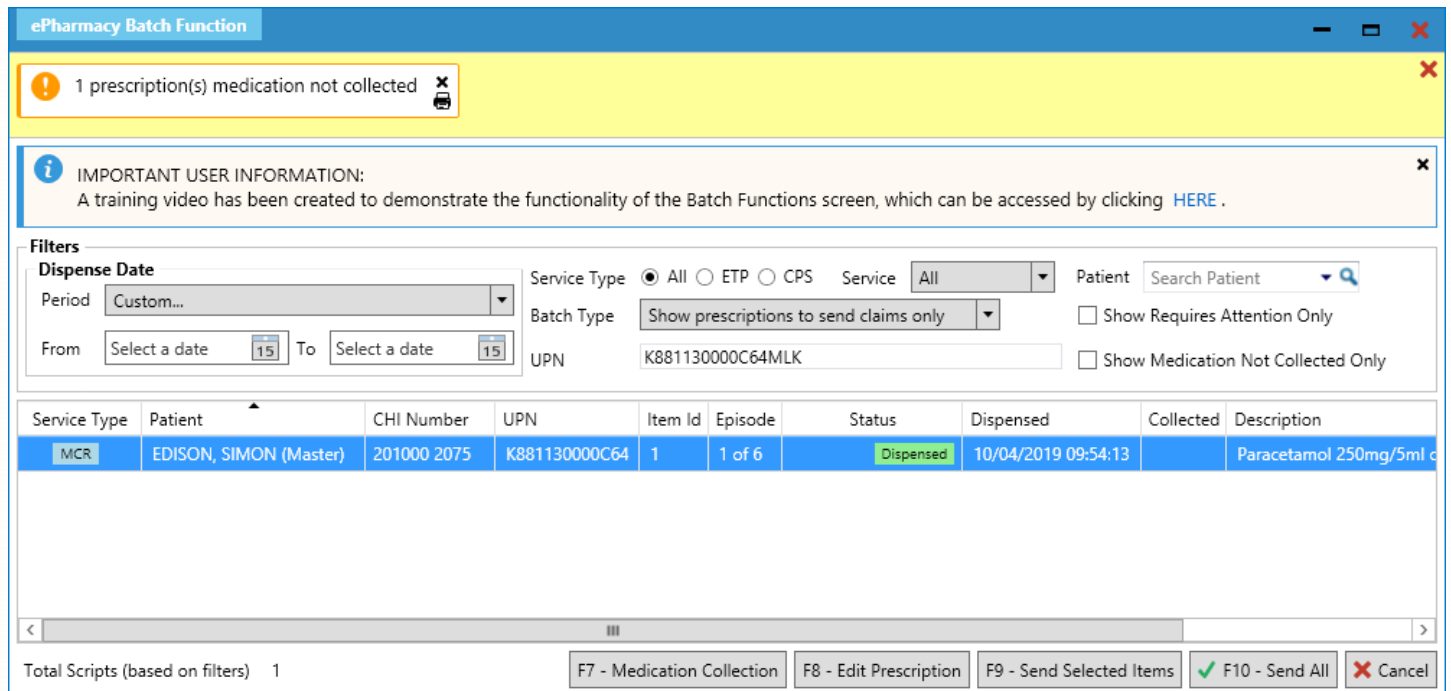


## Marking MCR Instalments as Collected

You can mark MCR instalments as Collected from the ePharmacy Manager.

1. From the ePharmacy Manager, highlight an MCR instalment in the grid.
2. Press **[F4 – Claim]**.
3. The Batch Function window displays, with a list of all the instalments in the serial prescription. Notice a snippet at the top of the window advises you of the number of prescription(s) medication which have not yet been collected.



**Filters**

Dispense Date: Period **Custom...**

Service Type:  All  ETP  CPS Service: **All**

Batch Type: **Show prescriptions to send claims only**

UPN: **K881130000C64MLK**

Service Type	Patient	CHI Number	UPN	Item Id	Episode	Status	Dispensed	Collected	Description
MCR	EDISON, SIMON (Master)	201000 2075	K881130000C64	1	1 of 6	Dispensed	10/04/2019 09:54:13		Paracetamol 250mg/5ml c

Total Scripts (based on filters) 1

F7 - Medication Collection F8 - Edit Prescription F9 - Send Selected Items F10 - Send All Cancel

4. Select one instalment and press **[F7 – Medication Collection]**.
5. The Prescription Tracking Edit window displays. Notice the *Collected Completion Type* is selected by default.

Prescription Tracking Edit

**EDISON, SIMON (Master)**  
Flat 4-3 Atholl House 86-88 Guild Street, Aberdeen, Grampian, AB9 1NJ

DOB 20 Oct 2000  
Age 18 years 5 months

CHI No 201000 2075  
MCR ● MAS ●

EXEMPT (B) ▼

Current Prescription Status: Dispensed    Tracking Number: PT3

New Status: Completed ▼

**Completion Type**

Collected     Delivered     Abandoned

**Collected By**

Select the person who collected the medication or [Click Here](#) to select a different patient

EDISON, SIMON (Master)
Patient

F9 - Edit Prescription
✓ F10 - Save
✗ Cancel

6. Press **[F10 – Save]**.
7. You are returned to the Batch Function window.
8. Repeat the process for all instalments as required.
9. After you have marked instalments as collected, you will be able to claim for them by pressing **[F10 – Send All]**.

## Revision History

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

### Contact us

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