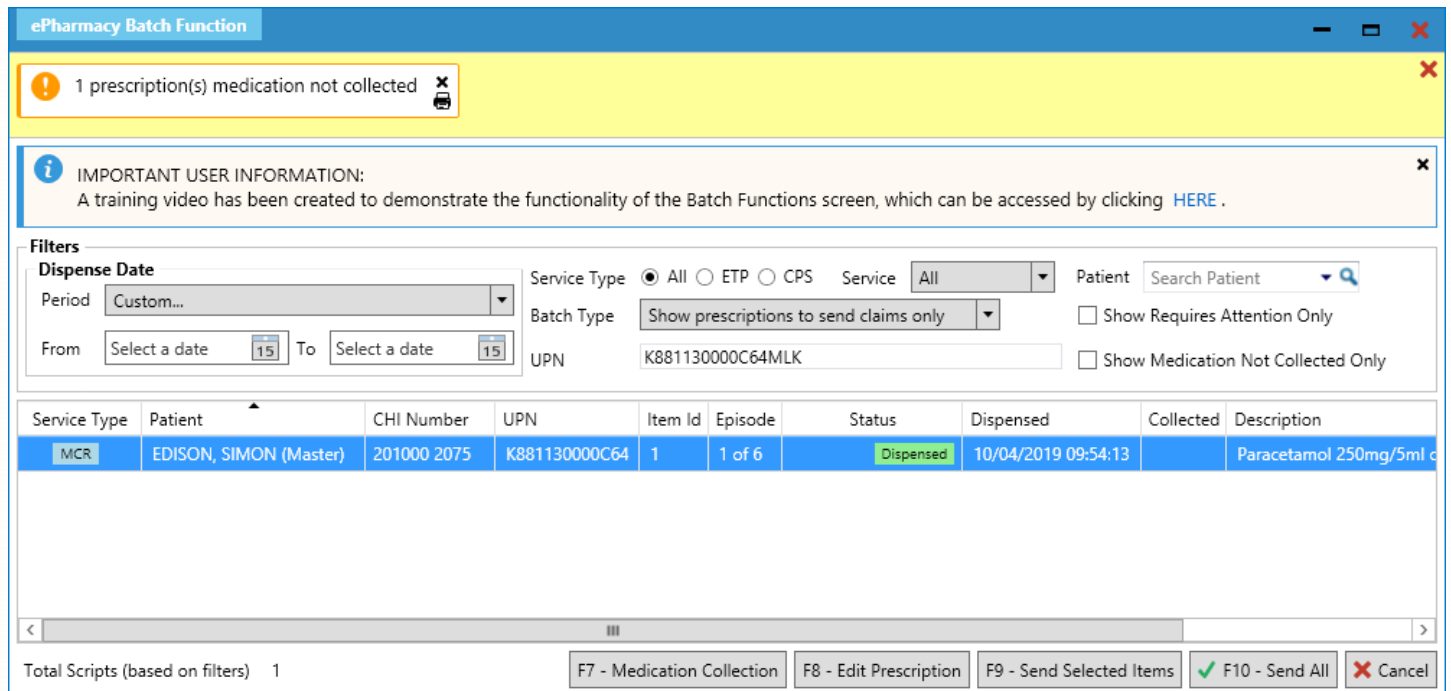# Marking MCR Instalments as Collected

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.

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.

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

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