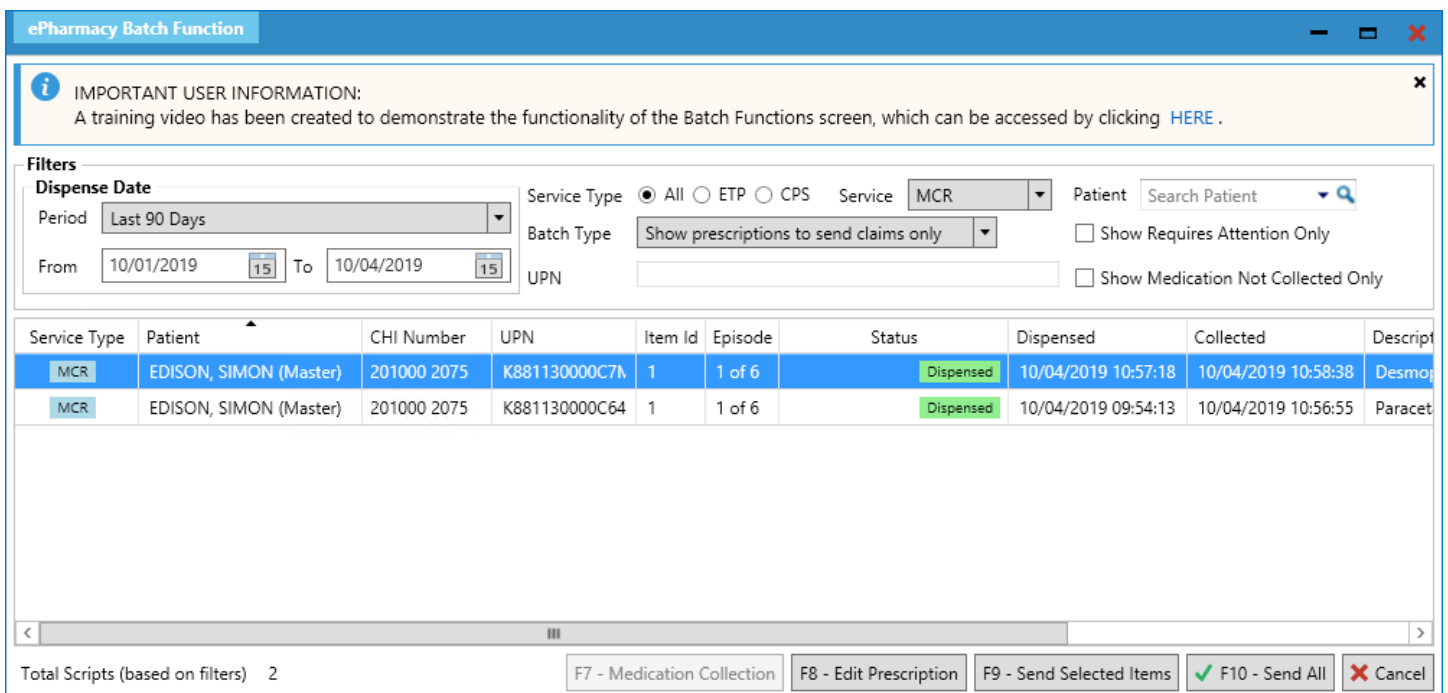# Sending Batch MCR Claims

1. From the ePharmacy Manager *Scripts* tab, press **[F6 – Batch Functions]**.
2. The Batch Functions window displays, defaulting to *Show prescriptions to send claims only*.
3. You can adjust the filters to display prescriptions by;
   o Date by using the *Period* drop-down, or *From* and *To* dates
   o *Service Type* (All, ETP or CPS) and apply further filtering using the *Service* drop-down menu
   o *UPN* using the search field
   o Patient name by using the *Patient* search field
   o Requires attention by selecting the *Show Requires Attention Only* tick box
   o Uncollected medication by selecting the *Show Medication Not Collected Only* tick box

4. From here, you can either:
   o Select two or more prescriptions using **[Ctrl+left-click]** or **[Shift+left-click]** and press **[F9 – Send Selected Items]**
   o Press **[F10 – Send All]** to send claims for all the prescriptions in the grid

⚠️ You can only send instalments for claim if they have been marked as collected. You can do so from the Batch Function screen by highlighting the relevant prescription and pressing **[F7 – Medication Collection]**.

💡 If you highlight an instalment and the **[F7 – Medication Collection]** button is greyed out, this means you have already marked that instalment as collected.

5. The system will poll ePharmacy and send the claims.

Revision History

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

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