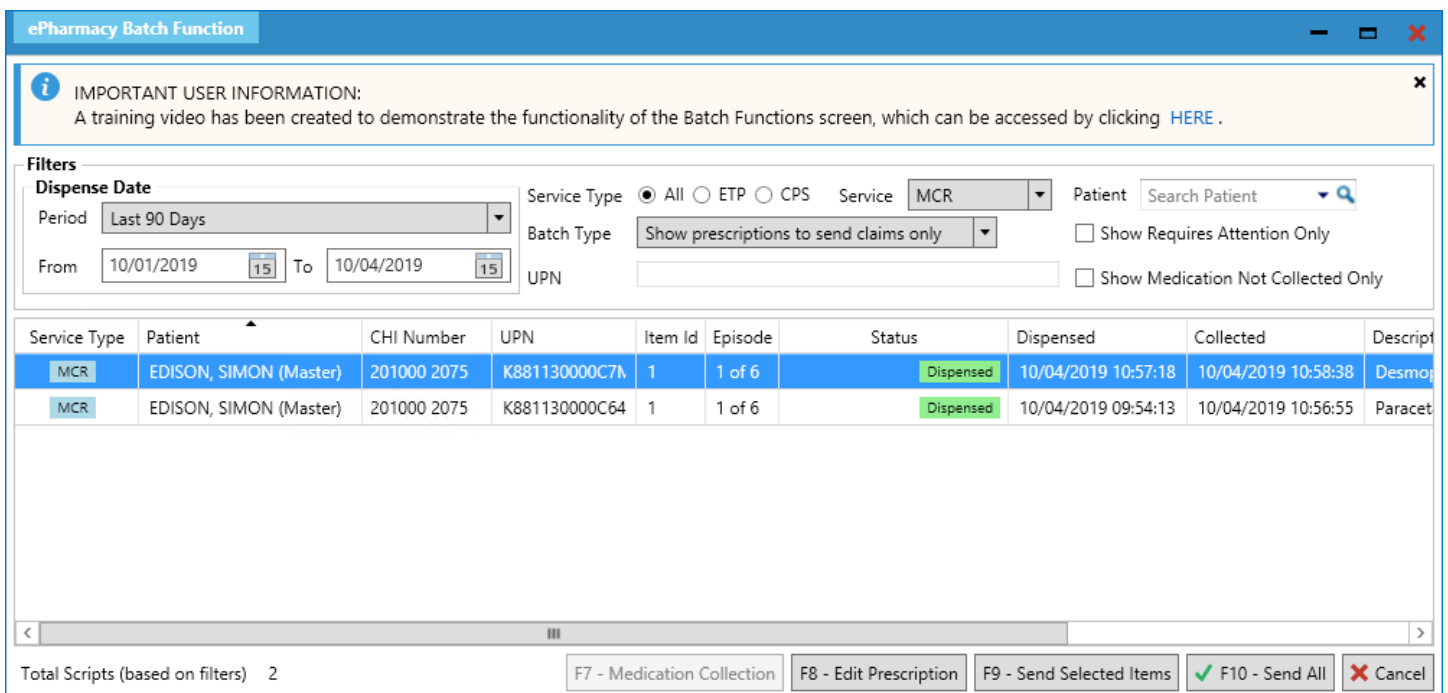


Sending Batch MCR Claims

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



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
 Period: Last 90 Days
 From: 10/01/2019 To: 10/04/2019
 Service Type: All ETP CPS
 Service: MCR
 Patient: Search Patient
 Batch Type: Show prescriptions to send claims only
 Show Requires Attention Only
 Show Medication Not Collected Only
 UPN:

Service Type	Patient	CHI Number	UPN	Item Id	Episode	Status	Dispensed	Collected	Description
MCR	EDISON, SIMON (Master)	201000 2075	K881130000C7A	1	1 of 6	Dispensed	10/04/2019 10:57:18	10/04/2019 10:58:38	Desmor...
MCR	EDISON, SIMON (Master)	201000 2075	K881130000C64	1	1 of 6	Dispensed	10/04/2019 09:54:13	10/04/2019 10:56:55	Paracet...

Total Scripts (based on filters) 2

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

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

Contact us

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