

Sending Batch MCR Reclaims

- 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. Using the Batch Type filter, select the Show re-claimable prescriptions only.
- 4. The window updates accordingly to display MCR instalments eligible for reclaim. You can adjust the filters to display prescriptions by;
 - 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
 - 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

ePharmacy B	atch 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.												
	nte st 90 Days /01/2019 15 To 10/04/2019	Service Batch T					•		rch Patient • uires Attention Only dication Not Collecte			
Service Type	Patient EDISON, SIMON (Master) Script Edited	CHI Number 201000 2075	UPN K881130000C64	ltem Id	Episode 1 of 6	D046210000		Status Claim		Dispensed		
MCR	EDISON, SIMON (Master) script Edited	201000 2075	K881130000C64		I OT 0	D046210000	U3HNSK	Claim	Request Success	10/04/2019 0		
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	ased on filters) 1		7 - Medication Col	llection	F8 - Edit	Prescription	F9 - Send S	elected Items	🗸 F10 - Send All			

- 4. From here, you can either:
 - 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 reclaims for all the prescriptions in the grid
- 5. The system will poll the ePharmacy and send the reclaims.

Revision History

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

Contact us

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