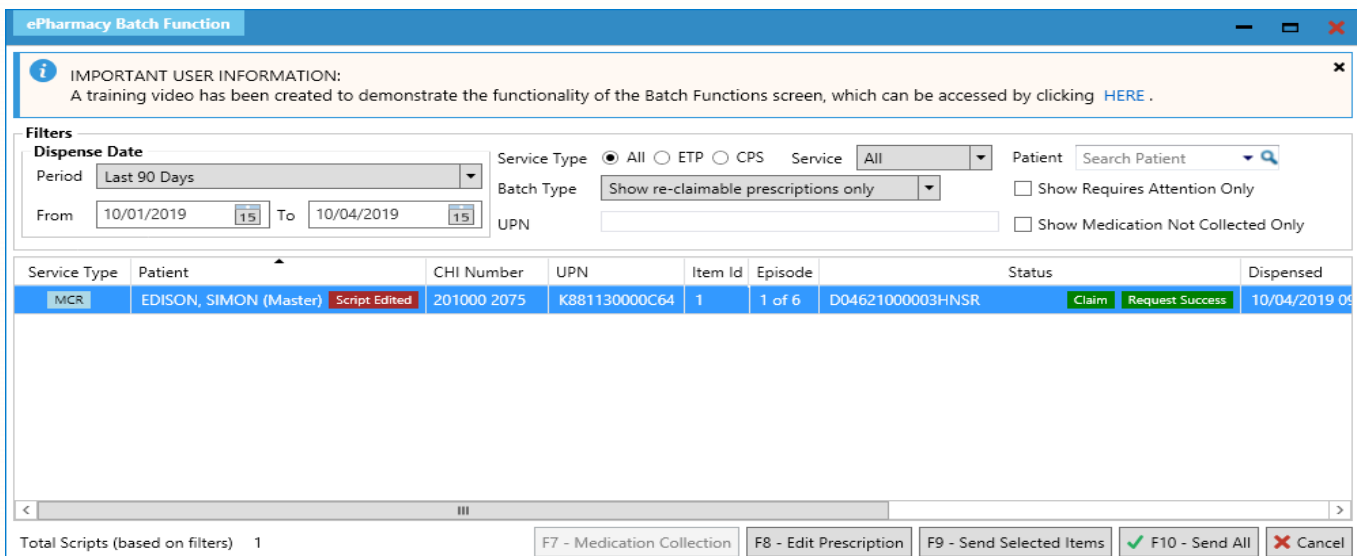


Sending Batch MCR Reclaims

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
 - *Service Type* (All, ETP or CPS) and apply further filtering using the *Service* drop-down menu
 - *UPN* using the search field
 - Patient name by using the *Patient* search field
 - Requires attention by selecting the *Show Requires Attention Only* tick box
 - Uncollected medication by selecting the *Show Medication Not Collected Only* tick box



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]**
 - 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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