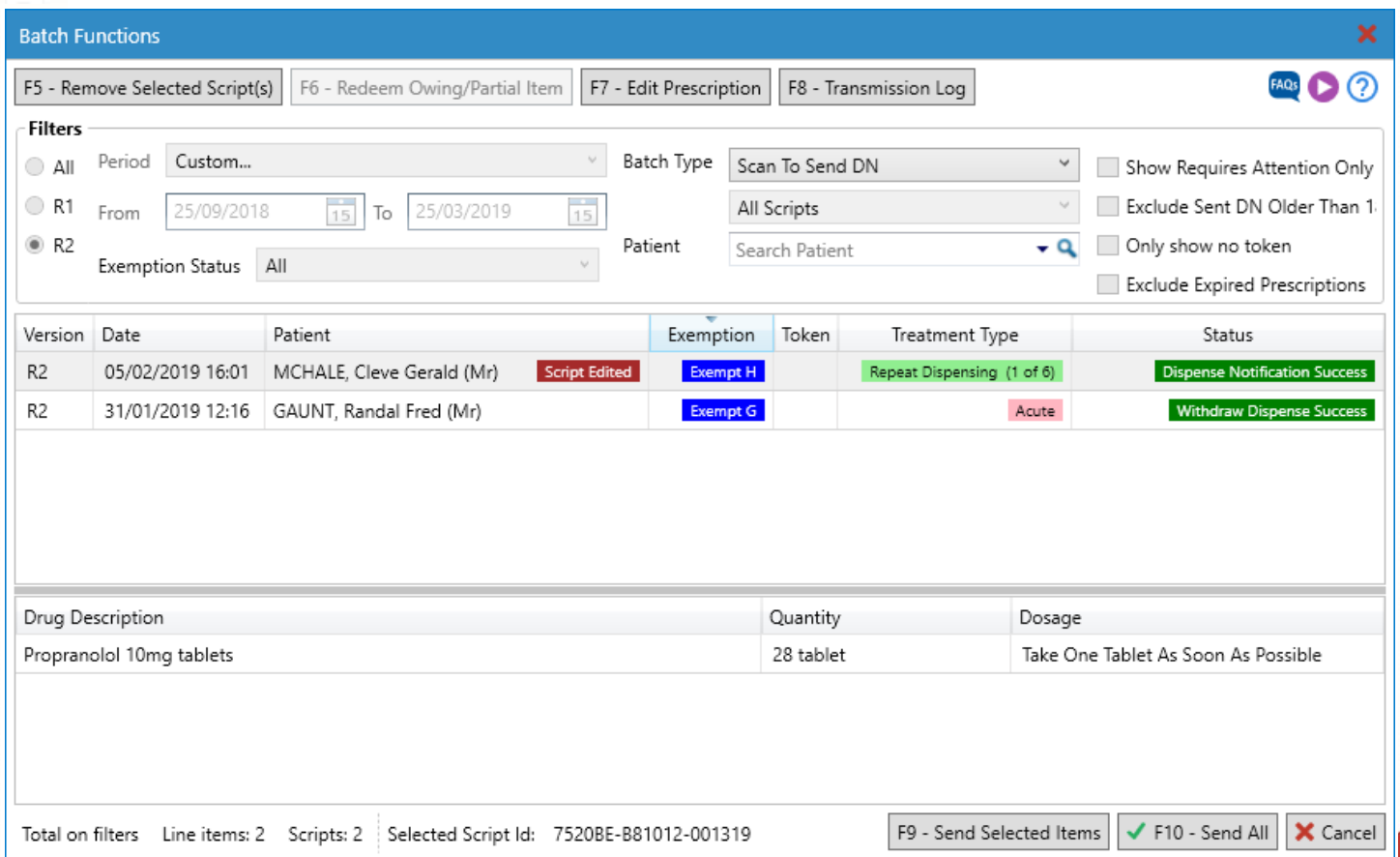# Scan to Send Dispense Notifications

⚠️ If you want your claim to apply for the current calendar month, you need to ensure you send dispense notifications before the end of the month and your claim before the 5th of the following month.

To begin, open the ETP Main Screen from the ProScript Connect Main Screen by selecting the **[ETP]** shortcut button, or by pressing **[Ctrl+E]**.

1. Select the **[F10 – Batch Functions]** button.
2. The Batch Functions window displays. Change the filter to *Scan To Send DN*.
3. Select **[Ctrl+S]** on the keyboard to highlight the scan field in the top left-hand corner of the ProScript Connect Main Screen.
4. Using your handheld scanner, scan the `Dispensed` prescriptions that you want to send dispense notifications. They will display in the grid.

📋 Dispense notifications for prescriptions with CDR items cannot be sent in a batch.

💡 Non-intrusive alerts will display in the yellow warning bar if applicable. These can be closed individually using the black **x** close buttons on each alert box as required, or all at once using the red **x** close button on the yellow bar.

6. From here, you can either:
    - o Select two or more individual prescriptions using **[Ctrl+left-click]** and press **[F9 – Send Selected Items]**
    - o Select all prescription between two or more prescriptions or **[Shift+left-click]** and press **[F9 – Send Selected Items]**
    - o Press **[F10 – Send All]** to send dispense notifications for all the prescriptions in the grid
7. The system will poll the NHS Spine and send the claims. The ETP Main Screen updates to display the prescriptions with a Dispense Notification Success status.

💡 Enabling the *Auto Reimbursement Claim Process* application setting will automatically send the claim notifications for the prescriptions after the batch dispense notifications have been sent. The prescriptions will show in the ETP Main Screen with a status of Claim Success. You can configure this setting via a drop-down menu to send claims automatically for acute, repeat prescribing, repeat dispensing or all prescription types.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	05/05/2023		Joanne Hibbert-Gorst

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