Sending Batch Claims

⚠️ Whenever applicable, if you want your claim to apply for the current calendar month, you need to ensure you send dispense notifications <u>before</u> the end of the month and your claim <u>before</u> the 5th of the following month. To learn more, click here.

1. To begin, open the ETP Main Screen from the ProScript Connect Main Screen by clicking the **[ETP]** shortcut button, or by pressing **[Ctrl+E]**.
2. Select the **[F10 – Batch Functions]** button.
3. The Batch Functions window displays. Change the *Batch Type* drop-down menu to *To Send Claims only*.

💡 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.

💡 Any prescriptions flagged as requiring attention will display with the REQUIRES ATTENTION tag in the Batch Functions window. This tag will need to be removed before you're able to send a claim. This can be done from the Batch Functions window by highlighting a prescription and

INTERNAL USE ONLY

selecting the **[F7 – Edit Prescription]** button, and deselecting the *Requires Attention* tick box from the Edit Prescription window.

4. 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
5. The system will poll the NHS Spine and send the claims. The ETP Main Screen updates to display the prescriptions with a Claim Success status.

Revision History

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

Contact us

For more information contact:
Telephone: 0344 209 2601