


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 before the end of the month and your claim before 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*.

Batch Functions
✕

F5 - Remove Selected Script(s)
F6 - Redeem Owing/Partial Item
F7 - Edit Prescription
F8 - Transmission Log

Filters

All Period: Custom...
 R1 From: 25/09/2018 To: 25/03/2019
 R2 Exemption Status: All

Batch Type: To Send Claims only
All Scripts
Patient: Search Patient


Show Requires Attention Only
 Exclude Sent DN Older Than 1
 Only show no token
 Exclude Expired Prescriptions


Version	Date	Patient	Exemption	Token	Treatment Type	Status
R2	25/03/2019 10:48	MCHALE, Cleve Gerald (Mr)	Exempt H	1	Acute	Dispense Notification Success
R2	22/03/2019 16:12	SLACK, Laura Irene (Mrs)	MDS Exempt C		Repeat Dispensing (1 of 6)	Dispense Notification Success
R2	31/01/2019 12:26	DUFFIN, Melvin Andrew (Mr)	Exempt C		Acute	Dispense Notification Success
R2	31/01/2019 12:26	CRAINE, Lester Jeremy (Mr)	Exempt C		Acute	Dispense Notification Success

Drug Description	Quantity	Dosage
Asacol 400mg MR gastro-resistant tablets (Allergan Ltd)	168 tablet	Two To Be Taken Three Times A Day

Total on filters Line items: 4 Scripts: 4 Selected Script Id: A1AD39-B81012-00138N

F9 - Send Selected Items
✓ F10 - Send All
✕ Cancel

 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

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

4. From here, you can either:

- Select two or more individual prescriptions using **[Ctrl+left-click]** and press **[F9 – Send Selected Items]**
- Select all prescription between two or more prescriptions or **[Shift+left-click]** and press **[F9 – Send Selected Items]**
- 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

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