

Sending Batch Dispense Notifications

If you want to batch scan several prescriptions to send dispense notifications, please refer to the [Scan to Send Dispense Notifications](#) article.



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.



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

1. To begin, open the ETP Main Screen from the ProScript Connect Main Screen by selecting 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 DN only*.

Batch Functions
✕

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

FAQs
▶
?

Filters

All Period: Custom... ▾

R1 From: 22/09/2018 [15] To: 22/03/2019 [15]

R2 Exemption Status: All ▾

Batch Type: To Send DN 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	17/12/2018 09:04	MCHALE, Cleve Gerald (Mr)	Paying		Acute	Dispensed
R2	13/12/2018 12:34	MCHALE, Cleve Gerald (Mr)	Paying		Repeat Prescribing	Dispensed
R2	13/12/2018 10:17	MCHALE, Cleve Gerald (Mr)	Paying		Acute	Dispensed
R2	05/02/2019 16:01	MCHALE, Cleve Gerald (Mr) Script Edited	Exempt H		Repeat Dispensing (1 of 6)	Dispense Notification Success
R2	31/01/2019 12:16	GAUNT, Randal Fred (Mr)	Exempt G		Acute	Withdraw Dispense 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: 5 Scripts: 5 Selected Script Id: 0CBB66-B81012-001145

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.

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



You can remove scripts from the grid as required by using the **[F5 – Remove Selected Script(s)]** button, or by scanning the script barcode.

5. The system will poll the NHS Spine and send the dispense notifications. 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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