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 <u>before</u> the end of the month and your claim <u>before</u> 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*.

💡 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 <mark>Dispense Notification Success</mark> 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 <mark>Claim Success</mark>. 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

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1.0	05/05/2023		Joanne Hibbert-Gorst

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