

Sending Batch Reclaims



Sending a reclaim is only possible from the moment you have sent the original claim to the overall cut-off date for claims, which is the 5th of the following month before midnight. You can reclaim as many times as possible during that time frame. To learn more about the optimal reclaim time frame, 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 *Reclaimable only*. This will display prescriptions for which a claim has previously been sent, but have been edited in the meantime and still fall within the reclaim time frame.

Batch Functions
✕

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

FAQs
▶
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Filters

All Period: Custom... ▼

R1 From: 25/09/2018 15 To: 25/03/2019 15

R2 Exemption Status: All ▼

Batch Type: Reclaimable 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 10:49	MCHALE, Cleve Gerald (Mr) Script Edited	Exempt H		Repeat Dispensing (1 of 6)	Claim Success

Drug Description	Quantity	Dosage
Propranolol 10mg tablets	28 tablet	Take One Tablet As Soon As Possible

Total on filters Line items: 1 Scripts: 1 Selected Script Id: 7520BE-B81012-001319
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 reclaims. 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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