

Batch Filling



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Batch Filling

Batch filling is a feature available to Nursing Home customers that allows users to fill Rx's belonging to a particular cycle in a single batch. This user guide explains how to create and process batches in Kroll Version 9.

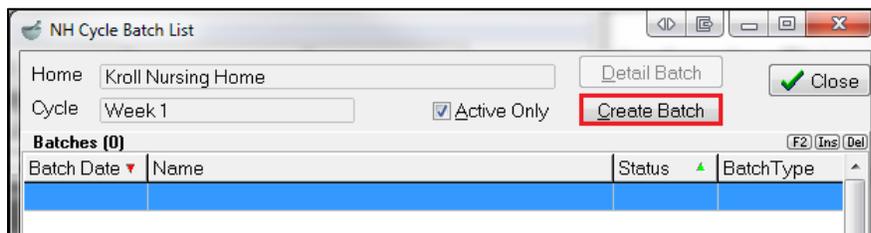
Creating a Batch

This section explains how to create a new batch.

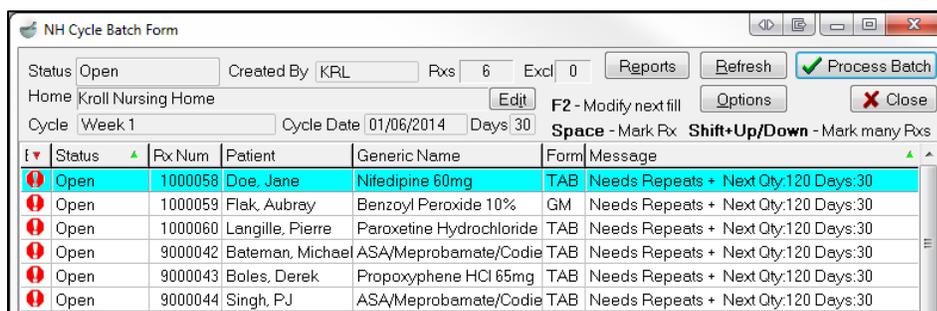
1. From the **Alt-X Start** screen, go to **NH > Batch Fill**. Select the desired home and cycle.



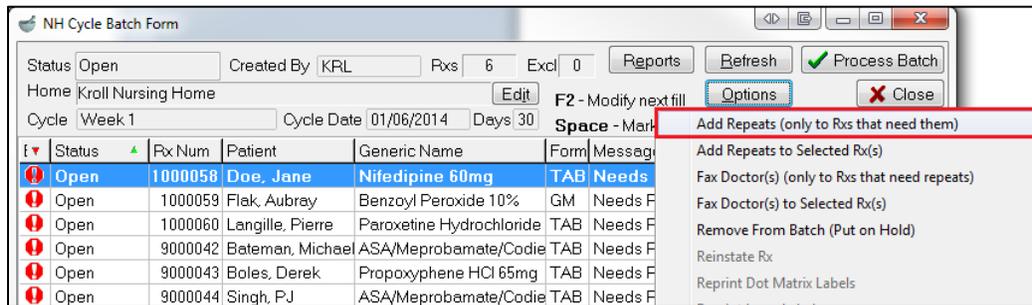
2. The **NH Cycle Batch List** screen will appear. Click **Create Batch**.



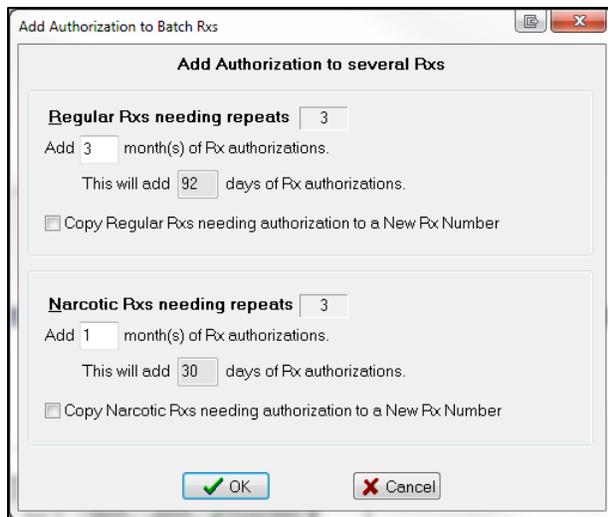
The **NH Cycle Batch Form** will appear with a list of all the active prescriptions with the batch flag on that are assigned to the cycle.



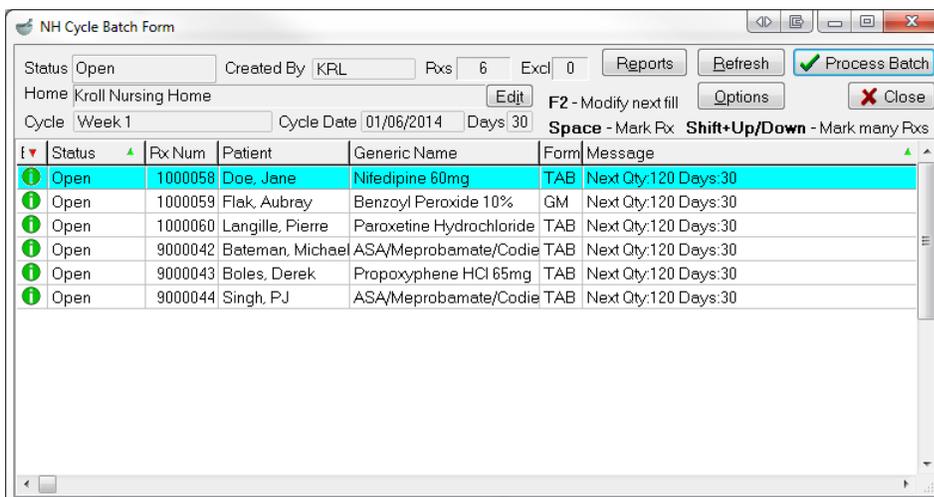
- Double-check each claim to ensure you want it included in the batch. If any Rx(s) needs repeats, select **Options > Add Repeats (only to Rxs that need them)**.



- Complete the **Add Authorization to Batch Rxs** form and click **OK**.

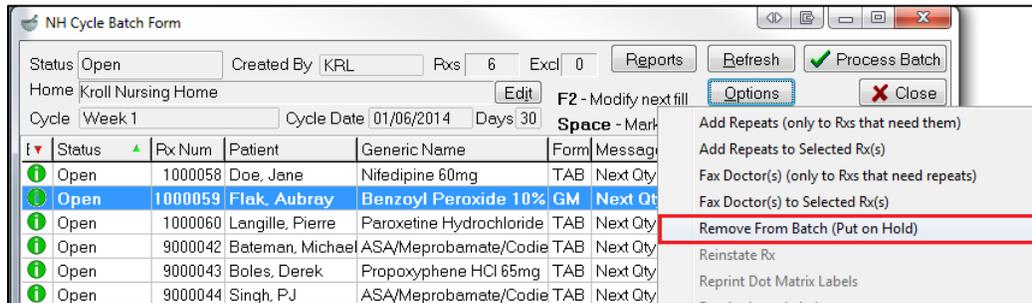


The **NH Cycle Batch Form** will display the next quantity and days values in the **Message** column for the Rx(s) you added repeats to.

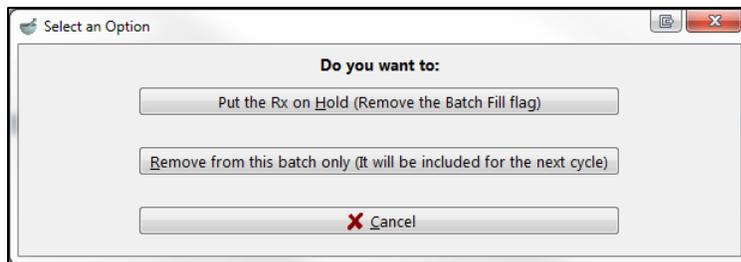


Removing a Claim from a Batch

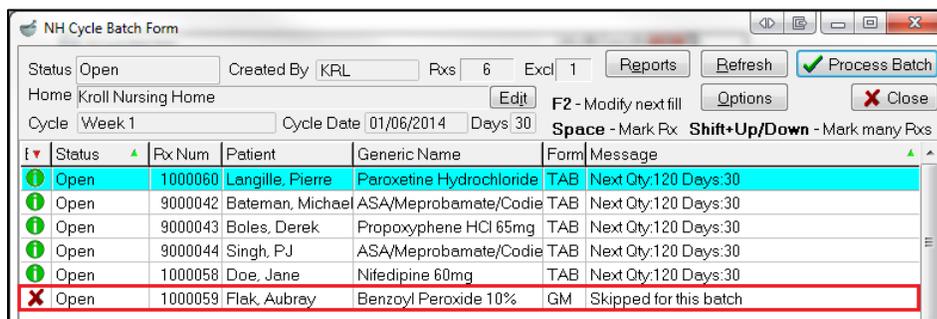
1. Call up the batch in the **NH Cycle Batch Form**.
2. Highlight the claim you want to remove and select **Options > Remove From Batch (Put on Hold)**.



3. Select **Put the Rx on Hold** if you want to remove the batch fill flag or **Remove from this batch only** if you want to include the claim in the next cycle.



The claim will appear on the **NH Cycle Batch Form** with a red X next to it, indicating it is not included in the current batch.

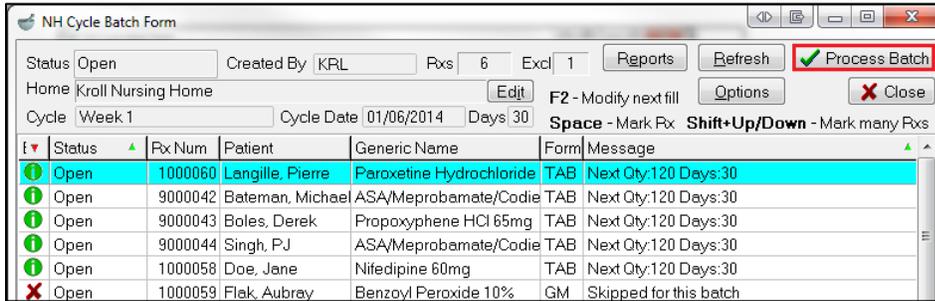


Processing a Batch

This section explains how to process batches.

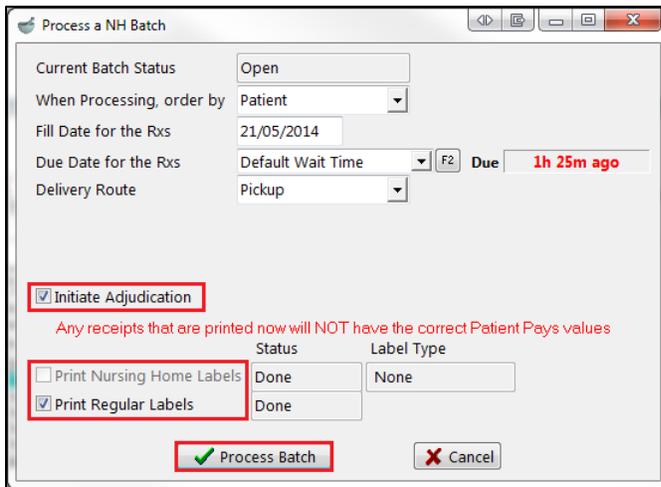
1. Call up the batch in the **NH Cycle Batch Form**.

2. Click **Process Batch**.



▼	Status	Rx Num	Patient	Generic Name	Form	Message
🟢	Open	1000060	Langille, Pierre	Paroxetine Hydrochloride	TAB	Next Qty:120 Days:30
🟢	Open	9000042	Bateman, Michael	ASA/Meprobamate/Codie	TAB	Next Qty:120 Days:30
🟢	Open	9000043	Boles, Derek	Propoxyphene HCl 65mg	TAB	Next Qty:120 Days:30
🟢	Open	9000044	Singh, PJ	ASA/Meprobamate/Codie	TAB	Next Qty:120 Days:30
🟢	Open	1000058	Doe, Jane	Nifedipine 60mg	TAB	Next Qty:120 Days:30
🔴	Open	1000059	Flek, Aubray	Benzoyl Peroxide 10%	GM	Skipped for this batch

3. Complete the **Process a NH Batch** form, ensuring **Initiate Adjudication** and the label type you want to generate are checked. When you are finished, click **Process Batch**. This will prompt the system to fill the prescriptions and send the claims to the third party.



Current Batch Status: Open

When Processing, order by: Patient

Fill Date for the Rxs: 21/05/2014

Due Date for the Rxs: Default Wait Time [F2] Due: 1h 25m ago

Delivery Route: Pickup

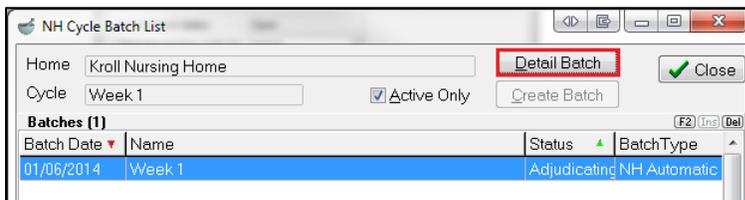
Initiate Adjudication

Any receipts that are printed now will NOT have the correct Patient Pays values

	Status	Label Type
<input type="checkbox"/> Print Nursing Home Labels	Done	None
<input checked="" type="checkbox"/> Print Regular Labels	Done	

4. Click **Close** to exit the **NH Cycle Batch Form**.

5. To view a batch after it has been processed, call up the batch in the **NH Cycle Batch Form** and click **Detail Batch**.



Batch Date	Name	Status	BatchType
01/06/2014	Week 1	Adjudicating	NH Automatic

The **NH Cycle Batch Form** will appear, displaying all details that pertain to the batch.