Batch Filling

Contents

Batch Filling

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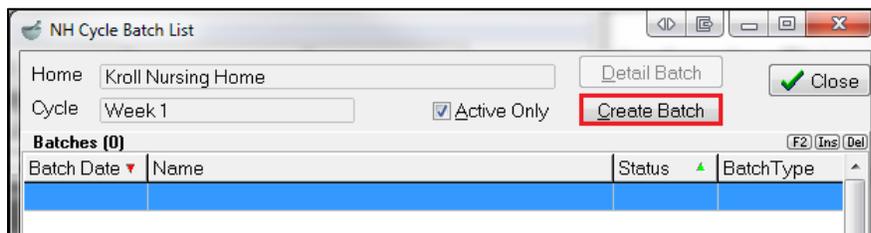
Creating a Batch

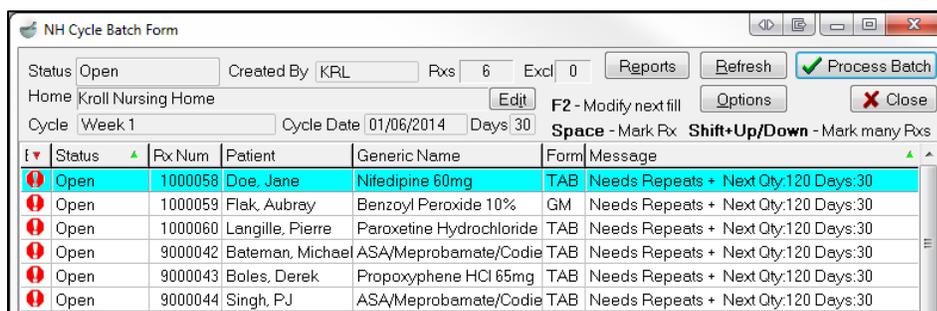This section explains how to create a new batch.

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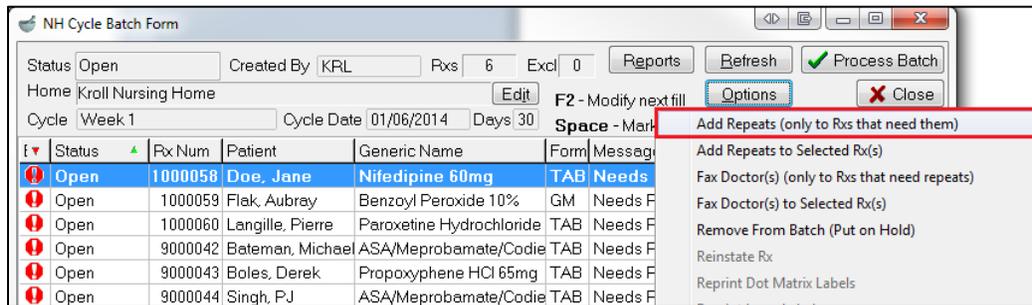

2. The **NH Cycle Batch List** screen will appear. Click **Create Batch**.

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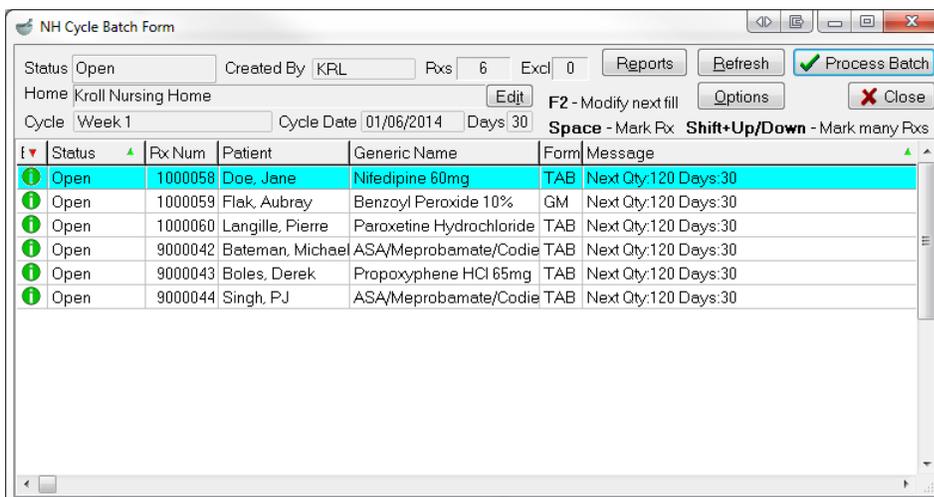
3. Double-check each claim to ensure you want it included in the batch. If any Rx(s) needs repeats, select **Options** > **Add Repeats (only to Rxs that need them)**.

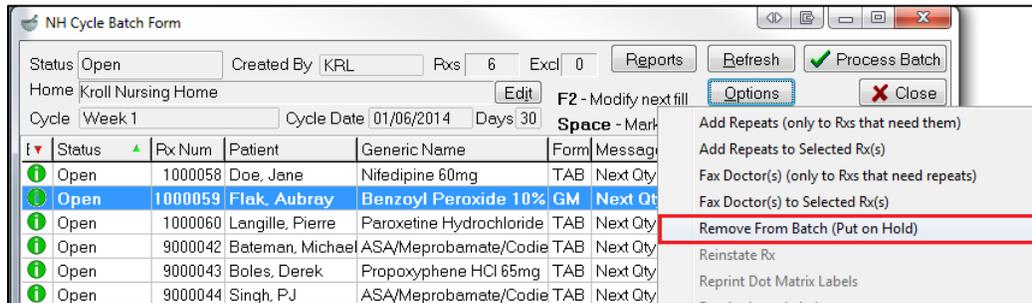4. Complete the **Add Authorization to Batch Rxs** form and click **OK**.
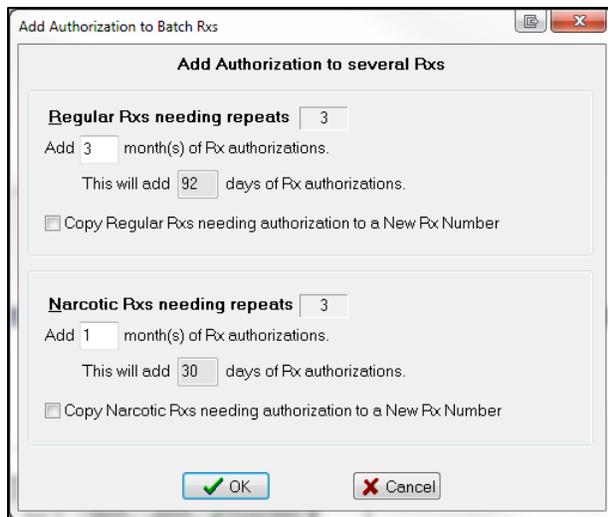
The **NH Cycle Batch Form** will display the next quantity and days values in the **Message** column for the Rx(s) you added repeats to.
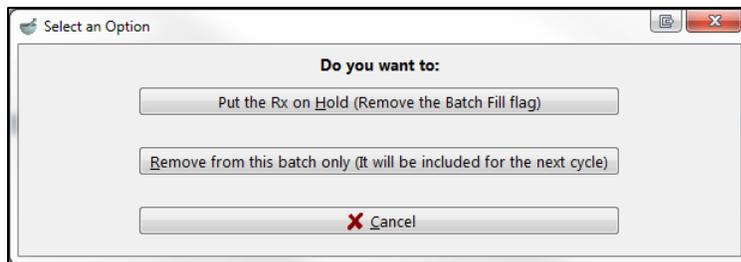
Removing a Claim from a Batch

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.
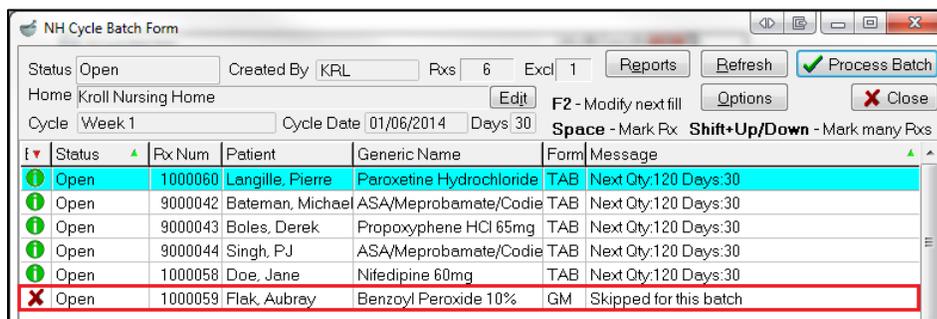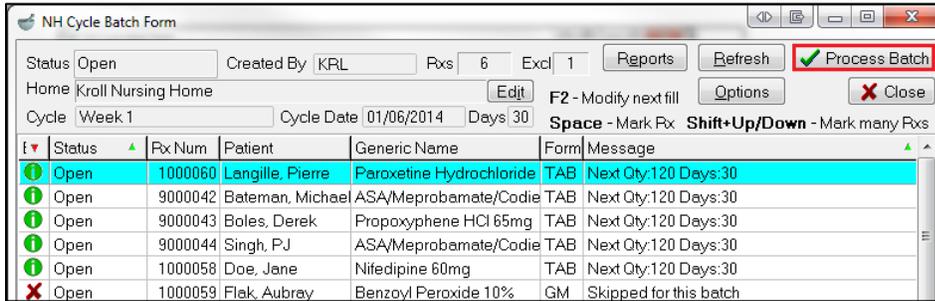

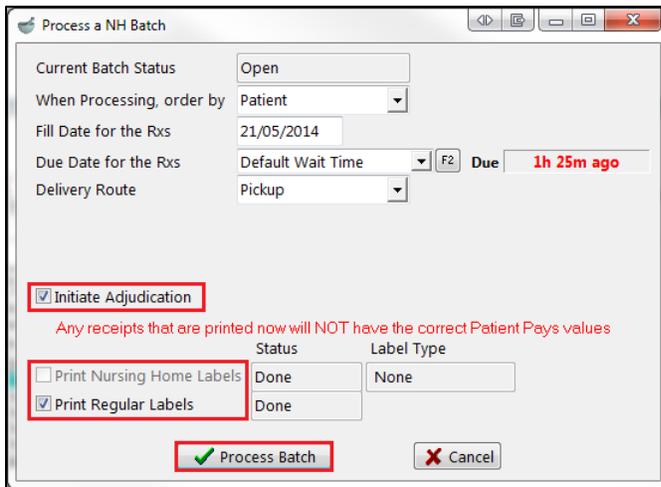# Processing a Batch

This section explains how to process batches.

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

2. Click **Process Batch**.

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.

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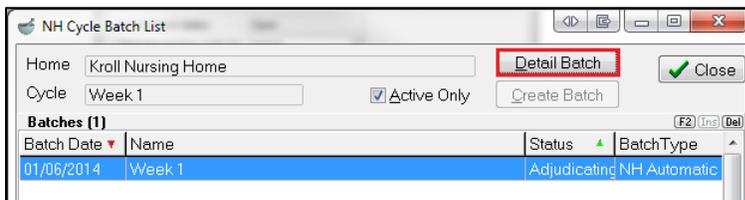
The **NH Cycle Batch Form** will appear, displaying all details that pertain to the batch.