



# Batch Filling

User Guide

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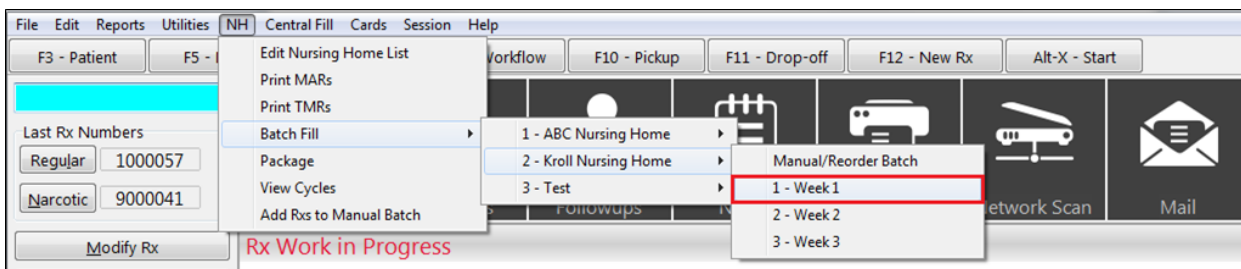
## Batch Filling

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.

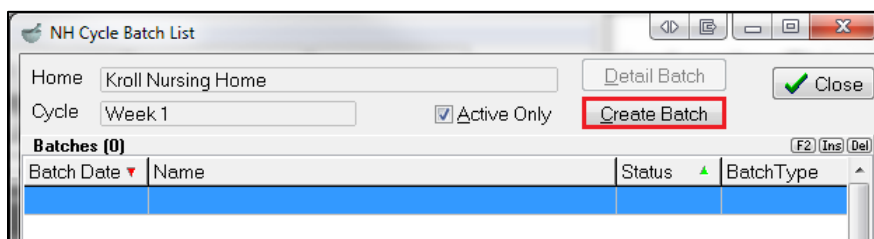
### Creating a Batch

This section explains how to create a new batch.

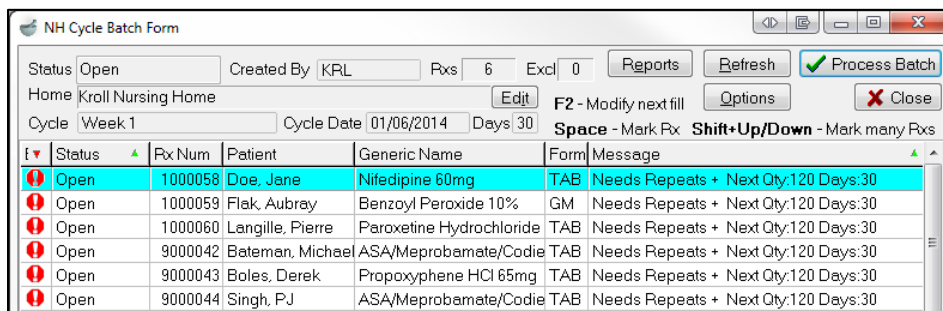
1. From the **Alt-X Start** screen, go to **NH > Batch Fill**. Select the desired home and cycle.



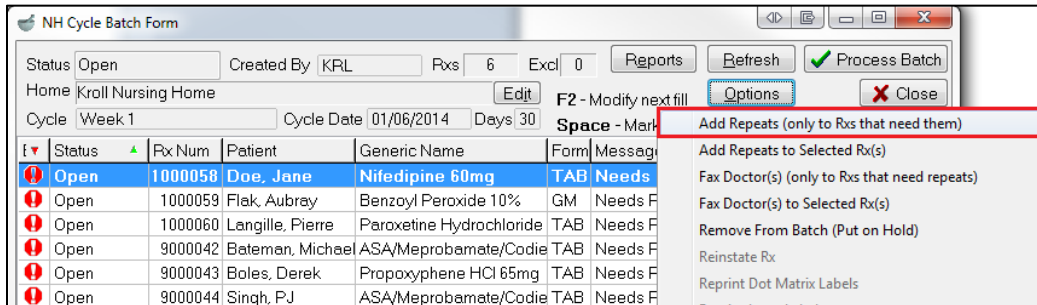
2. The NH Cycle Batch List screen will appear. Click Create Batch.



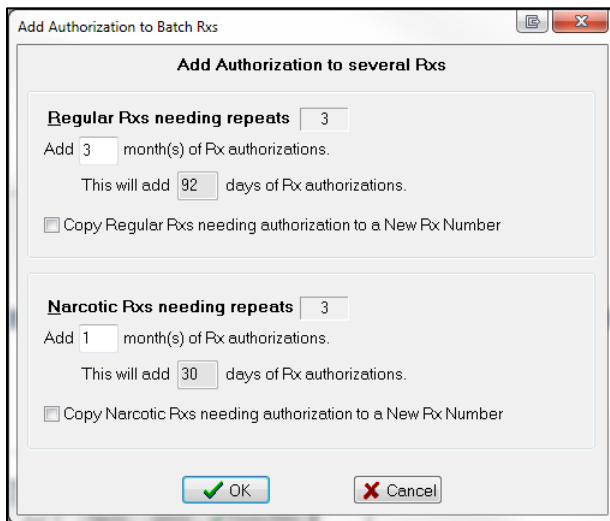
The **NH Cycle Batch Form** will appear with a list of all the active prescriptions with the batch flag on that are assigned to the cycle.



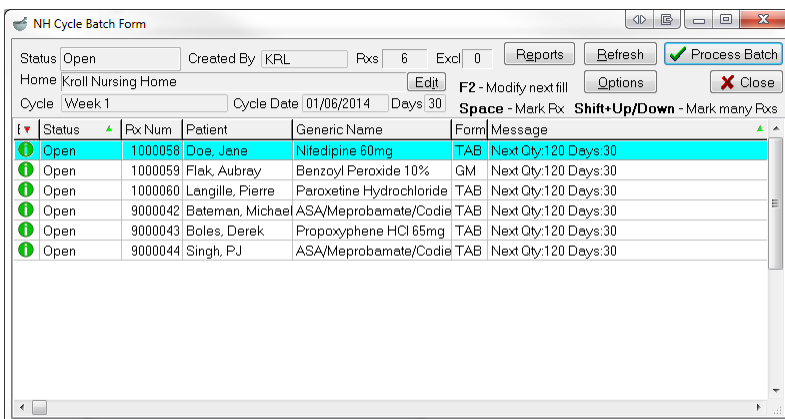
- Double-check each claim to ensure you want it included in the batch. If any Rx(s) needs repeats, select **Options > Add Repeats (only to Rx's that need them)**.



- Complete the **Add Authorization to Batch Rx's** 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)**.

The screenshot shows the 'NH Cycle Batch Form' window. At the top, there are fields for Status (Open), Created By (KRL), Pxs (6), and Excl (0). Below these are buttons for Reports, Refresh, Process Batch, Edit, F2 - Modify next fill, Options, and Close. A table lists several prescriptions with columns for Status, Rx Num, Patient, Generic Name, Form, and Message. The second row, for 'Benzoyl Peroxide 10%' by 'Flak, Aubray', is highlighted. An 'Options' menu is open over this row, with 'Remove From Batch (Put on Hold)' selected and highlighted in red.

Status	Rx Num	Patient	Generic Name	Form	Message
Open	1000058	Doe, Jane	Nifedipine 60mg	TAB	Next Qty
Open	1000059	Flak, Aubray	Benzoyl Peroxide 10%	GM	Next Qty
Open	1000060	Langille, Pierre	Paroxetine Hydrochloride	TAB	Next Qty
Open	9000042	Bateman, Michael	ASA/Meprobamate/Codie	TAB	Next Qty
Open	9000043	Boles, Derek	Propoxyphene HCl 65mg	TAB	Next Qty
Open	9000044	Singh, P.J	ASA/Meprobamate/Codie	TAB	Next Qty

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 screenshot shows a 'Select an Option' dialog box with the title 'Do you want to:'. It contains three buttons: 'Put the Rx on Hold (Remove the Batch Fill flag)', 'Remove from this batch only (It will be included for the next cycle)', and 'Cancel'.

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.

The screenshot shows the 'NH Cycle Batch Form' window after the claim has been removed. The table now shows five prescriptions. The second row, for 'Benzoyl Peroxide 10%' by 'Flak, Aubray', is now marked with a red 'X' in the status column and has 'Skipped for this batch' in the message column. The other prescriptions remain the same as in the previous screenshot.

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, P.J	ASA/Meprobamate/Codie	TAB	Next Qty:120 Days:30	
Open	1000058	Doe, Jane	Nifedipine 60mg	TAB	Next Qty:120 Days:30	
X	Open	1000059	Flak, Aubray	Benzoyl Peroxide 10%	GM	Skipped for this 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	Lengille, Pierre	Paroxetine Hydrochloride	TAB	Next Qty:120 Days:30
Open	9000042	Bateman, Michael	ASA/Meprobamate/Codine	TAB	Next Qty:120 Days:30
Open	9000043	Boles, Derek	Propoxyphene HCl 65mg	TAB	Next Qty:120 Days:30
Open	9000044	Singh, P J	ASA/Meprobamate/Codine	TAB	Next Qty:120 Days:30
Open	1000058	Doe, Jane	Nifedipine 60mg	TAB	Next Qty:120 Days:30
Open	1000059	Flek, Aubrey	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 | 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.