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.
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.