McKESSON Canada

propel Rx Batch Processing

Step 1: Schedule the Batch

1. Navigate to the Batch History tab of Batch Manager and select **Refill**.
2. Input the Group name and criteria for the batch in the appropriate field(s).
3. Select **Schedule** to open the Group Search window. Highlight the desired group and select **OK**.
4. In the **Batch Preferences** window, select the 'Only' and 'Compliance' options.
5. Review Label preferences, Skip Evaluation preference, and Group Rx Statuses if applicable. Once done, select **OK**.
6. The **Batch Profile** window opens. Review the prescriptions. Highlight any prescriptions you do not want in the batch and select **Remove**.
7. Set the **Schedule Date** and **Time** (when you want the prescriptions to be processed), and if applicable, set the **Ready Time** (when the prescriptions will show in Workflow) and **Package Start Date** (Ingestion Date of packs). Select **OK** to schedule the batch.

Step 2: Complete the Batch

1. Once the batch has finished processing, navigate to the **Batch History** tab of the **Batch Manager**.
2. Highlight the batch and select **Detail**.
3. Make required adjustments to Pending, Rejected, or Incomplete prescriptions.
   a. Pending: Highlight the prescription and select **Detail** to view the prescription in **Rx Detail** for validation of prompts and information. Select **OK** to return the prescription to the batch.
   b. Rejected: Select the appropriate intervention code(s) from the dropdown menus to address the Third Party Response Codes returned by the Third Party Plan of the prescription.
   c. Incomplete - Patient Pays: Review the patient pays amount and adjust the value where applicable.
4. Highlight the adjusted prescriptions and select **Submit**.
5. Allow time for adjudication. Select **Refresh** to update the window.
6. Repeat steps 3 - 5 for any prescriptions requiring additional correction until all prescriptions in the batch are Complete. Once done, select **OK** to close the window.

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