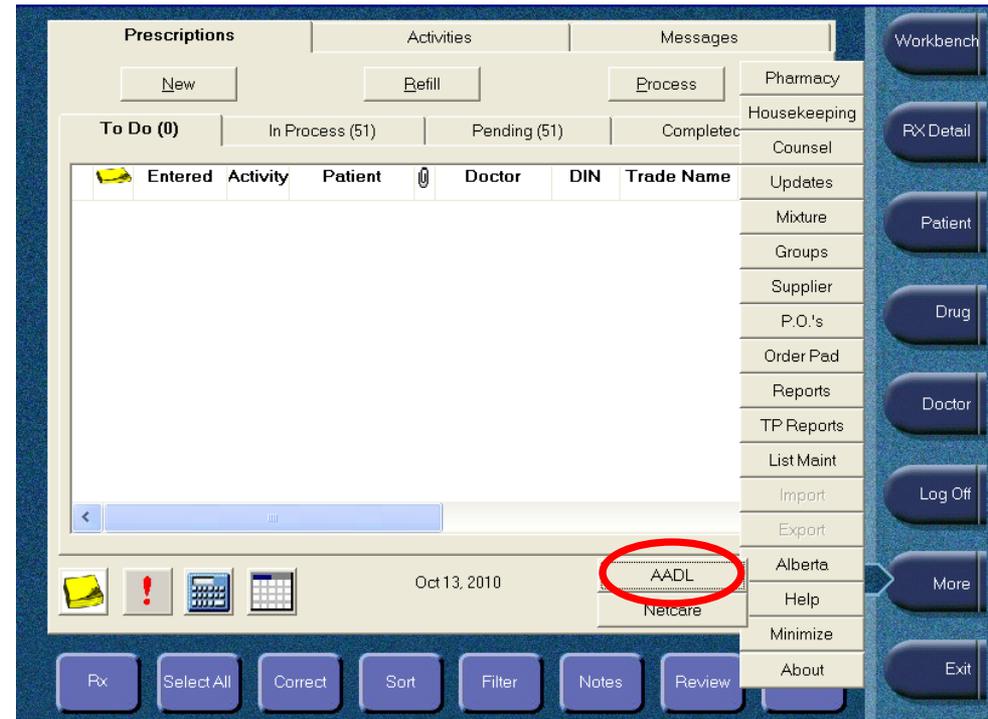# Creating & Uploading an AADL Batch

Pharmacy Technology Solutions — May, 2013

Alberta Health EHR and AADL Batch Files: *Creating and Uploading a Batch of AADL Prescriptions*

- *The Alberta Aids to Daily Living (AADL) batch upload replaces the AADL manual claims forms*
- *The upload process sends AADL claims (prescriptions with third party code "AA") for adjudication*
- *You can upload claims as often as you like throughout the day, or once at the end of the day, depending on the number of claims (higher volumes take longer to upload)*
- *Claims can only be uploaded from the PharmaClik Rx server*

1. Press or click the **More** button

2. Press or click the **Alberta** button then the **AADL** button

- *The Alberta function list provides you with options to upload AADL prescriptions for adjudication purposes, or to upload batches to Alberta Netcare EHR*

- *You will want to regularly view this window to check the number of claim numbers available for use*
- *When the Next Claim Number is close to the Ending Claim Number, you will want to get a new set of AADL claim numbers*
- *If your pharmacy is filling 50 prescriptions per day, you will want to batch on a daily basis, if you are filling 1-2 per day, you can upload your batches on a weekly basis*

- *Six prescriptions per patient is allotted to every claim number*
- *The Next Claim Number increases on a prescriptions-per-patient basis rather than increment by one number for every AADL prescription that is filled*
- *The Batch Upload information box advises you of the number of AADL prescriptions that are ready to be batched (e.g., 60)*

3. Press or click the **Create Batch** button

- *A progress bar is displayed on the screen while the batch is created*

Alberta Health EHR and AADL Batch Files: *Creating and Uploading a Batch of AADL Prescriptions (cont'd)*

- *The message confirms that the Batch Upload has been created (and saved to the C:\ drive) and is now ready to be uploaded to the AADL website*
- *At this point you may cancel, or continue with the process*

4. Make note where the **batch file** has been saved

- *You will need to know where the batch file is stored on your PharmaClik Rx server in order to upload the file to AADL's Web site*

Batch Upload
Messages regarding the current AADL batch:
The AADL batch is ready to upload to the AADL website.
The AADL Batch Upload File has been written to :
C:\AADL\AADLBatch\aadlbatch.txt.
Press Upload Batch to Continue.

Make note of the file path

5. Press or click the **Upload Batch** button

Alberta Aids to Daily Living

Claim Numbers

Enter your pharmacy's current Claim Number range

Starting Claim Number   A000000   Ending Claim Number: A000200

Next Claim Number: A000025

Batch Upload

Messages regarding the current AADL batch:

The AADL batch is ready to upload to the AADL website.
The AADL Batch Upload File has been written to :
C:\AADL\AADLBatch\aadlbatch.txt.
Press Upload Batch to Continue.

Create Batch

Upload Batch

☐ Upload Success

OK   Cancel

Alberta Health EHR and AADL Batch Files: *Creating and Uploading a Batch of AADL Prescriptions (cont'd)*

- *There are two levels of security and authentication to gain access to the Alberta Aids to Daily Living Program Web site*
- *The first security level requires you to successfully enter your login credentials using the User ID and passcode shown on your fob device (RSA SecurID token)*
- *A successful login allows you passage to Alberta Health and Wellness Web site to access the AADL application*

6. Type your RSA SecurID **User ID**
- *Your password is the same User ID as your Alberta Netcare EHR login*

7. Type your RSA SecurID **Passcode**
- *The passcode is a four-digit PIN followed by the six-digit code*
- *The SecurID token displays randomly-generated, six-digit number that changes every 60 seconds*

8. Press or click the **Log In** button
- *If your login attempt is unsuccessful, do not try again using the same Passcode*
- *Wait until the fob device provides a new code*

9. Press or click the **Alberta Aids to Daily Living (AADL)** link

10. Press or click the **E-Business** button

- *Your logon credentials are assigned by AADL*
- *Your User ID and Password is not the same as your Alberta Netcare EHR logon credentials*

11. Type your AADL **User ID**

12. Type your AADL **Password**
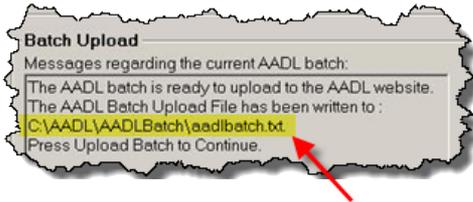
13. Press or click the **Login** button
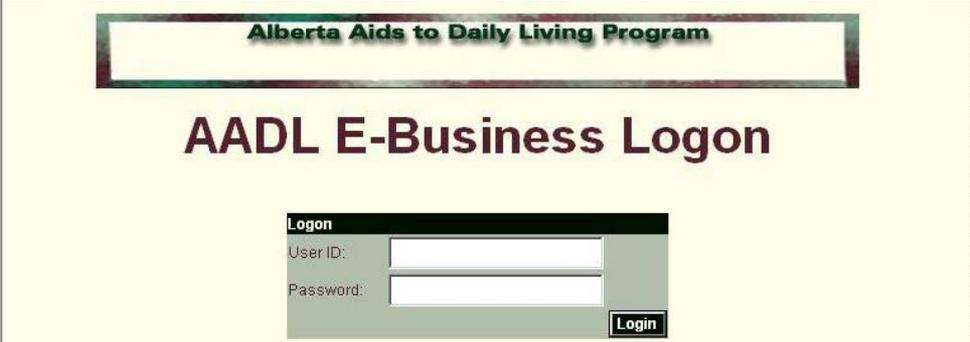
14. Press or click the **Claim Batch File** menu option

15. Press or click the **Claim Batch File Upload** option

You will need to know the name of the file path—the location on your PharmaClik Rx server—where the batch is stored
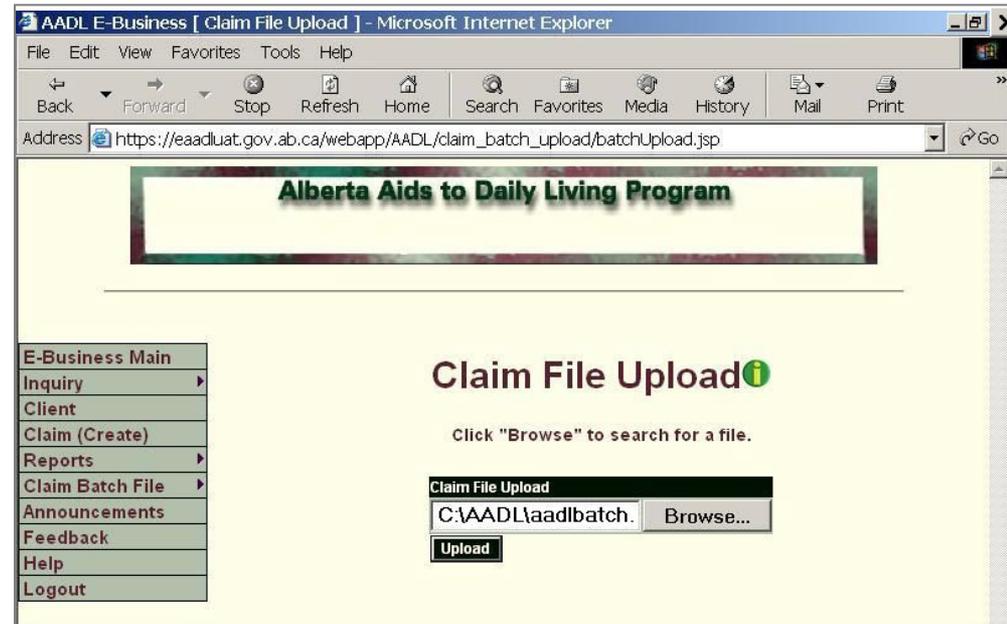
16. Type the **File Path** of the batch

17. Press or Click the **Upload** button

- *A confirmation message will advise you of the file upload status*

18. Press or Click the **close window button**

- *DO NOT CLOSE the window until the file has uploaded successfully*

- *The Next Claim Number has incremented to the next available number*
- *The Batch Upload information box displays messages about the batch*

If you experience any problems during the upload process, or if the file DID NOT SUCCESSFULLY UPLOAD, click the OK function button to exit the process

19. Check the **Upload Successful** checkbox

- *PharmaClik Rx requires confirmation that the upload was successful*
- *If the upload was unsuccessful, you can skip the confirmation and re-start the upload procedure*

20. Press or click the **OK** button

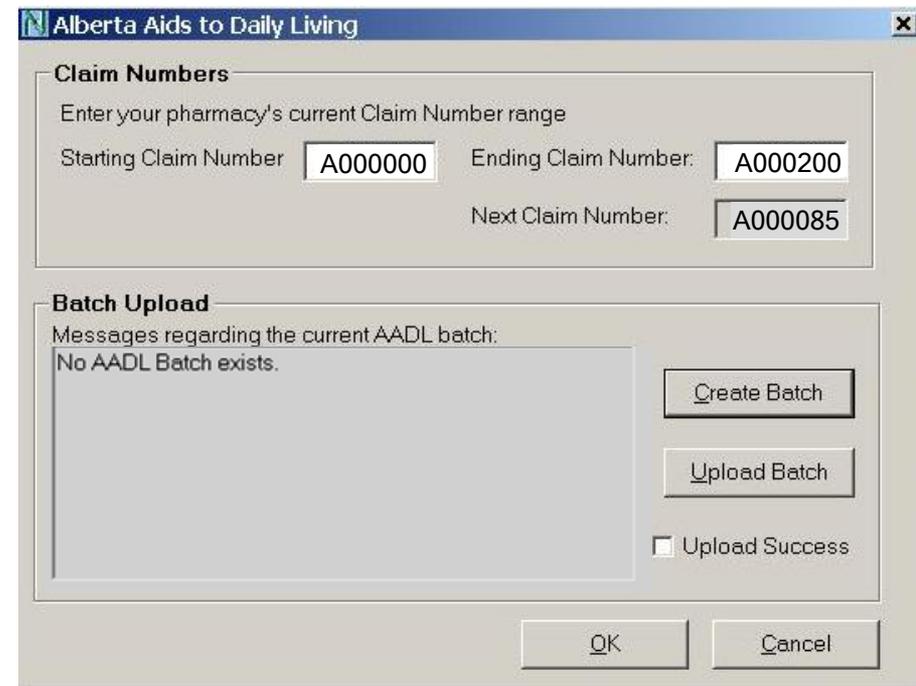*If you press the OK function button without selecting the Upload Successful checkbox, a prompt displays so that you can confirm the upload's successful transmission*