

# **Alberta Health EHR and AADL Batch Files**

Pharmacy Technology Solutions – May, 2013

## Alberta Health EHR and AADL Batch Files: Viewing the Alberta Netcare Response Files

You can view the response Files from Alberta Netcare EHR only on your PharmaClik Rx server

- 1. Press or click the Alberta button
- The Alberta function list provides you with options to upload AADL prescriptions for billing purposes, or to upload batches to Alberta Netcare

2. Press or click the Netcare button

3. Press or click the View Responses button

| Prescriptions      | Activities              | Messages               | Workbench      |
|--------------------|-------------------------|------------------------|----------------|
| New                | <u>R</u> efill          | Process Pharmac        | y Name         |
|                    |                         | Housekeep              | oing DY Datail |
|                    | rocess (51) Pending (51 | ) Complete Counse      |                |
| 🔛 Entered Activity | Patient 🖉 Doctor        | DIN Trade Name Updates | s              |
|                    |                         | Mixture                | Patient        |
|                    |                         | Groups                 |                |
|                    |                         | Supplie                | r              |
|                    |                         | P.O.'s                 | Drug           |
|                    |                         | Order Pa               | d              |
|                    |                         | Reports                | Doctor         |
|                    |                         | TP Repo                | rts            |
|                    |                         | List Mair              | nt 🖉           |
| 16                 |                         | Import                 | Log Off        |
| <                  |                         | Export                 | A Star second  |
|                    | 1                       | AADL Alberta           |                |
| 🖌 ! 🔜 🛄            | Oct 8, 2010             | Help                   | More           |
|                    | Upload Bat              | chMinimize             | •              |
| Rx Select All Cor  | rect Sort               | Review About           | Exit           |

## Alberta Health EHR and AADL Batch Files: Viewing the Alberta Netcare Response Files (cont'd)

- Alberta Netcare requires that you monitor your response files on a timely and regular basis
- You are responsible for viewing the files and taking action to correct any errors
- You will check each file before you archive it

#### 4. Press or click the Response File to be viewed

• The file contains individual prescriptions that were uploaded to Netcare in a batch file

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

| lesponse File Name   | Received            | Related to Batch File | Archiv |
|----------------------|---------------------|-----------------------|--------|
| 348-20070829-002.pb2 | 29/08/2007 14:13:42 | 3348-20070829-002.pb1 |        |
| 348-20070829-000.pb2 | 29/08/2007 12:32:02 | 3348-20070829-000.pb1 |        |
| 348-20070823-003.pb2 | 23/08/2007 13:08:49 | 3348-20070823-003.pb1 |        |
| 348-20070823-000.pb2 | 23/08/2007 11:04:20 | 3348-20070823-000.pb1 |        |
| 348-20070823-001.pb2 | 23/08/2007 11:02:25 | 3348-20070823-001.pb1 |        |
| 348-20070822-006.pb2 | 23/08/2007 10:57:43 | 3348-20070822-006.pb1 |        |
| 348-20070822-007.pb2 | 23/08/2007 10:54:30 | 3348-20070822-007.pb1 |        |
| 348-20070822-005.pb2 | 22/08/2007 17:34:52 | 3348-20070822-005.pb1 |        |
| 348-20070820-023.pb2 | 22/08/2007 17:32:25 | 3348-20070820-023.pb1 |        |
| 348-20070822-004.pb2 | 22/08/2007 17:30:03 | 3348-20070822-004.pb1 |        |

## Alberta Health EHR and AADL Batch Files: Viewing the Alberta Netcare Response Files (cont'd)

- This window provides detailed information about your batch file on-screen
- By viewing a specific response file before archiving it, you can see if there are prescriptions that require corrections
- You can view this file as many times as necessary, until it is archived
- Archived files cannot be viewed

- 6. Check the Response Status column
- The messages in the Response Status column provide you information about each prescription's status

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Search for the Rx Number and/or Auth Rx Number to find the patient record and/or prescription you must correct

- 7. Press or click the **<u>P</u>rint** button
- The information shown in the window is the information that will print on the report
- You can use this printed report as a reference for making corrections to prescriptions and to patient information
- 8. Press or click the **<u>C</u>lose** button



- You can narrow and sort the information by using the Sort and Filter function buttons
- Use Sort to change the order the transactions are listed
- Use filter to show specific text based on criteria you enter

| Trace<br>Number | PIN Rx<br>Number | Transaction<br>Date | Auth Rx<br>Number | Rx<br>Number | Response Status                  | Response<br>Codes |
|-----------------|------------------|---------------------|-------------------|--------------|----------------------------------|-------------------|
| 164             |                  | 07-08-22            | 500132            | 500132       | R=Rejected claim/reversal        | КА                |
| 165             |                  | 07-08-22            | 500133            | 500133       | R=Rejected claim/reversal        | KA                |
| 162             | 00001S12         | 07-08-20            | 200008            | 200008       | V=Reversal accepted              |                   |
| 163             | 00001SHG         | 07-08-22            | 500124            | 500131       | A=Accepted as transmitted-no adj |                   |
| 161             | 00001S0S         | 07-08-22            | 500113            | 500130       | A=Accepted as transmitted-no adj |                   |
| 166             | 00001SHH         | 07-08-22            | 500134            | 500134       | A=Accepted as transmitted-no adj |                   |
| 160             | 00001S13         | 07-08-22            | 500118            | 500129       | A=Accepted as transmitted-no adj |                   |
|                 |                  |                     |                   |              |                                  |                   |

## Alberta Health EHR and AADL Batch Files: Archiving the Alberta Netcare Response Files (cont'd)

- Once you have viewed a response file and corrected the prescriptions and/or patient information, the response file can be archived
- You can archive the Response files from the PharmaClik Rx server only
- Once the Netcare Response Files are archived, you will not be able to view them again

- 9. Press or click the Archive checkbox
- Make a selection for each file you want to archive
- 10. Press or click the Archive button

| Response File Name    | Received            | <b>Related to Batch File</b> | Archive  |  |
|-----------------------|---------------------|------------------------------|----------|--|
| 3348-20070829-002.pb2 | 29/08/2007 14:13:42 | 3348-20070829-002.pb1        | <b>N</b> |  |
| 3348-20070829-000.pb2 | 29/08/2007 12:32:02 | 3348-20070829-000.pb1        | N        |  |
| 3348-20070823-003.pb2 | 23/08/2007 13:08:49 | 3348-20070823-003.pb1        | ঘ        |  |
| 3348-20070823-000.pb2 | 23/08/2007 11:04:20 | 3348-20070823-000.pb1        |          |  |
| 3348-20070823-001.pb2 | 23/08/2007 11:02:25 | 3348-20070823-001.pb1        |          |  |
| 3348-20070822-006.pb2 | 23/08/2007 10:57:43 | 3348-20070822-006.pb1        |          |  |
| 3348-20070822-007.pb2 | 23/08/2007 10:54:30 | 3348-20070822-007.pb1        |          |  |
| 348-20070822-005.pb2  | 22/08/2007 17:34:52 | 3348-20070822-005.pb1        |          |  |
| 3348-20070820-023.pb2 | 22/08/2007 17:32:25 | 3348-20070820-023.pb1        |          |  |
| 3348-20070822-004.pb2 | 22/08/2007 17:30:03 | 3348-20070822-004.pb1        |          |  |

- 11. Press or click the **Yes** button
- The files are archived and removed from the window when the Received Alberta Netcare Response file window returns
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Choose No, if the selected files need to be modified, or if you mistakenly selected a file that you do not want to archive

