

# **Uploading a Netcare Batch**

**Pharmacy Technology Solutions – June 2015** 

- Alberta pharmacies are required by the Alberta Health and Wellness to upload medication records to Alberta Netcare EHR Portal via the Pharmaceutical Information Network (PIN) repository on a daily basis.
- This is done by uploading prescriptions and DUR's in a batch process.
- As part of the process, a response file will also be downloaded that contains a list of errors, if any.
- It is recommended that this process be completed at the end of day so that all prescriptions are captured.
- 1. Press or click the Alberta button.
- 2. Press or click the Netcare button.
- 3. Press or click the **Upload Batch** button.
  - This automatically launches the RSA SecurID window.

TPS must be closed prior to initiating the batch upload to
Alberta Netcare, if it is not, the following warning message
will display.



Prescriptions	Activities	Message	s	Workbench
New	<u>B</u> efill	Process	Pharmacy	
			Housekeeping	DY Dotail
	cess (51)   Pending (52	)   Complete	Counsel	I V Detail
Entered Activity	Patient 🖞 Doctor	DIN Trade Name	Updates	
			Mixture	Patient
			Groups	
			Supplier	
			P.O.'s	Drug
			Order Pad	
			Reports	Doctor
			TP Reports	
			List Maint	
	Links of P	atab	Import	Log Off
<	Opioad B	aich	Export	
	View Hespi	AADL	Alberta	
	Oct 22, 2010	Netcare	Help	More
			Minimize	
	t Sort Filter	Notes Beview	About	Exit

- •There are two levels of security and authentication to gain access to the Alberta Netcare portal.
- The first security level requires you to successfully enter your login credentials using the username provided by Alberta Netcare and the passcode shown on your fob device (RSA SecurID token).



The Alberta Netcare portal is protected by RSA SecurID. As an accredited submitter, you are provided with a fob device (SecurID token) that provides you with a passcode

Log In		
.og in to access	this protected resource. If you don't remember your login information, contact your help desk or administrator.	
User ID:		
Passcode:		
	Your Passcode is your PIN + the number displayed on your token (the Tokencode),	

- 4. Type your RSA SecurID Username.
  - This is the username supplied to you by Alberta Netcare
- 5. Type the **PASSCODE.** 
  - The passcode is a four-digit PIN followed by the six-digit number that you will obtain from the SecurID token. This displays randomly-generated, six-digit number that changes every 60 seconds
- 6. Press or click the **Send** button.



- If your login attempt is unsuccessful, do not try again using the same PASSCODE.
- Wait until the FOB device provides a new code. If you forget your user name, call the Alberta Netcare Helpdesk.

- This is the second level in the two-level login; you are logging-in to the Alberta Netcare application
- Only users with Alberta Netcare batch permissions will be able to login to the File Transfer Utility

- 7. Type your Alberta Netcare Login ID.
  - Your Login ID is supplied by Alberta Netcare EHR, but is not the same as the one used on the previous page.
- 8. Type your Alberta Netcare password.
- 9. Press or click the Login button.

LOGIN	pharmacy batc file transfer utility
	Login ID: * Password: * * required Login

- The file name and its location are displayed.
- The name of each file is similar because it is stored in the same folder on your hard drive—only the date and file number will change (e.g., 20080829-003).

- 10. Type the path of the Pharmacy Batch File.
  - The file name must be entered exactly as shown on screen.



Alberta Netcare will not accept the file if the file name is not identical to that which is displayed.

- 11. Press or click the Send a File to Pharmacy Batch button.
  - There will be a brief delay before the next window displays while the file is transmitting to Alberta Netcare EHR.

ND A PHARMACY BATCI	HFILE	file	pharm e <b>transfe</b>	acy batc r utilit
C:\All Press the "Browse" button be The file that you should select C:\AlbertaNetcareBatch\334	bertaNetcareBatch low and select the fi is: <b>18-20070829-003</b> .	1\3348-20070829 le to send to Phan .pb1	9-003.pb1 macy Batch.	J
Pharmacy Batch File:	Send a File	to Pharmacy Batch		Browse * required



You may wish to copy the file path shown onscreen and paste it into the Pharmacy Batch File field.

- Alberta Netcare requires that all response files are stored, which result from the batch upload process.
- This page confirms that the file has been successfully received by Alberta Netcare EHR and initiates a download of the response file.
- If there are any response files available from previous uploads, additional file download windows will appear.

12. Press or click the **Retrieve the current Response file** link *if* the response file does not begin to download within ten seconds.

ECEIVE A FILE	pharmacy batch file transfer utility
Your file has been successfully received by In a few seconds a Response File will begi	r Pharmacy Batch n downloading.
Save the file to: C:\AlbertaNetcareBatch\R	esponse
Once you have saved the file, click the link b	elow to logout.
If the "File Download" dialogue box does not <u>Response File.</u>	appear within 10 seconds, click here to <u>Retrieve the Current</u>
To view a list of all available Response Files	dick <u>View All Available Response Files.</u>
To view a lise of all available response riles,	

The file name and its source display so the Response File information can be confirmed.

- 13. Verify the file information.
- 14. Press or click the Save button.



If the file name does not match your records, press the Cancel function button and contact the Alberta Netcare EHR Helpdesk immediately.

ile Dow	nload		×
?	Some files can hi suspicious, or yo file.	arm your computer. If the file information below looks u do not fully trust the source, do not open or save this	
	File name:	3348-20070822-000.pb2	
	File type:		
	From:	txw2.albertanetcare.org	
	L.		
	Would you like to	open the file or save it to your computer?	
	<u>O</u> pen	Save Cancel <u>M</u> ore Info	
	₩ Al <u>w</u> ays ask be	efore opening this type of file	

The window opens to the Alberta Netcare Batch folder so that the Response folder can be selected and saved directly to the file

- 15. Press or click the Save button.
- 16. Press or click the **Close** button.



- Ensure the file location is correct before you save the file.
- If the file path is incorrect, PharmaClik Rx will not be able to locate and retrieve the file and you will not be able to review the responses.

Save As			? ×
Save in	Response		
My Computer			
	File name:	3348-20070822-000.pb2	Save
	Save as type:	pb2 Document	Cancel

	lad Complete
Saved:	
0001-20050113-001.p	bb2 from txw2.albertawelinet.org
Downloaded: Download to:	234 bytes in 1 sec C:\AlbertaNetcare\3348-20070822-000.pb2
Transfer rate:	234 bytes/Sec
Close this dialog	box when download completes

The File Received window confirms that the file has been successfully downloaded to your server.

17. Press or click the **Logout** link.

The final step of the Alberta Netcare batch upload is to confirm that the process was completed successfully.



If you experience any problems during the upload process, or if the file DID NOT SUCCESSFULLY UPLOAD, click the <u>O</u>K button to exit the process.

- 18. Press or click the Upload Successful checkbox.
- 19. Press or click the **OK** button twice to close both windows.

🚈 FILE RECEIVED - Microsoft Internet Explorer	_ & ×
Elle Edit View Favorites Iools Help	
🔄 🗢 Back 🔻 🔿 😴 😰 🖓 🗔 Search 🖾 Favorites 🔇 History 🛛 🗟 🕶 🚍	
	€¢G0
Links 🕘 Customize Links 🕘 Free Hotmail 🙆 Windows Media 🔮 Windows	
pharmacy b FILE RECEIVED file transfer uti	atch lity
Your file has been successfully received by Pharmacy Batch. Click the link below to logout. Lonout	

