Uploading a Netcare Batch

Pharmacy Technology Solutions — June 2015

Alberta Netcare: *Uploading a Batch to Alberta Netcare*

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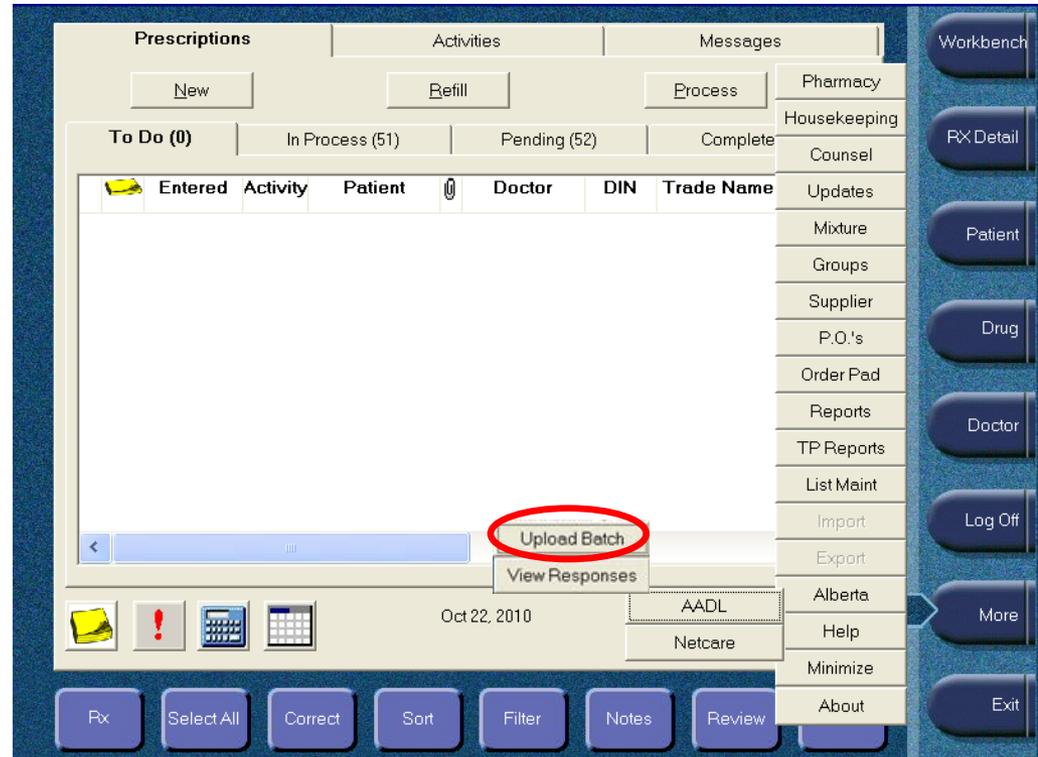
• *There are two levels of security and authentication to gain access to the Alberta Netcare portal.*
• *The first security level requires you to successfully enter your login credentials using the username provided by Alberta Netcare and the passcode shown on your fob device (RSA SecurID token).*

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

RSA SecurID®

Log In

Log 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).

[Log In] [Reset]

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.

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- *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.

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- *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.*

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

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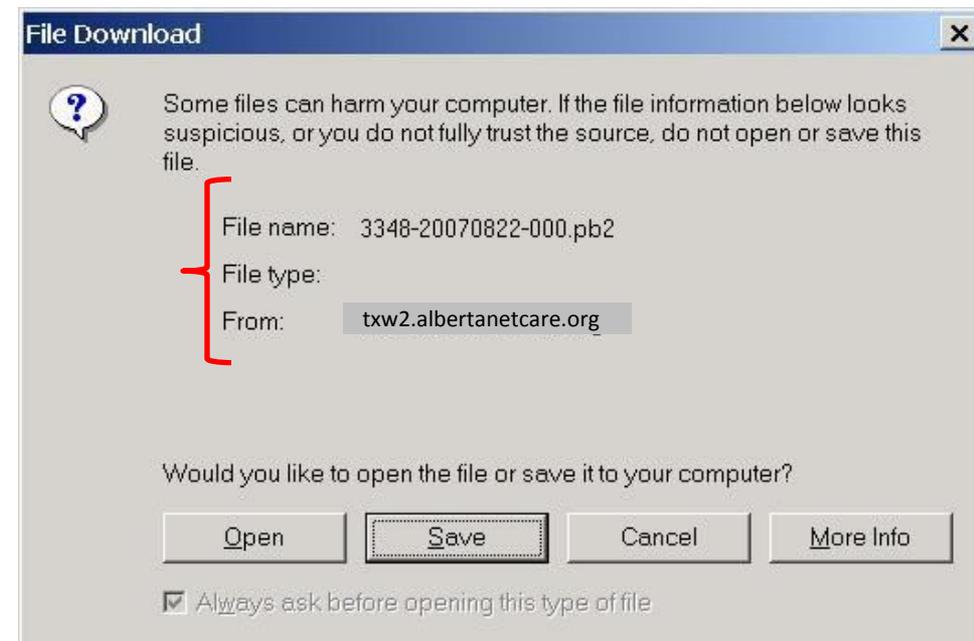
The file name and its source display so the Response File information can be confirmed.

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.
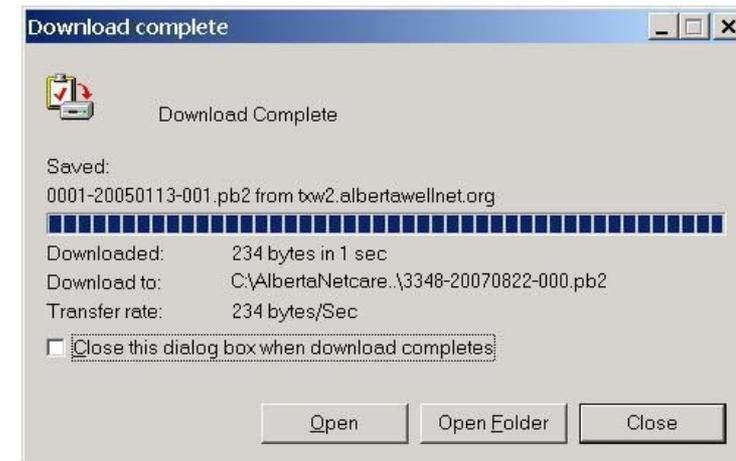
File Download

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: 3348-20070822-000.pb2

File type:

From: txw2.albertanetcare.org

Would you like to open the file or save it to your computer?

Open   Save   Cancel   More Info

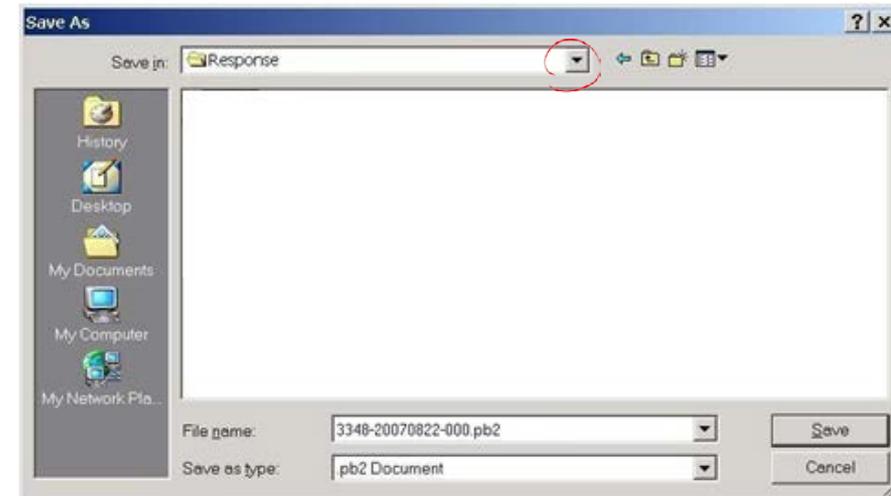☑ Always ask before opening this type of file

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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.

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- *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.*

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Alberta Netcare: *Uploading a Batch to Alberta Netcare (cont'd)*

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

17. Press or click the **Logout** link.
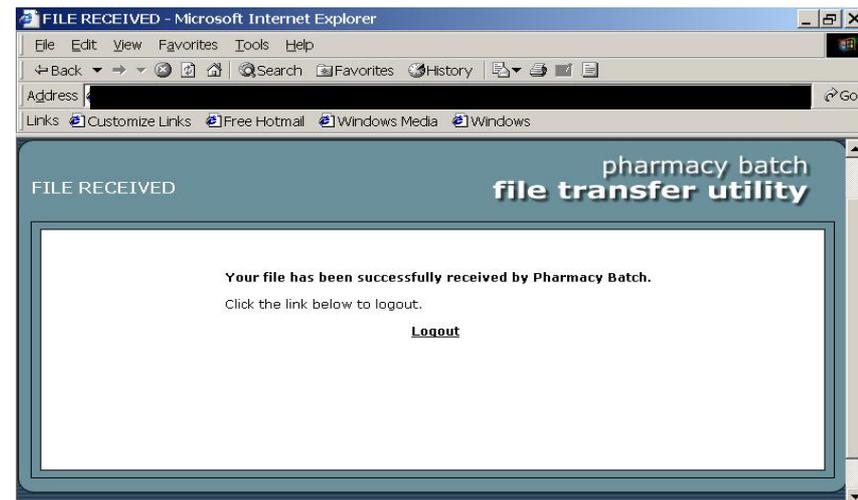
The final step of the Alberta Netcare batch upload is to confirm that the process was completed successfully.

If you experience any problems during the upload process, or if the file DID NOT SUCCESSFULLY UPLOAD, click the OK 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.