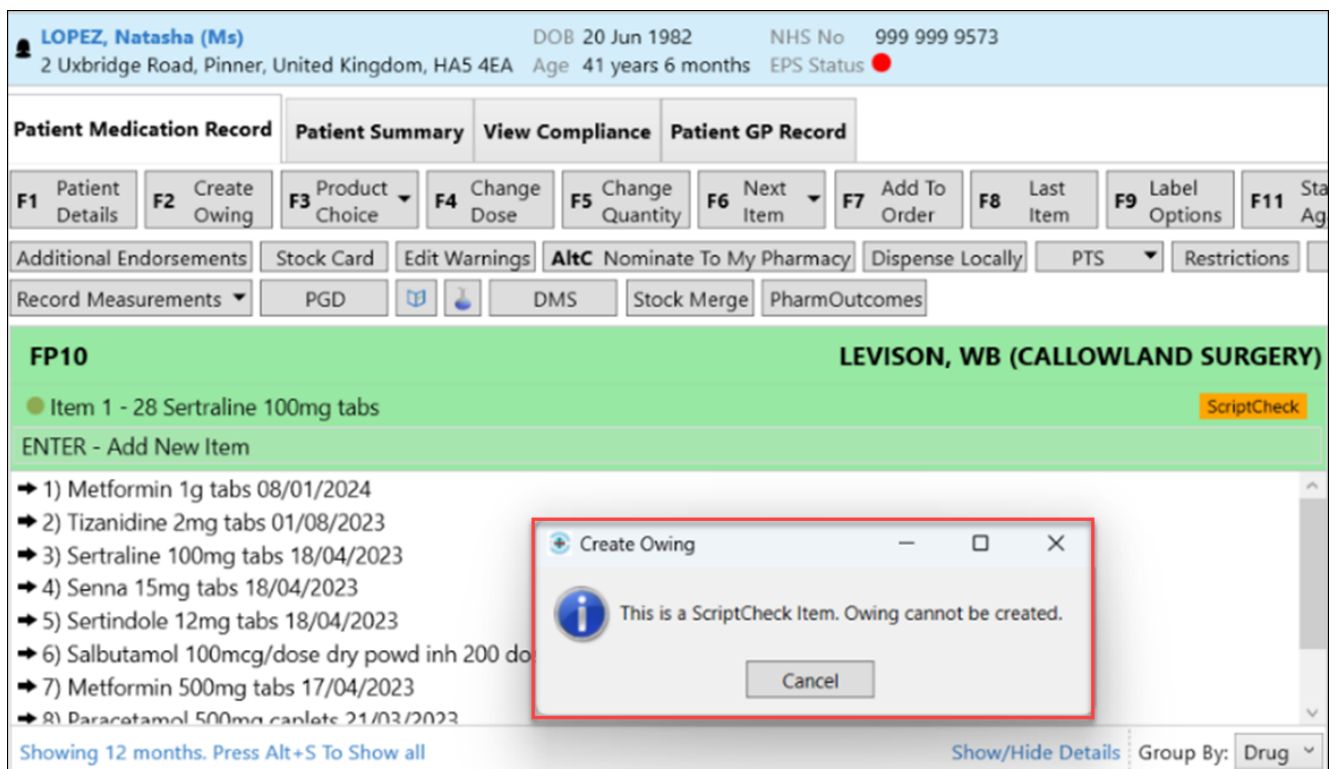# ScriptCheck Owings Scenarios

When processing a script using ScriptCheck Manager, you realise that you need to create an owing for an item. As Owings are not permitted using ScriptCheck, the owing item(s) must be dispensed locally. We have collated guidance steps for several scenarios where owings may be required.

The following scenarios are with the Application Setting, **Dispense at Branch: ScriptCheck by default,** turned on.

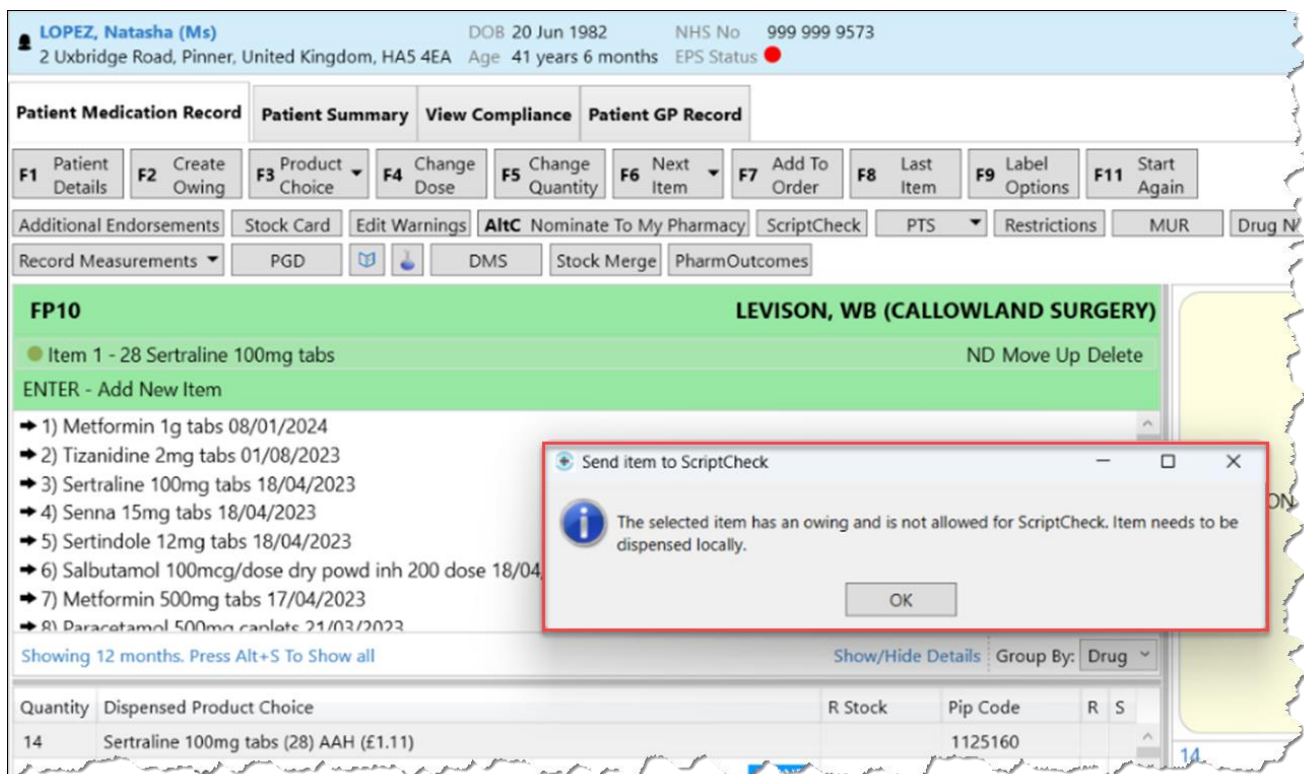## Create Owing when reprocessing the script

1. Process the prescription as ScriptCheck. Before completion of the script, select **F2 - Create Owing.**
2. The Create Owing message is displayed advising that an Owing cannot be created.

3. To continue, click **Cancel.**
4. On the PMR screen, click **Dispense Locally,** then click **F2 - Create Owing.**
5. Complete the Edit Owing screen as required.
6. To complete the prescription and create the Owing, click **F8 - Last Item.**

If an Owing has been created during the processing of a script using Dispense Locally, the item cannot then be marked as a ScriptCheck item prior to completing the prescription. The Send Item to ScriptCheck message is displayed. Click **OK** to continue processing locally.

Create Owing from Reprints

1. Process the prescription item as ScriptCheck. Click **F8 - Last Item** to complete the prescription.
2. The ScriptCheck item will be queued in ScriptCheck Manager pending the clinical check.
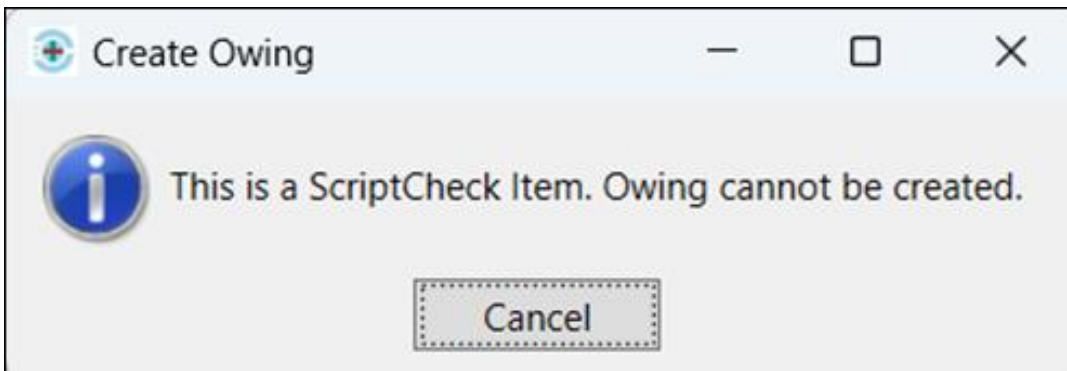
3. From the shortcut menu, click **Reprints.**
4. Select the required item.

💡 **Tip:** ScriptCheck items in Reprints are tagged with `SC`.

5. Click **F2 - Create Owing.**
6. The Create Owing message is displayed. Click **Cancel** to continue and Dispense Now to create the Owing.

Use Dispense Now to create an Owing

1. From the shortcut menu, click **ScriptCheck Manager.**
2. Select the required item, then click **F3 - Dispense Now.**
   The Dispense Now confirmation message is displayed.

3. Click **Yes** to continue.
4. On the Dispense Now screen, click **F10 - Next** to continue dispensing locally.

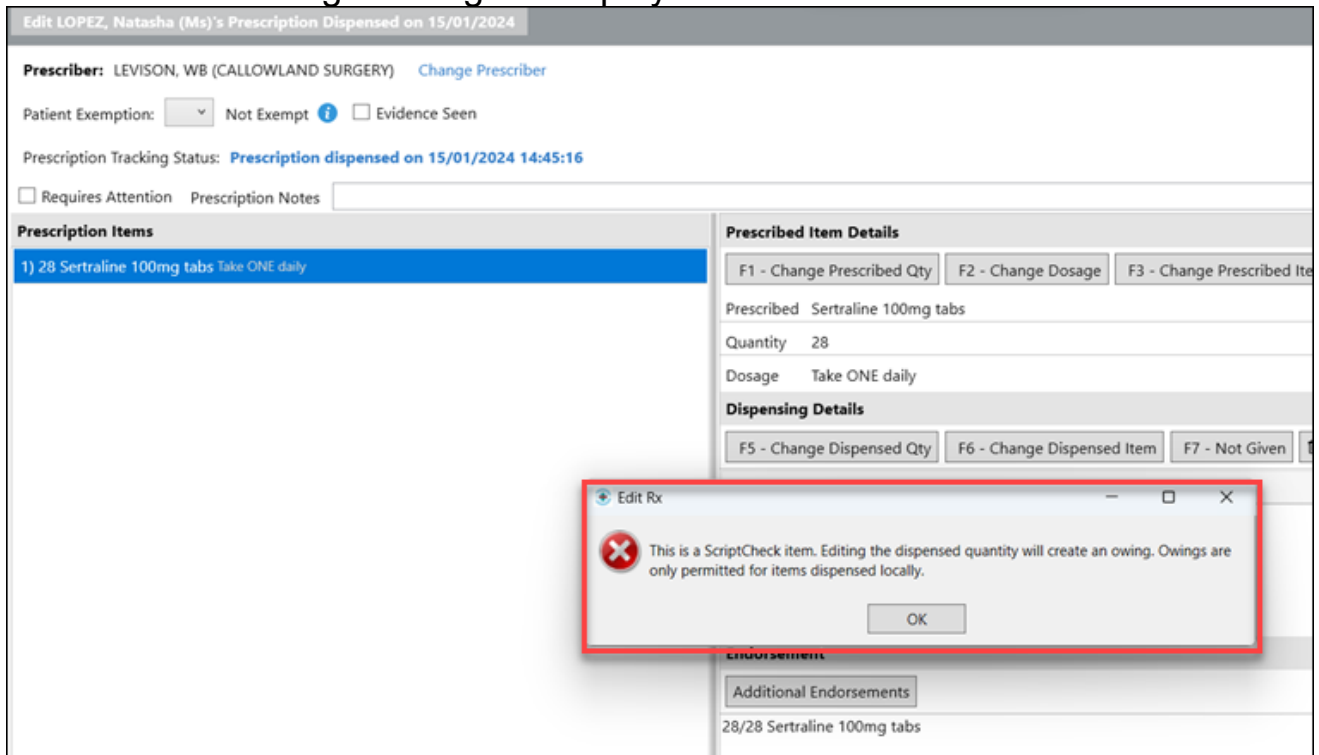5. Select the required product.

💡 **Tip:** A dispense local Reason can be added using the drop-down menu.

6. Click **F10 - Finish.** The drug and bag labels are printed. The item has now been dispensed locally and the Owing can be created from Reprints.
7. From the shortcut menu, click Reprints.
8. The item is no longer flagged as SC and the Owing can be created. Click **F2 - Create Owing.**

Create Owing from Edit Rx/Edit Script

1. From either the **PMR** or **Reprints,** highlight the required item.
2. Click **Edit Rx/Edit Script.**
3. On the Edit Script screen, highlight the required prescription items, then click **F5 - Change Dispensed Quantity.**
4. Enter the updated dispensed quantity to create the Owing.
5. The Edit Rx warning message is displayed.

6. To continue, click **OK.**
7. To complete the Owing, follow the steps in the Dispense Now to create an Owing section.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	26 July 2024	KB5002048	Joanne Hibbert-Gorst

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