

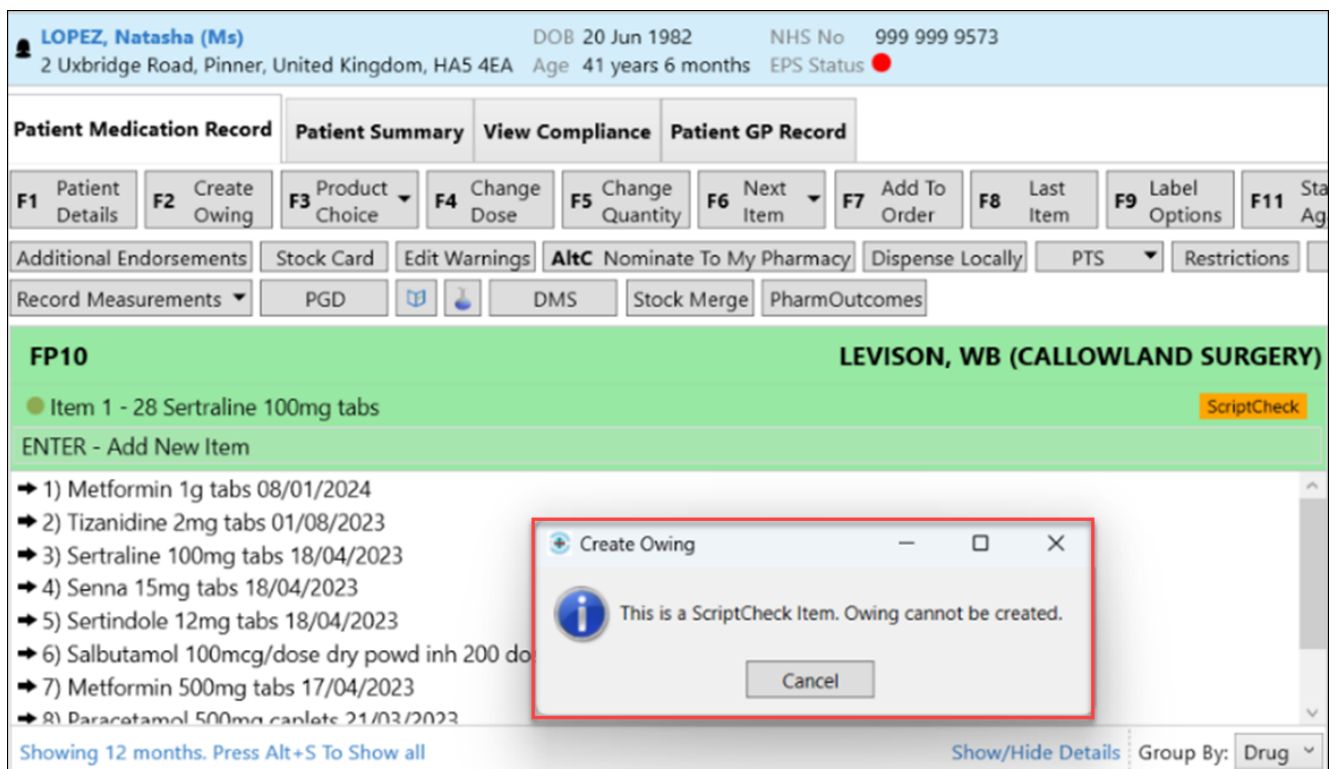
# ScriptCheck Owings Scenarios

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

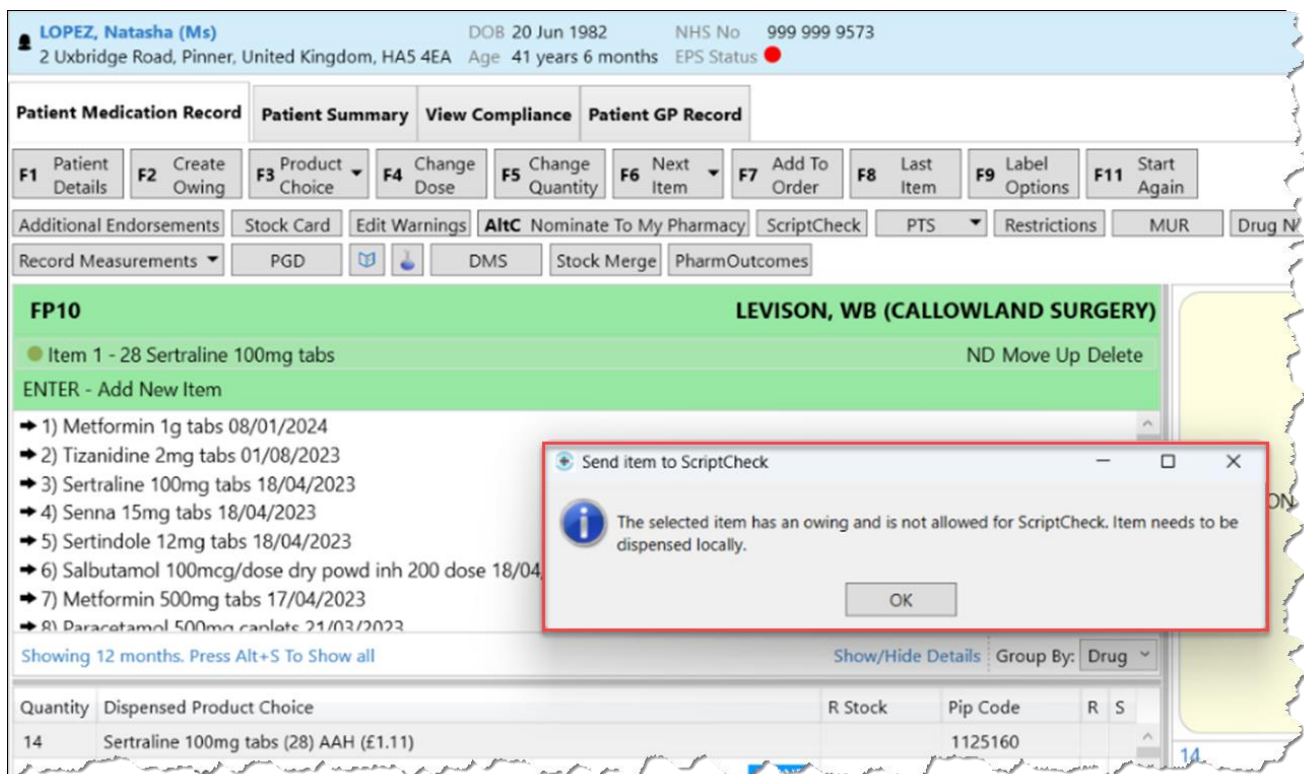
1. Process the prescription as ScriptCheck. Before completion of the script, select **F2 - Create Owing**.
2. The Create Owing message is displayed advising that an Owing cannot be created.



The screenshot displays the ScriptCheck Manager interface for a patient named LOPEZ, Natasha (Ms). The patient's details include DOB 20 Jun 1982, NHS No 999 999 9573, and address 2 Uxbridge Road, Pinner, United Kingdom, HA5 4EA. The interface shows a list of medications, with the first item being 28 Sertraline 100mg tabs, which is marked as a ScriptCheck item. A dialog box titled 'Create Owing' is open, displaying the message: 'This is a ScriptCheck Item. Owing cannot be created.' with a 'Cancel' button.

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.



**LOPEZ, Natasha (Ms)** DOB 20 Jun 1982 NHS No 999 999 9573  
 2 Uxbridge Road, Pinner, United Kingdom, HA5 4EA Age 41 years 6 months EPS Status ●

**Patient Medication Record** Patient Summary View Compliance Patient GP Record

F1 Patient Details F2 Create Owing F3 Product Choice F4 Change Dose F5 Change Quantity F6 Next Item F7 Add To Order F8 Last Item F9 Label Options F11 Start Again

Additional Endorsements Stock Card Edit Warnings AITC Nominate To My Pharmacy ScriptCheck PTS Restrictions MUR Drug N

Record Measurements PGD DMS Stock Merge PharmOutcomes

**FP10 LEVISON, WB (CALLOWLAND SURGERY)**

● Item 1 - 28 Sertraline 100mg tabs ND Move Up Delete

ENTER - Add New Item

- ➔ 1) Metformin 1g tabs 08/01/2024
- ➔ 2) Tizanidine 2mg tabs 01/08/2023
- ➔ 3) Sertraline 100mg tabs 18/04/2023
- ➔ 4) Senna 15mg tabs 18/04/2023
- ➔ 5) Sertindole 12mg tabs 18/04/2023
- ➔ 6) Salbutamol 100mcg/dose dry powd inh 200 dose 18/04
- ➔ 7) Metformin 500mg tabs 17/04/2023
- ➔ 8) Paracetamol 500mg caplets 21/03/2023


Showing 12 months. Press Alt+S To Show all Show/Hide Details Group By: Drug

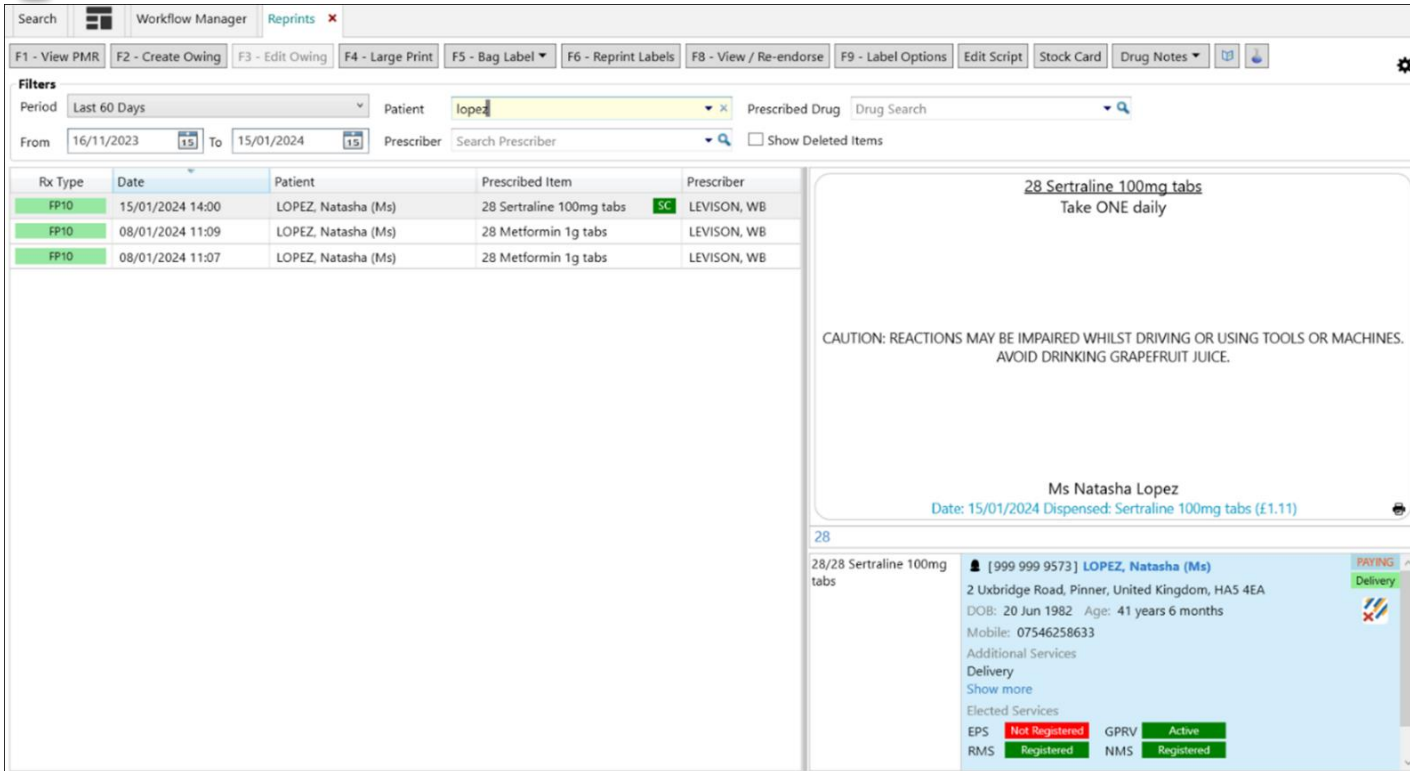
Quantity	Dispensed Product Choice	R Stock	Pip Code	R S
14	Sertraline 100mg tabs (28) AAH (£1.11)		1125160	

## 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.

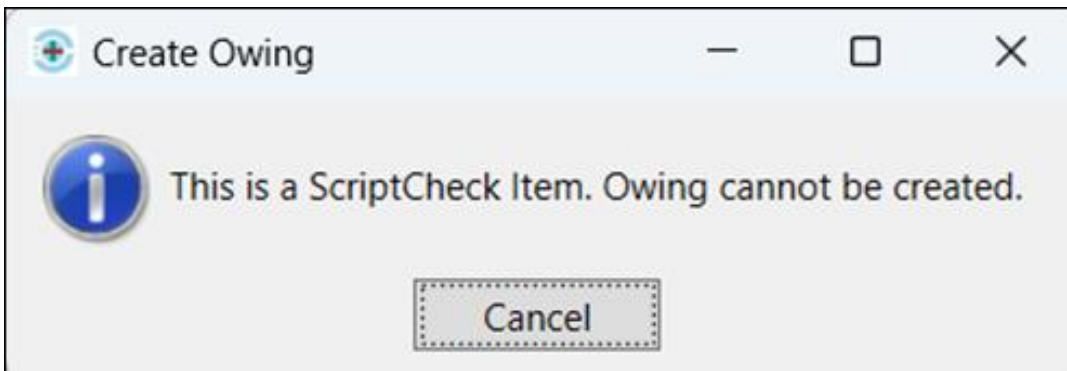
3. From the shortcut menu, click **Reprints**.
4. Select the required item.

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



Rx Type	Date	Patient	Prescribed Item	Prescriber
FP10	15/01/2024 14:00	LOPEZ, Natasha (Ms)	28 Sertraline 100mg tabs <b>SC</b>	LEVISON, WB
FP10	08/01/2024 11:09	LOPEZ, Natasha (Ms)	28 Metformin 1g tabs	LEVISON, WB
FP10	08/01/2024 11:07	LOPEZ, Natasha (Ms)	28 Metformin 1g tabs	LEVISON, WB

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.

The screenshot shows the 'ScriptCheck Manager' window with a list of scripts. A confirmation dialog is overlaid on the list, asking: 'Are you sure you wish to dispense the item(s) locally now? This is irreversible.' The dialog has 'Yes' and 'No' buttons. The background window shows a table of scripts with columns for Date Added, Patient Name, and ScriptCheck Items.

Date Added	Patient Name	ScriptCheck Items
15/01/2024 14:00:37	LOPEZ, Natasha (Ms)	1
15/01/2024 11:28:30	WAYLONS, Mark (Mr)	1
08/01/2024 10:13:40	HUXLEY, Charlotte (M)	
02/01/2024 15:53:40	HUXLEY, Charlotte (M)	
01/12/2023 10:42:12	HUXLEY, Charlotte (M)	
17/11/2023 11:48:56	KINGMILL, Gelli (Mr)	
17/11/2023 11:47:25	KINGMILL, Gelli (Mr)	
17/11/2023 11:41:29	DARTON, Paul (Mr)	1

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

The screenshot shows the 'Dispense Now' screen. It displays patient details, medication information, and options for dispensing. The medication is 'Sertraline 100mg tabs' with a quantity of 28. The screen is divided into sections for 'Select Lines to Dispense Now', 'Select Product to Dispense Now', and 'Confirm Dispense Now'. The 'Dispense Locally' option is selected.

**Pharmacy**    **DOB**    **Title, Forename, Surname Address**  
Details    20/06/1982    LOPEZ, Natasha (Ms)  
England    2 Uxbridge Road  
128 Waterfields    Age    Pinner  
Way    41    United Kingdom  
North Watford    HA5 4EA  
WD24 7FE    NHS Number 999 999 9573

1. 28/28 Sertraline    **Sertraline 100mg tabs**    28  
100mg tabs    Take ONE daily

Dispense Locally     Dispense From ScriptCheck

Date:  
Item(s):  
1    LEVISON, WB  
CALLOWLAND SURGERY  
THE CALLOWLAND SURGERY 141A L  
WATFORD  
HERTFORDSHIRE  
WD24 5DG

F10 - Next    Close

5. Select the required product.

Dispensable Items	Pip Code	R	S
Contulen 100mg tabs (28) HFA (£1.03)	BRAND 5400734		
Lustral 100mg tabs (28) VIATRIS (£29.16)	BRAND 0104919		
Sertraline 100mg tabs (28) AAH (£1.11)	1125160		
Sertraline 100mg tabs (28) ACCORD-UK (£1.22)	1179407		
Sertraline 100mg tabs (28) ALMUS (£1.11)	1132612		
Sertraline 100mg tabs (28) AMAROX	1261221		
Sertraline 100mg tabs (28) BRISTOL LABS	1134246		
Sertraline 100mg tabs (28) CRESCENT (£23.33)	1200526		
Sertraline 100mg tabs (28) DR. REDDYS (£24.79)	1140771		
Sertraline 100mg tabs (28) FLAMINGO PHARMA	1247949		
Sertraline 100mg tabs (28) GENESIS PHARM (£1.48)	1212901		
Sertraline 100mg tabs (28) HFA	1261023		
Sertraline 100mg tabs (28) LEXN	6640924		
Sertraline 100mg tabs (28) LUPIN	1115120		
Sertraline 100mg tabs (28) MEDREICH	1160985		
Sertraline 100mg tabs (28) MILPHARM	1135664		
Sertraline 100mg tabs (28) NORTHSTAR	1248038		
Sertraline 100mg tabs (28) NOUMED LIFE	1233170		
Sertraline 100mg tabs (28) OTCD	8050320		
Sertraline 100mg tabs (28) PHD (£1.11)	8857047		



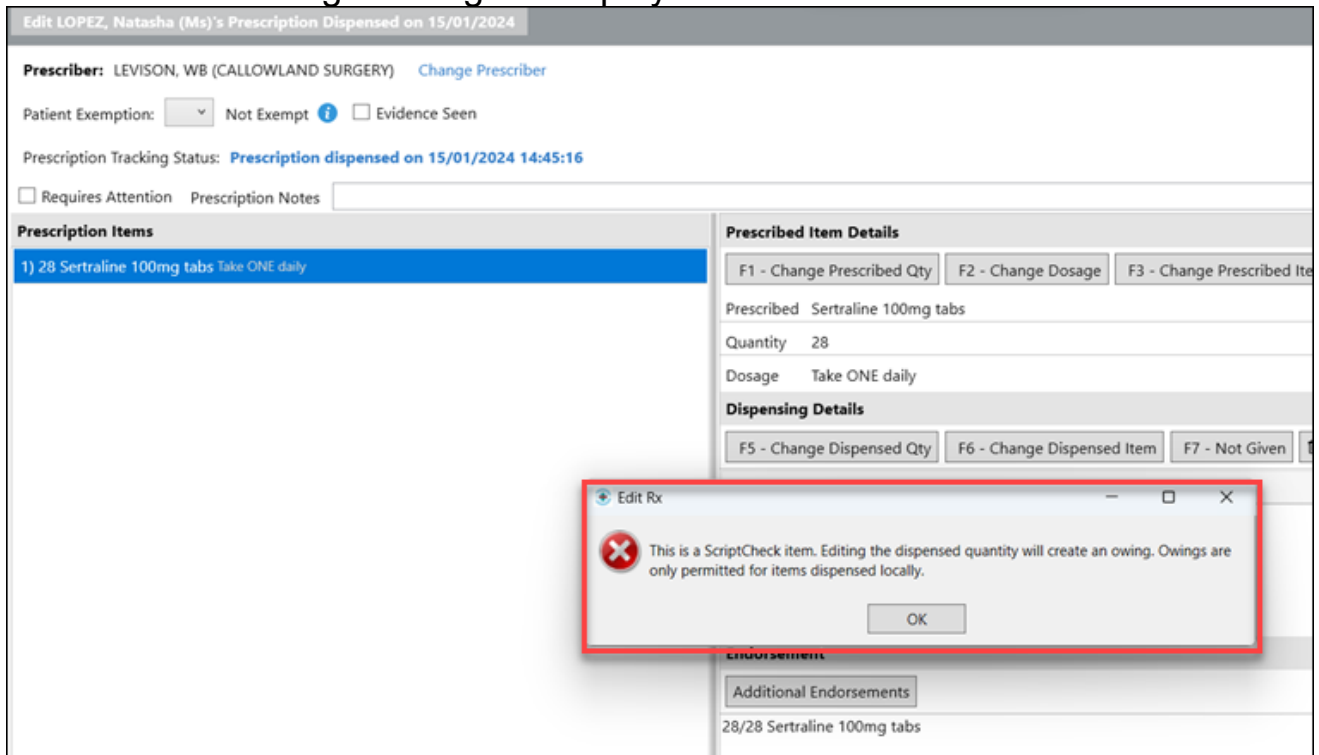
**Tip:** A dispense local Reason can be added using the drop-down menu.

- 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.
- From the shortcut menu, click Reprints.
- The item is no longer flagged as **SC** and the Owing can be created. Click **F2 - Create Owing**.

Rx Type	Date	Patient	Prescribed Item
FP10	15/01/2024 14:21	LOPEZ, Natasha (Ms)	28 Sertraline 100mg tabs
FP10	08/01/2024 11:09	LOPEZ, Natasha (Ms)	28 Metformin 1g tabs
FP10	08/01/2024 11:07	LOPEZ, Natasha (Ms)	28 Metformin 1g tabs

## 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.



The screenshot shows the 'Edit LOPEZ, Natasha (Ms)'s Prescription Dispensed on 15/01/2024' screen. The 'Prescription Items' section lists '1) 28 Sertraline 100mg tabs Take ONE daily'. The 'Prescribed Item Details' section shows 'Prescribed Sertraline 100mg tabs', 'Quantity 28', and 'Dosage Take ONE daily'. The 'Dispensing Details' section shows 'F5 - Change Dispensed Qty', 'F6 - Change Dispensed Item', and 'F7 - Not Given'. A red-bordered warning dialog box is overlaid on the screen, stating: 'This is a ScriptCheck item. Editing the dispensed quantity will create an owing. Owings are only permitted for items dispensed locally.' with an 'OK' button.

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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