

How your paperwork moves through your clinic is a very important component to your clinic flow. An efficient paperwork process:

- Allows your office staff to enter client and patient information quickly, generate invoices, and financial reports.
- Allows your medical team to record specific medical information as required by state veterinary laws and the DEA.
- Provides post-operative instructions, confirmation of services and patient information to the pet owner.

SPAY/NEUTER ALLIANCE'S FOUR-PART CARBONLESS INTAKE FORM

- The top white and yellow are identical.
- The owner requests services, and the required signature gives the clinic permission to do surgery.
- The middle part and the back of the sheet contain disclaimer verbiage.
- After drop-off, the owner leaves with the yellow copy as a receipt.
- Some clinics are opting to eliminate the yellow sheet and save money on printing costs.

The intake form consists of four parts. The top white part contains owner information, service selection, and a consent signature. The middle white part contains a detailed disclaimer. The yellow part is a receipt for the services provided. The pink part contains post-operative care instructions. The form is designed to be carbonless, allowing the owner to take home a copy of the receipt and instructions.

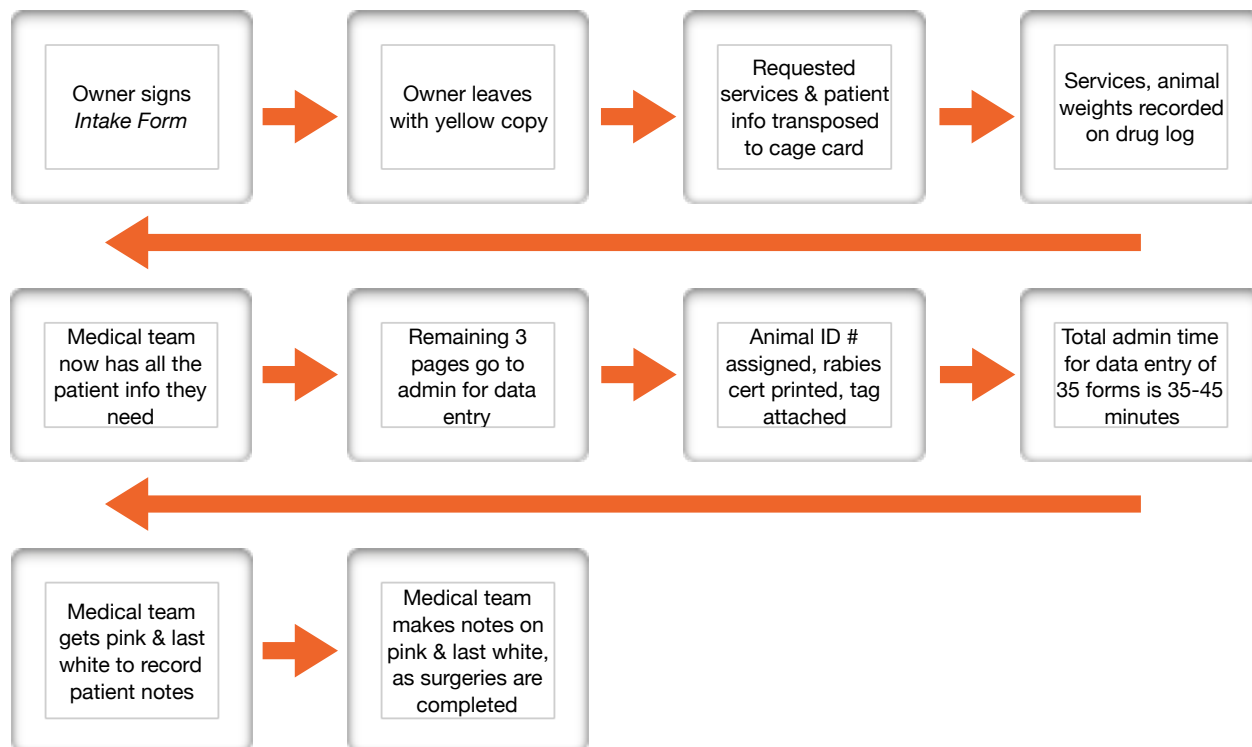
- The pink page contains post-operative care and instructions.
 - Specific information about the patient (weight, pregnant, in-heat, or any notes by the vet) is also listed.
- The rabies certificate and any receipts would be attached and given to the owner.

The post-operative instructions form provides detailed guidance for the pet owner. It covers topics such as how to care for the surgical site, when to administer medication, and what signs to watch for that might indicate a complication. It also includes information about when to return to the clinic for a check-up.

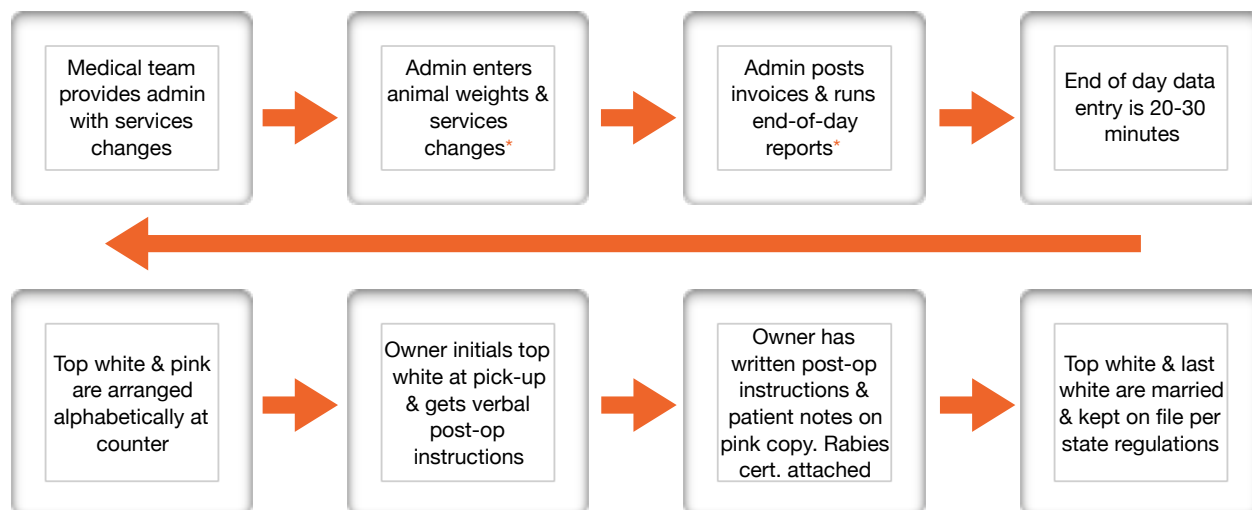
- The last white is the medical record.
 - Veterinarian notes about the patient, amounts of drugs or consumables and any surgical techniques are noted.
- The two white copies are then married and kept on file for the number of years required by your state.

The treatment care form is used to document the medical procedure. It includes fields for the date, time, and location of the surgery, as well as the name of the veterinarian performing the procedure. It also has sections for recording the amount of anesthesia and fluids administered, and any other relevant medical information.

MORNING PAPERWORK FLOW



AFTERNOON PAPERWORK FLOW



**For some clinics, it makes sense for the admin person to enter animal weights and other service changes, and post invoices, the following morning (after surgery, before new patients are entered).*