Record Keeping

Essential Standard: Apply proper usage of veterinary practice management procedures

Objective: Analyze methods to correctly maintain veterinary medical records

What is the Purpose of a Medical Record?

• Provides a diary of an animal's health for the veterinarian

 Allows each veterinarian to easily modify and transfer records to one another

Medical Records Include:

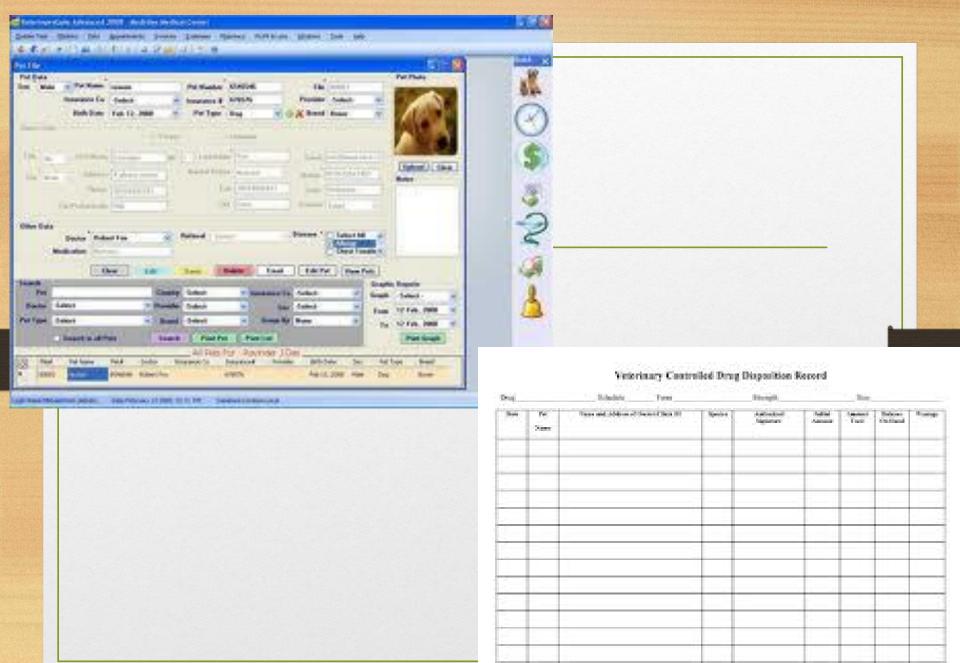
- Patient
- Client
- Patient History
- Medical/Surgical Records
- Progress Notes
- Lab Information

Ethics of Medical Records

- The medical record is owned and is the property of the **Veterinary Facility**
 - Serves as a legal document that is private and confidential
 - Allows for the Veterinarian- Client- Patient-Relationship (VCPR) to be established which provides the opportunity for the veterinarian to make judgments regarding health, diagnosis, how to provide care, and the way records are maintained

Ethics of Medical Records

- The medical record is owned and is the property of the Veterinary Facility
 - Must remain in the facility for 1-3 years although many hospitals keep records for 7 years after last visit.



How to Create a Medical Record

- Files should include the following sections or forms:
 - Client and Patient Information
 - Master problem list with details of a patient's history and previous medical problems, vaccines, or surgeries

When write the medical record...

• Also make a **cage card** to identify and locate each patient.

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2 Surgery		U Modical 8	ban
loading	□ Growning		3 Dental
Mergin		Q Notes	

After treatment is recommended...

- By the veterinarian an **estimate** sheet will be prepared with **costs** listed
 - Treatment will be reviewed with the client and consent forms signed
 - Care will also be reviewed with the client so the owner can continue to medicate and care for the patient
- The invoice should be placed on top for easy access for all in the veterinary clinic

CRACK AND PEEL HERE

OWNER:							NAME:								
DATE PH. #1															
EST. DATE PH. #2															
SUN			MON M AM PM		TUES AM PM		MED AM PM		THURS AM PM		FRI		SAT AM PM		
FED	AM	PI	VI	AIVI	PIVI	AIVI	PIVI	AW	PIVI	AIVI	PIVI	AM	PM	AIVI	PIVI
ATE															
WATER															
URINE															
STOOL															
MEDS															
WALKED															

INVOICE

Breeze Animal Hospital, Inc.

9222 Back Beach Road Panama City Beach, FL 32407 850-233-7091

FOR: Adam Boubede

2823 Krystal Leigh Ct

Callaway, FL 32404

"A Commitment To Caring"

Printed: 10-21-08 at 5:11p

Date:

10-21-08 Folder:

Invoice: 22825932

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To better serve our furry friends, we have 24hr emergency service available. Preventing heartworms is easy. One bite from an infected mosquito is all it takes for your cat or dog to contract life-threatening heartworm disease. Heartworm tests should be performed annually on all cats and dogs, even if they are on prevention.

How to Record Information

- All information must be recorded in **BLUE** or **BLACK** ink (NEVER in pencil or other ink colors)
- All information should be accurate and legible if a mistake is made then place a single line through the error and initial the error then place the corrected statement after the entry

How to Record Information

- Record all communications with clients in the record and **initial**
- One record per patient

SOAP

- SOAP: Subjective, Objective, Assessment, and Plan.
 - Subjective: Animal's overall appearance (Demeanor)
 - Objective: Vials- TPR (Temperature, Pulse, Respiration), Weight, and Basic Goals of exam
 - Assessment: Veterinary Diagnosis
 - Plan: Treatment or Procedure

Filing Medical Records

- Paper or Computer records are available
 - Most facilities use a combination of both
 - Records written first then entered into the computer
- Paper Records:
 - Stored in a file folder or manila envelope with pockets or clasps
- Computer Records:
 - Variety of programs exist

Storage of Medical Records

Common Filing Systems:

• Alphabetical:

 By client's last name with color code and first 2-3 letter of the last name

• Numerical:

- Client assigned number or each patient assigned a number
- Each digit is assigned a color and year is clearly identified



Consent Forms

- Consent forms are used to identify to the client any recommended procedures with prices while patients is under the veterinary facility care
 - Client signs consent form to show agreement of medical care and risks
 - Serves as a legal agreement

Certificates

• Neuter Certificate:

 Provides proof that the pet has been spayed or castrated. No longer sexually intact

Rabies Certificate:

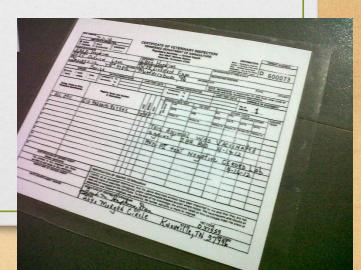
• Rabies vaccine is legally required. Provides proof animal has had the vaccine if it bites another pet or person.

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OWNER PHONE # (727) NAME 247867 BREED DOMESTIC COLOR CALICO CLEAF		RT HA	MAR MAR 9 N 61	г	SEX SPA NEL AGE	Y ITER	FEMALE YES 0 YR 4 MO 1	
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Certificates

• Health Certificate:

- Issued if animals are being transported out of state or country
- Includes:
 - Physical Exam from veterinarian
 - States animal is free of disease
 - Required Vaccines are up to date



Medical Records as Legal Documents

- Staff should protect the personal privacy of clients by maintaining **confidentiality**
- All information in a record is private and not discussed without approval
- Client should sign a waiver of for release of records

Invoicing

- Veterinary Assistant should be able to invoice procedures
- Can be completed on paper or with a computer program
 - Recording the procedure and cost of the procedure
 - Totaling the amount (include taxes) and process the accepted methods of payment.

Invoicing

• Patient: "Buddy" Jones

8/2/2012

Procedures:

• Exam \$50.00

• Office Fee \$10.00

• Vaccines \$75.00

• Total: \$135.00

• Tax: $\pm 9.11

• Grand Total: \$144.11 Method of Payment: Check (# 112)