Appointment Charting Checklist 2022

1) Signalment (SGMT) -only necessary alerts, profile photo, correct sex,breed, & color, chip # or “none”, correct reminders, correct med list
2) Reason for Visit (ROV)- should be a ROV for each appt, if reason changes please edit the reason, make sure correct reason is selected
3) History- this is uploaded in history forms, any additional information the owner gives or is asked goes into the “history” section of exam
4) Exam- FAS score and “story” written by room tech, scribe fills in dr abnormalities and plan, exam is complete when DR has selected BCS, PS AND exam or discharge notes have been emailed by dr, then you check off
5) Follow Ups (FOL)- not used for bi-annual wellness, must be created for booster plans, progress exam plans, if to be CVT put “with CVT”
5) Diagnoses - conditions diagnosed at HPVC and diagnoses/procedures from referral centers or chronic diagnosis from previous vet
6) Treatments - charges to be entered under correct ROV and under correct provider
7) Lab Results - manually enter any cytology or manual test results (including copying radiograph text to this section)
8) Reminders (RMRS)- exam, fecal, vacc according to eVet Reminders Standards 2022, diagnostic testing, prevention, NO dental reminder
9) Plans - used for “PVP Plan” “Chronic Med/RX Diet Plan” and any recommendation plans updated greater than 72 hrs after exam

Pet	**Appt Plan/Due For**	**SGMT ROV**	**NO Extra Weights**	**RMRS**	**FOL Or ForBk**	**FAS “Story”**	**Plan if needed, DX Present**	**Exam done** (BCS,PS,FAS) exam/notes sent	**Extras: VFC etc.**

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