

## HOW TO CREATE ANESTHESIA, SEDATION, AND HOSPITALIZED PATIENT GOOGLE DRIVE FORMS

1. Go to the Healing Paws Google Drive
2. Go to My Drive section on the left (please do not use the search bar)
3. Click on the folder "**Master Anesthesia Documents**"
4. Open the Cat or Dog Procedure Worksheet that you need (be sure it has a yellow star)
5. Click "File" then choose "Make a Copy"
6. In the highlighted area of **Name**: Replace "Copy of 2021 Dog/Cat" with "Pet's First Last Name" so that it is called "Fluffy Smith Spay Anesthesia Worksheet".
7. **IMPORTANT DON'T CLICK OKAY YET**
8. In the window where you just edited the name, go to the section **FOLDER**- click on My Drive and then hit the arrow to the right of My Drive, scroll down to **Pet's Anesthesia Forms** and hit the blue button SELECT, now you can press OKAY!!!
9. You are in charge of **rows 1-5** - do not change anything below row 5. Please update the information in the highlighted areas of row 1-5.
  - a. Patient's first and last name
  - b. Procedure (not just surgical procedure, include minor procedures that clients asked for on their consent form for such as nail trims or anal gland expression)
  - c. Patient weight in pounds (only enter the number do not write lbs), the computer will automatically generate in the next box as kg
  - d. Date of the procedure
  - e. Surgeon
  - f. Owner's name, address
10. Whiteboard dr that the Google Drive is ready for them
11. Do not print until dr verifies, most times dr will print, if you need to print for the doctor this is how
  - a. Press the printer button or file to print.
  - b. On the right side under **Page Orientation** change from landscape to portrait and under **Scale** change from "custom number" to "Fit to Page". Hit blue button "next".
  - c. You shouldn't have to change anything in the next screen, just hit PRINT.