

SURGERY DAY PAPERWORK PROCESS

PREPARING SURGICAL PROCEDURE NOTES

1. Click the blue button “Generate Patient Document” and choose the appropriate species and procedure “procedure notes”, click SAVE
2. The CVT will add/fill in blanks for this procedure and the dr will review

ENTERING CHARGES INSTRUCTIONS

1. “View By Groups” “Reason For Visit” - edit if necessary to list procedures being done today. Ex: Spay, Anal Gland Expression, Pedicure Press **SAVE AND ENTER TREATMENTS**
2. **QUICK ADD THE FOLLOWING CODES IN THIS ORDER**
 - a. castrationcanine2021 or spaycanine2021 or castrationfeline2021 or spayfeline2021
 - b. If patient is over 75 lbs enter: largebreed
 - c. If patient is getting a microchip: 06-663, enter the chip number when prompted, place a chip sticker 1) in the black binder for our records 2) on the permanent id verification form (use microchip process if you have any questions)
 - d. Go to patient “general information” in the microchip section, enter the chip number and then press save
 - e. If patient is having a pedicure enter 1401 or 1569 - be sure that this provider is “veterinary nurse” but all other provider is the surgeon of the day
 - f. If patient is having anal glands expressed 1473
 - g. Charge any other procedures/tests as they would be charged during an exam
 - h. If patient had blood testing today for surgery done today be sure to use code 3590
3. Enter The Surgical Nurse Treatment Code (Amanda Miller is **NURSE AH**)
4. Using the patient’s google drive drug calculation sheet as a guide
 - a. Adjust quantities for each medication given to the patient - delete any medications in the treatment package that were not given to the patient.
 - b. Initial the charges entered column each medication as you adjust the quantity. When you are done, the medications on the drive sheet should match what was given to the patient and match what is entered in treatments exactly, double check yourself!
 - c. NOTE: for medications drawn up in surgery suite (not ahead of time) go to “back to medical record” “view by groups” “anesthesia monitoring form” find the med and amount with tech time stamp. If not time stamped, must ask CVT to verify not used because not time stamped means not given.
5. Print RX Dymo label for each of the Meds To Go Home - making sure expiration dates match
 - a. Highlight patient name and start times on all meds
 - b. Use long ziploc plastic bag to hold Fortiflora, can of food, and can lid - place the Fortiflora and Food Label on this bag

PREPARING DISCHARGE INSTRUCTIONS

1. Click the blue button "Generate Patient Document" and choose the appropriate species and procedure "discharge instructions", click PRINT
2. Fill in the table under the bravery award, ex:

PROCEDURE PERFORMED	OTHER ITEMS ADDRESSED TODAY	NURSE (Certified Veterinary Technician)	SURGEON
Spay (OHE)	1) Microchip 2) Fecal Ova & Parasite Screening 3) <u>Recova</u> Shirt Due To Licking	Amanda, CVT	Tracy Sands, DVM

3. Click on the Medications Table and at the bottom of it a row of table settings will show up.
 - a. Choose the leftmost icon "Table Properties" - Under general border - type "black" Under Advanced Border -type black, Click "OK"
4. Delete rows of any medication pet is not currently taking or is not being sent home. Be sure to keep heartworm/flea/tick preventatives on this chart as we want owner to know they should continue it monthly
 - a. To delete rows - highlight multiple or just click if a single row and the table settings icon will show up on the bottom, the 5th icon from the left is "Delete Row"
5. Instructions:
 - a. If instructions missing - enter the drug label from the last time prescribed or the DR should fill this in
 - b. After the "time to give in all caps" press enter in each instructions section in order to separate start time from how to give
 - c. Order the rows by when the start time is - this is done by clicking a row and from the table settings icon chose "insert row before or insert row after" whichever you need, this will give you a blank row - in the blank row you will copy and paste the drug you want in that order. To do so, highlight row you want, right click "copy" (control C makes it mad, don't do that please) then right click "paste" into the empty row.
 - d. Add to the PM Cerenia instructions "GIVE ONE HOUR BEFORE SUPPER X-DAY PM" and be sure this is the first row in the table
 - e. Add to the feeding instructions "TOMORROW NIGHT GO BACK TO NORMAL FOOD"
6. Columns:
 - a. Replace the word DATE with "Morning"
 - b. Use the table settings icons to "insert column after" the Morning column and title it EVENING
 - c. In each med, morning or evening column, enter the dose to give or the word "none" if dose not due then or N/A (heartworm/flea/tick prevention only)
7. You should not have to enter/change anything else unless your CVT tells you, save/print - print the bravery award page in color by choosing "custom" page 1 color, then go back to print again and choose "custom" page 2- 4 (or whatever the last page is) and print in black and white double sided

SCANNING PAPERWORK INSTRUCTIONS

1. Gather the following: Google Drive Patient Drug Calculation Worksheet and Anesthesia Patient Checklist
2. Put Anesthesia Patient Checklist in top of scanner and select “classic scanner” and then change it so that it says “two sided copy”, send to HPVC email, hit start
3. Put Patient Drug Calculation Worksheet in top of scanner and select “classic scanner”, send to HPVC email, hit start
4. In healingpaws@carlisleveterinarian.com, open the scanner emails, download the 2 documents (3 pages total), rename “patient name Anesthesia Patient Checklist” and “patient name Patient Drug Calculation Worksheet”
5. Go to evet patient “view by groups” “surgical anesthesia reports section” (not documents). Add reports (this will be done twice) one is the “Anesthesia Patient Checklist” (2 pages) and the other is the Drug Calculation Worksheet