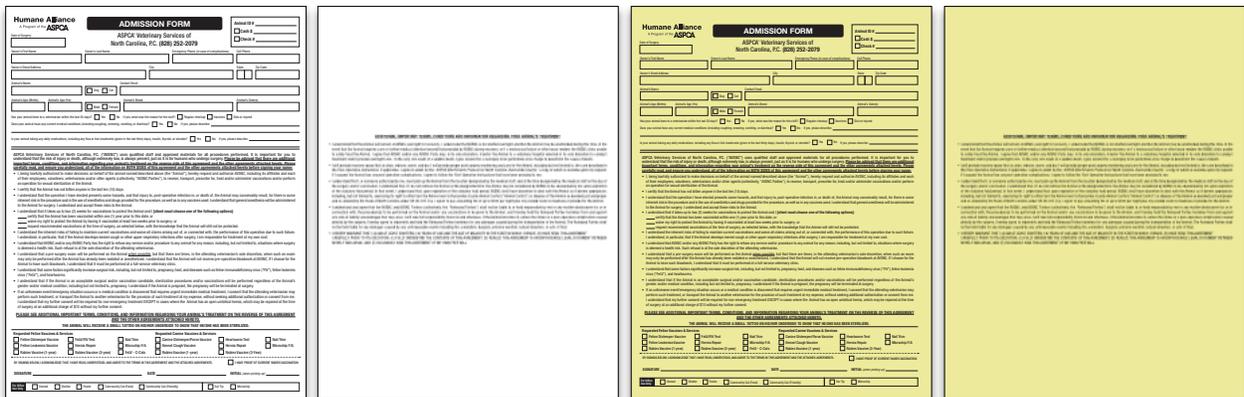


How your paperwork moves through your clinic is a very important component to your clinic flow. An efficient paperwork process:

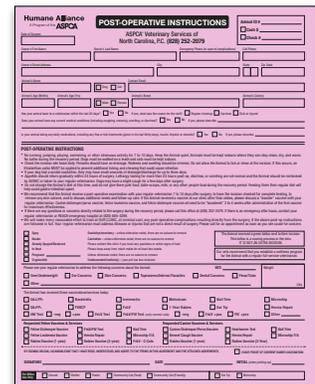
- Allows your office staff to enter client and patient information quickly, generate invoices, and financial reports.
- Allows your medical team to record specific medical information as required by state veterinary laws and the DEA.
- Provides post-operative instructions, confirmation of services and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

HUMANE ALLIANCE'S 4-PART CARBONLESS ADMISSION FORM

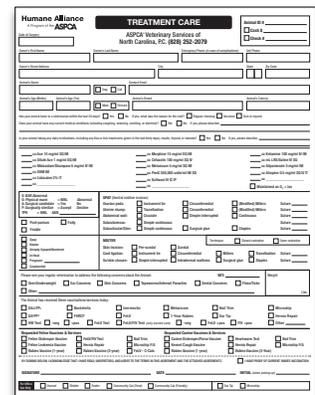
- The top white and yellow are identical.
- The owner requests services, and the required signature gives the clinic permission to do surgery.
- The middle part and the back of the sheet contain disclaimer verbiage.
- After drop-off, the owner leaves with the yellow copy as a receipt.
- Some clinics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



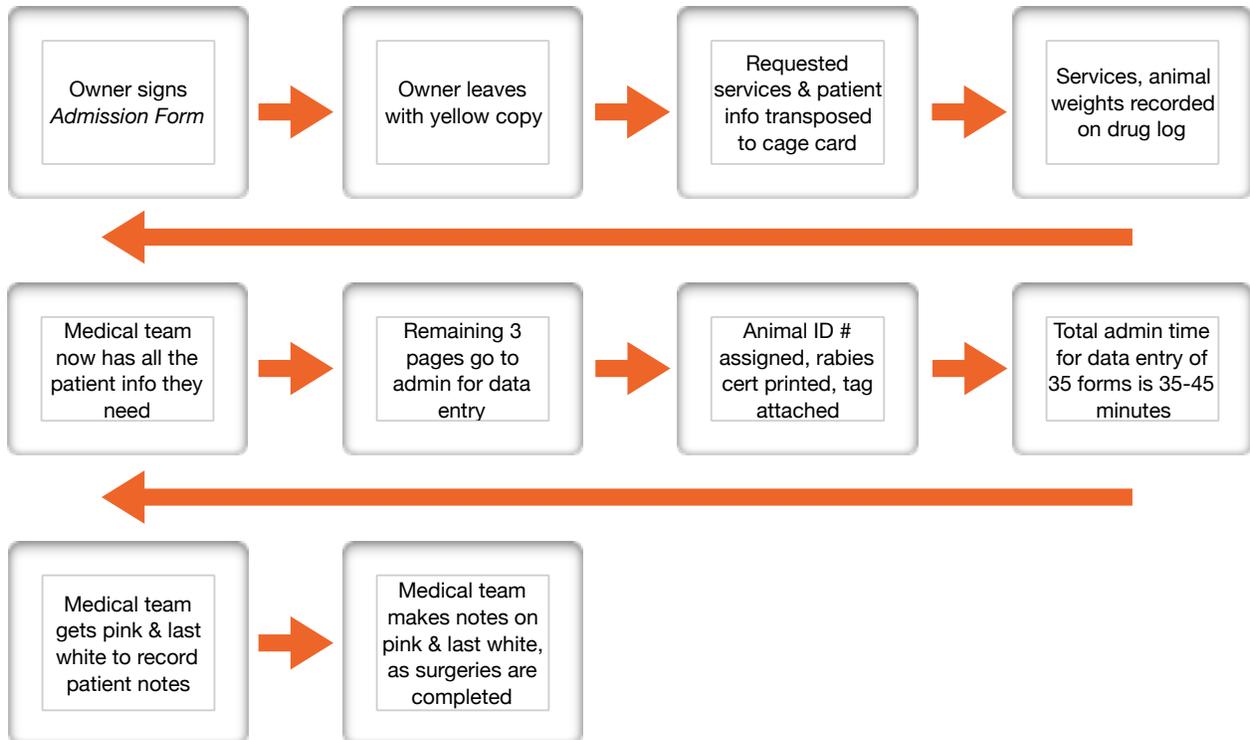
- The pink page contains post-operative care and instructions.
- Specific information about the patient (weight, pregnant, in-heat, or any notes by the vet) is also listed.
- The rabies certificate and any receipts would be attached and given to the owner.



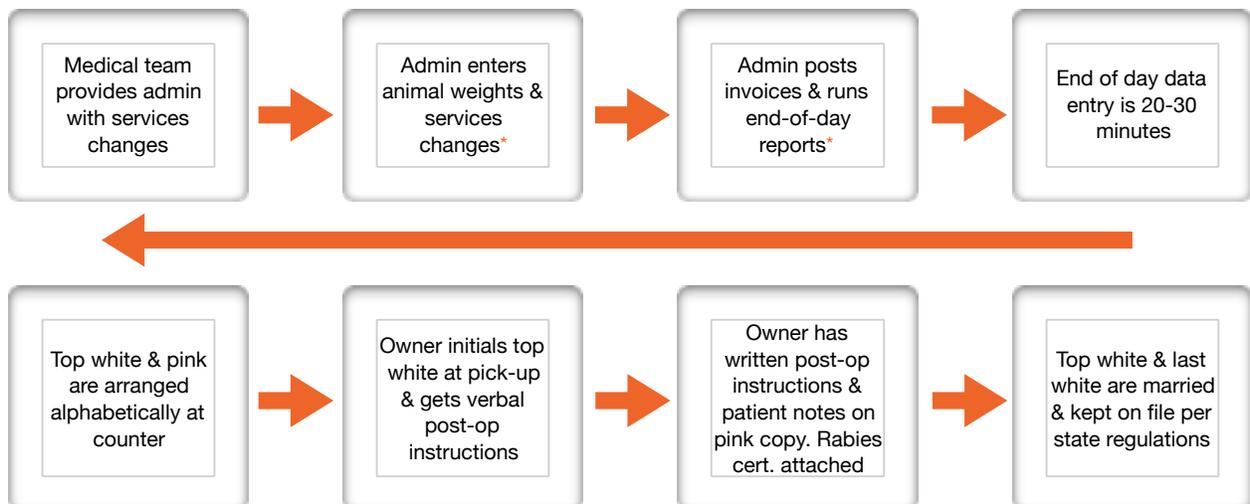
- The last white is the medical record.
- Vet notes about the patient, amounts of drugs or consumables and any surgical techniques are noted.
- The two white copies are then married and kept on file for the number of years required by your state.



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).