



College of Veterinary Medicine Policies and Procedures

Subject: **Medical Records: Forms**

Section: *Animal Health Center Administration*

Number: *CVM 6.1.04*

Pages: *2*

Date: *2012*

Replaces Policy Dated: *2004; 2007; 2010*

To Be Reviewed Yearly by: *Medical Records
Supervisor and AHC Manager and Director*

Source:

Cross Reference:

MEDICAL RECORDS – FORMS

Objective: To ensure the Animal Health Center has available adequate numbers of professionally prepared and reproduced forms to project the desired image and promote the efficient operation of the practice.

Frequently used Medical Record Forms at Mississippi State University Animal Health Center:

- o Euthanasia request and consent
- o Boarding form
- o Boarding Admission form
- o Send out laboratory forms
- o ICU sheets (any species)
- o Pharmacy both paper and electronic
- o Release of medical records or radiographs
- o Alert sheet - paper as well as being noted in the electronic database
- o Sympathy Cards
- o Neuro consultation forms
- o Dermatology forms - history should be filled out by the client
- o Anesthesia forms and request
- o Sedation Record
- o Referral post cards
- o Donation forms
- o Change of ownership
- o Estimate of charges

Any team member may complete any of the forms listed above, printing legibly in black ink or entries in the electronic medical records with the following exceptions:

- Client and patient information forms and release of medical records or radiographs. These may only be completed by the client. A clinical admission assistant or medical record staff member must verify legibility.

- Release form, donation form. These may only be completed by the clinicians, interns, residents and students.
- Euthanasia consent forms may be completed by clinicians, interns, residents or veterinary students.
- A line on any form that requires the signature of a specific person or of a person holding a particular position. These may only be signed by the individual(s) specified.

Any completed client form may be photocopied and mailed to the client at their request or to the agent they specify in a signed medical record release.

Prior to discharge and/or at the end of an outpatient visit, a clinician, intern, resident, or veterinary student must verbally review the diagnosis or differential diagnosis and the action plan as specified by the clinician on the discharge summary or discharge instructions with the client. Care must be taken to ensure that the client has not only heard, but also understands each medication to be given and home care needed, as well as when the next visit is to be scheduled and why. Finally, the client must be asked if they have any additional questions before departing.

Medical forms are to be photocopied or outsource-printed without artifacts or spelling, grammatical, or typographical error. The supply of these is checked periodically to keep adequate supplies on hand.

Correspondence with clients must be spelling/grammar checked with appropriate software, then printed on Mississippi State University College of Veterinary Medicine letterhead and mailed with proper individual sender identifying markings.

Approved: Gary J. Burt 8/22/12
 Gary J. Burt, Director
 Animal Health Center
 College of Veterinary Medicine
 Date

Approved: Kent H. Hoblet 9/19/12
 Kent Hoblet, Dean
 College of Veterinary Medicine
 Date