

Appendix 1

Morning Duties

- Turn on computer monitor in treatment area. Clock into Time Wolf. Open Intravet. Turn on other computer monitors and open Intravet.
- Turn off answering machine (Night Key 1). Check voicemail messages (Passcode 4458).
- Check emails.
- Count cash (\$100.00).
- Unlock door and turn sign.
- Check fax machine for any faxes.
- Check that current day's procedures (including grooming), boarders, and appointments are pulled and prepared.
- Pull and prepare procedures (including grooming), boarders, and appointments for the next day.
 - Pull records.
 - Print appropriate form.
 - Check if record needs top sheet.
 - Check if pet needs vaccinations, including heartworm and fecal check, for all pulled records:

Dog

DHLPP or DHLPP/CV
Rabies
Bordetella (if boarding or grooming)

Cat

FVRCP or FVRCP/FeLV
Rabies

- Fill in appropriate form, noting any vaccinations needed.
- Complete cage card for each pet staying a day or longer.
- Check for boarders going home that day or the next day—check that all charges are in Intravet and place records in rack on wall.
- Make top sheets, reminder cards, etc. for patient records as needed.
- File previous day's records.
- Do call-backs for day.
- Check reminder card box—apply postage and place in mailbox.
- Balance cash, checks, and credit cards before leaving for day.

Afternoon Duties

- Count cash.
- Check that current day's boarders and appointments are pulled and prepared.
- Pull and prepare procedures (including grooming), boarders, and appointments for the next day.
 - Pull records.
 - Print appropriate form.
 - Check if record needs top sheet.
 - Check if pet needs vaccinations, including heartworm and fecal check, for all pulled records:

Dog

DHLPP or DHLPP/CV
Rabies
Bordetella (if boarding or grooming)

Cat

FVRCP or FVRCP/FeLV
Rabies

- Fill in appropriate form, noting any vaccinations needed.
- Complete cage card for each pet staying a day or longer.
- Check for boarders going home the next day—check that all charges are in Intravet and place records in rack on wall.
- Make top sheets, reminder cards, etc. for patient records as needed.
- File previous day's records.
- Do call-backs for day (if not done earlier in day).
- Check reminder card box—apply postage and place in mailbox.
- Place the day's patient records on each doctor's desk for them to review.
- Check fax machine for any faxes.
- Print Daily Transaction Report. Reconcile cash, checks, and credit cards (including Care Credit) to report. Make deposit. Count remaining cash (\$100.00). Deposits are to be given to Richard. Harrison or placed in a designated place.
- Exit Intravet on all computers. Turn off monitors (except monitor in treatment area).
- Turn on answering machine (Night Key 3).
- Place reviewed records on Dr. Harrison & Dr. Wilcox's desks.