Powerpoint Notes: Veterinary Medical Records

1. Medical records are \_\_\_\_\_legal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ documents, which means they can be used in a court of law.
2. The purpose of a medical record is to \_\_\_monitor\_\_\_\_\_\_\_\_\_\_\_ patient progress and to allow all staff to stay \_\_\_\_\_\_appraised\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of an animal’s health.
3. Medical records include the:
   1. \_\_\_Client info\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_Patient Info\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_Master Problem List\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. \_\_\_Progress Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. \_\_\_\_Lab, Radiology and Pharmacy Records\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   6. \_\_\_\_Surgical and Anesthesia Records
4. VCPR is the \_\_\_veterinary client patient relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   1. The animal must be seen every \_year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to maintain it.
   2. Vet agrees to evaluate animal and \_\_make recommendations for their health\_\_\_\_\_.
   3. Owner agrees to follow vet’s \_\_recommendations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   4. Vet can \_\_terminate\_\_\_\_\_\_\_\_\_ if necessary, as long as animal is not undergoing constant care. \_\_Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can terminate any time.
5. The Master Problem List is basically a \_summary\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the patient’s major medical issues.
6. Progress notes are organized by using SOAP. SOAP stands for :
   1. S- subjective (opinion)
   2. O- objective (facts, tests)
   3. A- assessment (diagnosis- what is wrong with the animal)
   4. P- plan- (what is going to be done)
7. Progress notes are also known as the \_history\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* They should include:
  + Anything to do with the animals’ health – phone calls, urination, defecation, medications, treatments, observations, surgical procedures, SOAP
  + And always remember to : \_\_Date, time and initial in progress notes\_\_\_

1. Lab reports: Fecal tests, urinalysis, biopsies, bloodwork
2. Radiology reports: findings on xrays, ultrasounds
3. Pharmacy records: any medications given to animal
4. Surgical and anesthesia records: any surgical procedures, drugs used and how the animal handled the anesthesia
5. An estimate is a \_\_approximate cost\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. An authorization form is also known as a \_\_\_waiver\_\_\_\_\_\_\_\_\_\_\_\_ and its purpose is to \_\_\_\_\_\_\_\_\_\_release the clinic from any liability if something happens\_\_\_\_\_\_.
7. Discharges are usually done by the vet tech \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or the \_\_\_\_\_\_\_\_\_\_vet assistant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. When writing in a medical record:
   1. DO: use blue or black pen, legible, cross out mistakes with one line and initial
   2. DON’T: use any other color, white out, scratch out
9. The veterinary hospital creates certificates such as
   1. Rabies- rabies vaccine- 1 year for unvaccinated, 3 year for vaccinated (dogs)
   2. Health- summary of good health, vaccines, it is valid for 1 month
   3. Spay/neuter- certifying the surgical sterilization of an animal
10. Filing: Alphabetical or Numerical
    1. Alphabetical most common
11. The medical record is owned by the \_\_\_clinic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The information must be kept \_\_confidential\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The \_owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can ask for a copy, IF they sign a \_\_waiver\_\_\_\_\_\_\_\_\_\_but it should be sent to a \_\_\_\_\_\_\_\_\_\_\_\_vet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. All records are kept for \_\_\_\_\_\_\_\_\_\_\_\_3-7 years (depends on the state). No records will be destroyed before that time, whether the animal is alive or not.