

BOARDING CHECK-IN FORM

Patient Label (Staff Use)

Emergency Contact Name & Number

Boarding Dates

Feeding Instructions While Boarding:

Food: Own / Clinic Stock (*please circle one*)

Amount: _____ **How Often:** _____

Treats/ How Often: _____

- Do we need to feed now?** Yes No
- Due for a walk now?** Yes No

Please list any allergies your pet may have:

Please list any belongings dropped off with your pet.

Optional Items: Please check the following you would like to add to your pets stay!

Bedtime Peanut Butter Kong Yes No Additional \$5.00 per night

Bath Yes No

Nail Trim Yes No

Anal Gland Expression Yes No

Medications

Do we need to give your pet any medications while here boarding? Yes No

Did you sign an estimate for administering meds? Yes No

If yes, please fill out the information below:

1. Name of Medication: _____
 - Dose per administration: _____
 - Frequency: _____
 - What time was this medication last given? _____

2. Name of Medication: _____
 - Dose per administration: _____
 - Frequency: _____
 - What time was this medication last given? _____

3. Name of Medication: _____
 - Dose per administration: _____
 - Frequency: _____
 - What time was this medication last given? _____

Services

Does your pet need vaccines or other treatments done during their stay? Yes No

If yes, did you sign an updated estimate? Yes No

BOARDING RELEASE FORM

A. Please read and initial each statement.

_____ 1) I understand that all pets left for boarding must be current on all required vaccinations and free of internal and external parasites such as fleas, ticks, intestinal parasites, etc.

_____ 2) I authorize APAH to treat and administer medication to my pet if internal or external parasites are found. (An APAH staff member will call and notify)

I HAVE READ AND FULLY UNDERSTAND THE ABOVE-MENTIONED POLICIES.

Signature of Pet Owner or Person Responsible

Today's date

Signature of APAH Staff Member

Today's date

Boarding Flow Chart (STAFF USE ONLY)

1. CSR: Before Client Arrives:

- Check Reminders and Create Estimate.
- Prepare Boarding Paperwork

2. CSR: When Pet Arrives

- Check into boarding
- If patient has medication create Care Plan for administering medications while boarding.
- Give client all boarding paperwork and care plans needed to fill out for current visit.
- If patient needs update care has CSR scheduled an appointment.

3. ACA: Pet to kennel

- Review boarding paperwork with owner
- Place pet in kennel and offer water.
- Place cage card on kennel.
- Red Alert Card for pets that are: aggressive, have medical conditions, or special instructions for walking/feeding.
- Apply Neck Back that has the patient's information listed on it
 - For felines only apply if they do not have a microchip***
- Post 206PB code, "Nursing Pre-board Exam"
- Set up a Follow Up call for the -day after the pet leaves.
- Fill out Diet Fed with the current diet we are feeding while boarding.
- Scan pet and make sure chip matches ID in Avimark. Note in SCAN code: chip# or no chip.
- Put emergency name and number in alerts with CPR status.
- Fill out boarding template questions in Avimark
- If patient has medications fill out template questions in Avimark *boarder with meds template*
- Add Patient to Smartflow and list CPR status and any caution notes needed.
- Add boarding dates in Smartflow under problem list.
- Take photo of the pet on Smartflow
- Take a photo of all belonging on Smartflow
- PBE: Take vitals, fill out medical condition under the technician preboard exam.
 - Make sure that only the vital section is checked off.***
- Scan and attach paperwork in Avimark under Scanned Boarding Paperwork line item.
- Mark off Tasks in Smartflow when done and move to appropriate department (BAS and/or Boarding)
- File paperwork in the daily files in reception
 - If patient has medications, then, IP tech to file paperwork once completed.***

4. IP: Boarder with Meds

- Create BAS
- Have DVM sign off for approval.
- File paperwork in the daily files in reception