**SUMMARY OF FORMS**

**INTAKE FORM**: Filled out by Good Sam upon patient arrival.

* Write the WTC case number in the upper right corner.
* Just assign the next number after the previous entry in the log.

**PE FORM**: All patients should have a physical exam form even if the clinicians or senior students did an initial exam before you got there.

* Perform your own physical exam when you arrive.
	+ Ask for help if you are not comfortable.
	+ Discuss/Compare your findings with a clinician or senior.
* In the “Treatment and Recommendations” section include all drug and fluid calculations.
* Write the WTC case number at the top left.

**DAILY TREATMENT FORM**: Once you have come up with a treatment plan and consulted with a clinician, complete this form for the current day.

* Include the dose (mg/kg), concentration (mg/mL or mg/tablet), and the amount you are giving (mg/kg) for all medications.
* Label every treatment sheet with the case # and UVIS sticker if applicable.
* A new form will be needed everyday. Confirm the plans with a clinician or senior student.
* Check this form before performing any treatments to make sure someone else has not already treated your patient.
* Initial the appropriate box when the treatment has been completed.

**DAILY PROGRESS FORM**: Here you write your daily observations.

* Note any blood work, cytology, fecal floats, radiograph.
* Note any changes in treatment plan with explanations.

**EXTRA PAPERWORK**:

* If your patient has a procedure under anesthesia, they should get an anesthetic form (green sheet in rack near main door) filled out along with an emergency drug sheet (template found on main ward computer)
* Allometric food calculations should also be done as needed (template also on main ward computer)
* Any lab results from UVIS (CBC, chem, UA, etc.) should be printed out and included with file.

**DISCHARGE FORM**: Every patient requires a discharge (even if euthanized or died).

* Template can be found on the website.
* A copy of this should go with the animal to the rehabber, another should stay with the patient file in Medical Records, and a third copy should be placed in the black wildlife binder.
* These forms should be signed by a clinician.
* SAVE your discharge in the “Discharge” folder as a new file (do not write over the discharge template).

**MAKE SURE THE WTC CASE # AND UVIS #, IF APPLICABLE, IS ON EVERY PIECE OF PAPER IN THE FILE!**