**WTC Paperwork**

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1. Obtain the intake form and a manila folder with UVIS number stickers from the front desk.
2. Put your patient’s info into the WTC Log 2013 on the website, **ugacvmwtc.weebly.com**.

Username: wtcrew

Password: wtcfall13

1. Update the white board above the refrigerator with your case number, contact info, and the next case number.
2. Fill out a physical exam form (on cabinet by main door).
3. Fill out a treatment sheet for each day that your patient is here (on cabinet by main door).
4. When your patient is discharged (died, euthanized, sent to rehab), open the discharge template from the Resources tab on the website and fill out the form for your patient. Print out two copies: one for the black binder in the ward and one for the manila folder to be sent to medical records. Save a copy of your discharge in the WTC folder on the computer.
5. Copy and paste the discharge info into the discharge section of UVIS for your patient.
6. If your patient is being sent to rehab, make a copy of the intake form (do this at medical records) and print another copy of the discharge form. Give both of these papers to the rehabber.
7. AT THE END OF YOUR CASE, MAKE SURE:
   1. Intake and discharge forms are in the black binder
   2. Intake, discharge and treatment forms are in the manila folder
   3. Intake and discharge forms are given to the rehabber if applicable
   4. The discharge has been pasted into UVIS
   5. The wildlife log is updated