



# Veterinary Health Center

MANHATTAN, KANSAS

OFFICIAL PROTOCOL

## **EMPLOYEE ACCOUNTS (SSF DISCOUNT)**

Purpose: The SSF discount (20%) on allowable services is a courtesy extended by the Veterinary Health Center to full time veterinary students, staff, house officers and faculty in the College of Veterinary Medicine. We appreciate the opportunity to provide veterinary care to animals that belong to our colleagues.

The VHC policy involves collection on all accounts at the time of patient discharge. The VHC cannot provide a variance from established accounts receivable protocols to any client, this includes employee accounts.

1. All SSF accounts are required to adhere to the 60% deposit requirement prior and during any hospitalization or surgery visits.
2. All charges billed to an SSF account are expected to be paid in full at the time of service. This includes the purchase of pet food.
3. SSF clients must keep their account paid in full. The account will be considered delinquent if it is not paid in full within 30 days of the date of the invoice. SSF clients who allow their account to become delinquent will not receive the 20% SSF discount on future services. The VHC Fiscal Officer will consider reinstating the 20% discount if the account is maintained current for a period of six months.