

**VETERINARY HEALTH CENTER at KANSAS STATE UNIVERSITY
OFFICIAL PROTOCOL**

ICU CHARGES, SMALL ANIMAL

Small animal ICU charges will be entered by the Small Animal Discharge/Emergency Desk personnel. This will prevent duplication charges and the need to audit small animal ICU charges. It is the responsibility of the student on the case to make sure a new ICU tic sheet is placed on the clipboard each day. Upon arrival in the morning, the ICU Veterinary Technician will collect the tic sheets from the previous day, review them for accuracy and place them in the file holder outside of ICU. Small Animal Discharge/Emergency Desk personnel will pick up the tic sheets by 9:00 A.M. each business day and enter the charges in VetStar.

On weekends, senior students will place each days tic sheets in the file holder outside of ICU and the ICU Veterinary Technician will review them on arrival the next regular business day. If a patient is going home over the weekend, the senior student will bring the tic sheets to Small Animal Discharge/Emergency Desk personnel to enter the charges in VetStar.

CATEGORY House Officers, Small Animal Medicine, Small Animal Surgery, Staff and Students

APPROVED 4/23/13, VHC Administrator