

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

**VACCINATION OF SMALL ANIMALS BY LARGE ANIMAL CLINICIANS**

When a client requests vaccination of their pet by a Large Animal clinician on a field service call the following procedures will be followed:

I. Clinician Responsibilities.

- A. Create a field service case summary/client consent form.
- B. Examine the animal, document the exam and the vaccination(s) given.
- C. The clinician will record the rabies lot number and rabies vaccine serial number on the patients Case Summary sheet. The 1 ml vaccine vials have a sticker that may be removed and placed on the Case Summary Sheet. The 10 ml tanks do not have stickers so the serial number must be hand written on the Case Summary Sheet.

II. Desk Personnel Responsibilities.

- A. Enter the charges and rabies vaccine lot, rabies serial number and rabies tag number in VetStar. If the animal does not require a tag number, enter roman numeral "I".
- B. Enter VetStar Code E1192 Exam FA F/S SA Vaccine or E1193 Exam Eq F/S SA vaccine depending on which service made the call.
- C. To add or change the serial number, type "pt" in the command line in the Client/Patient Screen. Scroll to Rabies to enter or change the serial number. (You can not change the tag number.)

III. Medical Records Personnel Responsibilities. Medical Records will count the statistic as "Field Service - Other"

**CATEGORY** Clinical Sections, Desks, Dispensary, House Officers, Medical Records and Students

**APPROVED** 2/28/13, VHC Administrator