



Veterinary Health Center

A T K A N S A S S T A T E U N I V E R S I T Y

OFFICIAL PROTOCOL

OUT-PATIENT, CLINICIAN-OWNED ANIMAL MEDICATION PROCUREMENT

Purpose: To provide a professional courtesy on personally-owned animals of licensed veterinarians at the Veterinary Health Center and the Department of Clinical Science at Kansas State University.

This protocol applies to Clinicians and House Officers that hold a clinical/service appointment within the VHC or DCS. (This can loosely be related to having VetStar access). The Clinicians and House Officers must hold a Kansas license (institutional or regular) and the patient account must be in good standing with the VHC. This protocol is intended to be utilized during normal business hours (I.e. Medical Records and Dispensary personnel on-site).

Failure to comply with this protocol may result in this privilege being revoked, changed, or suspended for all users and/or for individual accounts.

As a professional courtesy, licensed veterinarians as defined above, will be allowed to perform physical examinations on their personally-owned animals and not be charged examination fees, in order to procure vaccinations and/or medications from the VHC Dispensary.

The requesting veterinarian must do the following prior to requesting items from the Dispensary:

- Have a home visit registered with the appropriate desk
- Complete paperwork on their animal to include diagnosis and procedures
 - i.e. examination results, medications to be ordered, follow-up, etc.
- Return paperwork to Medical Records to receive a completed Procurement Form to present to Dispensary personnel
- Present completed Procurement Form and Dispensary Request Form(s) to the Dispensary during normal operating hours.
 - Please note that veterinarians within the VHC are not authorized to prescribe controlled substances for their own animals. A professional courtesy can be requested from a colleague if controlled substances are needed.
 - Please note that under no circumstance can items be removed from Cubex for out-patients. If an item only found in Cubex is needed, the patient will need to be brought to the VHC and have an exam fee charged.

The Hospital Director, Hospital Administrator, Medical Records Supervisor, and/or the Director of Pharmacy have final authority over items that can be procured under this protocol.