

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

DEPOSIT REQUIREMENTS FOR INPATIENTS

All VHC inpatients must be given an estimate by the senior clinician or house officer on the case. A Large Animal or Small Animal Client Estimate and Consent form (02) must be completed by the clinician to include the estimate and be signed by the client.

A deposit of 60% of the high-end estimate will be collected from the client at time of admission. Outstanding charges may not exceed \$3,000. The senior clinician is responsible to make sure clients are brought to the appropriate discharge desk to pay their deposit before leaving the VHC. Large animal clinicians admitting patients after normal business hours are responsible to bring the client to the Emergency/Discharge Desk to pay their deposit.

Desk personnel will enter the client's estimate in VetStar and post the deposit payment to their account.

The Fiscal Officer or designee will review the Deposit Coverage Report each weekday morning. If the current balance (deposit) reaches 45% or less of the inpatient charges, the Fiscal Officer will contact the clinician in charge to verify when the patient will be discharged and get a new deposit estimate if needed. Discharge Desk personnel will contact the client if additional funds are needed.

The Senior Clinician is responsible to make sure the appropriate discharge desk is notified if a patient is transferred within the hospital. For example, Discharge Desk personnel should be notified if a patient is transferred from the Small Animal Medicine Service to the Small Animal Surgery Service. Discharge desk personnel will contact the clinician for a new estimate and proceed with the above protocol.

Clients with an "OK" status code in VetStar or clients whose animals are receiving the following services (boarding only, and spay/neuter/declaws) will not be required to pay a deposit. These are the only exceptions to this protocol.

CATEGORY Anesthesiology, House Officers, Small Animal Surgery, Radiology, Staff and Students

APPROVED 1/15/13, VHC Administrator