Standard Charging Procedures for Veterinary Services

Last Updated 30 August 2013

1. **Purpose**
   To establish guidelines on charging for veterinary services and to explain how Veterinary Technicians, Veterinary Residents, and Veterinary Faculty will implement the charging process.

2. **Responsibility**
   a. **ULAM Veterinary Technicians**: Responsible for recording charges incurred. The charges are turned in to the Veterinary Technician Manager.
   b. **Veterinary Technician Manager**: Turns the charges in to the ULAM office staff that bills the PI.
   c. **Veterinary Residents**: Responsible for their own charging and will turn their charges in directly to the ULAM main office.

3. **Definitions**
   a. **Research Cause**: A condition the lab is expecting or occurs due to their study.
   b. **Spontaneous Cause**: A condition that is not research related.
   c. **Unknown Cause**: Veterinary Technical staff is unable to differentiate whether the condition is spontaneous or induced by research.
   d. **ATR - Animal Treatment Report**: a form filled out by an animal husbandry technician or lab member requesting that a Veterinary Technician or Veterinarian examine an animal.
   e. **PI - Principal Investigator**: The person that is ultimately responsible for the animals under a specific animal use protocol.

4. **Procedures**
   a. **Veterinary Technicians**
      When ULAM Veterinary Technicians respond to an inquiry to assess a potentially ill research animal, the first visit and physical examination are not charged to the Principal Investigator, regardless of the condition’s cause. If the animal requires more than one successive visit then charges will be accumulated according to the guidelines below. The attached flowchart (Appendix I) can also assist in understanding these guidelines.
      i. **For a condition induced by research**, the lab will be charged for periodic observation (a minimum of every 2 weeks), any further diagnosis (e.g. urinalysis, blood work), and/or for treatment.
      ii. **For a condition with unknown causes**, diagnostic procedures are not charged. For treatment and/or periodic observation the lab is charged.
      iii. **For spontaneously occurring conditions**, diagnostic procedures (e.g. urinalysis, blood work) are not charged.
      Treatment of any kind is charged to the lab. Periodic observations will be charged if the following conditions exist: ulcerative dermatitis, malocclusion, or dystocia. Otherwise, periodic observations are not charged to the lab.
      iv. Labs will be charged for all treatments regardless of the cause unless otherwise specified by a faculty veterinarian.
      v. There will be a minimum of a 15-minute charge for any charge made regardless of the actual time it took. Charges can be cumulative over a monthly period.
      vi. Travel time and prep time is included in any charge made.
      vii. Weekends and holidays will be charged at the overtime rate of time and a half.
   b. **Initiating recharges to Labs (Veterinary Technician)**
      i. A standard monthly charge sheet to log time and materials will be available in animal rooms for the veterinary technician to fill out.
      ii. The charge sheet is placed in the room in a manila folder stating “Vet tech use only”.
      iii. Blank charge sheets are located in the veterinary technicians’ office in the file cabinet.
      iv. Each charge sheet needs to have the following information:
         1. Principal Investigator
         2. Month and year
         3. Building and room
         4. Technician
         5. Short code (account number)
         6. Animal Identification for non-rodents
   c. **Initiating recharges to Labs (Veterinary Residents/Faculty)**
      i. Veterinary Residents/Faculty are responsible for charging any medications and supplies used in clinical cases. They will not be charging for the time spent on a case.
ii. The sheet used for this purpose is found in this document in Appendix IV.

iii. It is the responsibility of the Veterinary Resident/Faculty to turn the charge sheets into the ULAM main office.

iv. Each charge sheet needs to have the following information:
   1. Principal Investigator
   2. Date
   3. Building and room
   4. Veterinarian
   5. Short code (account number)
   6. Animal identification for non-rodents

5. Appendices
   a. Appendix A: Veterinary Technician Flow Chart for Identifying Veterinary Care Recharges to Principal Investigators
   b. Appendix B: Veterinary Technician Charges Form
   c. Appendix C: Animal Treatment Charge Report for Veterinary Technicians
   d. Appendix D: Animal Treatment Charge Report for Veterinarians