

THE DAY OF THE CLINIC

Transport of Cats

Keep all cats covered and warm throughout all stages of transport, before and after surgery.

Check-In Time

- Check-in for Public Clinics is between 7:00 to 7:30 a.m. On Sundays, check-in begins at 7:15.
- The Host for a Private Clinic is responsible for making sure all cats are checked in before 8:00 a.m.

Check-In Procedure

- Make sure your paperwork is complete. This includes a signed Surgical Release Form for all cats from one individual or organization, and one completed Medical Record per cat. Keep the paperwork with you – do not attach it to the carriers or traps.

If you don't have these forms, copies are available on the sandwich board outside the clinic door. Complete them as soon as you arrive at the clinic.

- Park a few spots away from the front entrance to the clinic. If possible, we would like to reserve this area for loading and unloading of traps and carriers.
- Leave the cats in your vehicle.
- Print your name on the check-in clipboard outside the clinic door. Write in the number of cats you brought with Reservations and/or as Standbys.
- Wait outside of the clinic for your name to be called. Have your completed paperwork with you. Your name will be called in turn, and the remainder of check-in completed at the front desk.
- Check-in is completed at the front desk. After your paperwork is reviewed, you will be instructed to bring your cats into the clinic.

If you have many cats, you can move your vehicle to the front door, but immediately remove your vehicle after unloading so someone else can use the spot.
- Do not linger or socialize outside the clinic. We must keep the area clear to expedite check-in and to avoid congestion.

CHECK-IN “CHECK LIST”

Before you arrive at the clinic...

- Read and sign the Surgical Release Form(s).
- Complete one Medical Record for each cat.
If you don't have these forms, copies are available on the sandwich board outside the clinic door. Complete them as soon as you arrive at the clinic.

When you arrive at the clinic...

- Park and leave cats in the vehicle.
- Print your name on the check-in sheet outside the clinic door. Write in the number of cats you brought with Reservations and/or as Standbys.
- Wait outside the clinic door with completed Surgical Release Form(s) and Medical Record(s) for your name to be called.
- Complete the check-in process at the front desk. Note your pick-up time window.
- Bring your cats into the clinic. If you have many cats, move your vehicle to the front door and remove it immediately after unloading.
- Do not linger or socialize outside the clinic door. Keep the path clear for others.

Pick-Up Time

Pick-up time is in the afternoon. You will be given a pick-up time window at check-in. This may be as early as 12:00 to 1:00 in the afternoon. If you work until 5:00 p.m. you may need to make arrangements for someone else to pick up your cats.

Post Surgery

You will be provided with a copy of the Medical Record, with Post-Op Instructions printed on the reverse side. Please review them carefully. They contain important information for the post-surgery care of your cats.