

## GENERAL ADMISSION FORM

THANK YOU FOR CHOOSING TODDS LANE VETERINARY HOSPITAL AND FOR HELPING US TO TAKE THE BEST POSSIBLE CARE OF YOUR PET BY PROVIDING US WITH ALL OF THE FOLLOWING INFORMATION:

CLIENT #	PET	OWNER	DATE
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PREPARING RECEPTIONIST	VACCINATION HISTORY – WHEN/WHERE
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**REASON FOR ADMISSION (CIRCLE ALL APPROPRIATE ITEMS):**

INJURY    ILLNESS    BOARDING    BATH/CONDITIONING    FLEA TREATMENT    GROOMING    SURGERY    DENTAL

<p style="text-align: center;"><b>SERVICES REQUESTED (CIRCLE)</b></p> <p>DHLPPCV    BORDATELLA    LYME    HW ANTIGEN    HW COMBO</p> <p>FVRCP    FELV VAC    FELV TEST    FELV/FIV TEST</p> <p>RABIES    FECAL    _____    _____</p>	<p>LIST ALL MEDICATIONS AND PERSONAL BELONGINGS LEFT WITH YOUR PET (WE ARE NOT RESPONSIBLE FOR LOST OR DAMAGED ITEMS)</p>
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DAYTIME PHONE #	EMERGENCY PHONE #(IF LEAVING TOWN)	REQUESTED PICK UP TIME	PICK UP DATE (IF NOT TODAY)
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SPECIAL INSTRUCTIONS OR REQUESTS (INCLUDING SPECIAL DIET OR MEDICAL PROBLEMS)

### TODDS LANE PAYMENT POLICY

**The staff at Todds Lane Veterinary Hospital is devoted to providing you and your pet with the best veterinary care possible. To allow us to focus on this important job and remain effective and efficient, we have adopted the following policy concerning payment for our services:**

1. Payment is expected when services are rendered.
2. We accept cash, checks (approved instantly by Check Care), Visa, Master Card, American Express, and Discover Card.
3. We offer billing for unexpected costs through Care Credit. **Care Credit is a separate lending company and clients must qualify and be approved for this credit plan.** Our clients may apply for this credit in our office and will find out if their credit is approved within 15 minutes in most instances. Care Credit offers flexible payment schedules with payments as low as 3% of your monthly balance due with no interest for 90 days. All billing requests and accounting tasks will be handled by Care Credit personnel allowing our staff to focus on treating your pets. Please ask a receptionist how to apply for Care Credit.
4. Longstanding clients with good credit histories may be allowed to bill through the hospital for unexpected costs (50% down payment, full payment within 30 – 90 days, and specific limits on the total balance carried. 25% of the amount due may be added to cover attorney's fees and court costs should it be necessary to take to collections). The receptionist must verify the credit history and have this approved by the office manager prior to the discharge of the pet. Only key staff members may approve credit requests, therefore instant approval for this type of emergency credit is not available at all times.

### FOR PETS STAYING WITH US AT TODDS LANE VETERINARY HOSPITAL:

I authorize Todds Lane Veterinary Hospital (TLVH) to provide emergency medical attention for my pet	YES	NO
I authorize outdoor leash walks (for dogs over 2 months of age only)	YES	NO
I release TLVH and its staff from liability for injury to my pets incurred while boarded together at my request	YES	NO
I have been offered a chance to read the Todds Lane Veterinary Hospital boarding policies	YES	NO

I HAVE READ AND UNDERSTAND THE PAYMENT POLICY DETAILED ABOVE AND I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS COMPLETE AND ACCURATE.

SIGNATURE	DATE	ADMITTING RECEPTIONIST
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