

## Intake

**Making appointments instead of holding a walk-in M\*A\*S\*H clinic is easier and requires fewer volunteers.**

### Intake includes:

- Having owners/caregivers complete and sign an intake form,
- Collecting all information needed for the pre-op exam, including weight and general health info, vaccine status, etc.
- Getting the animals safely into well-marked cages or carriers, (unless cats are in carriers when brought to the clinic).
- Making sure that all carriers are labeled as the animals are put into them, or as cat carriers are checked in.
- Making sure that the paperwork and the animal carrier have the same name on them!
- **Labeling is critical.** A crate with a pet inside will be immediately labeled with the owners' last name on masking tape.

### Intake supplies:

- Forms (preferably two-part carbonless duplicates) that are easy to complete and have a place for caregiver/owner signature. Intake forms will collect all information necessary for veterinary records in the state in which you are operating. Email [info@spayfirst.org](mailto:info@spayfirst.org) for sample forms.
- Pens and clipboards.
- Aftercare sheets so owners will know what to expect.
- Masking tape for labeling carriers. Lots of masking tape!
- Sharpie markers. Black and red.
- **Zip ties for carriers that are missing bolts.**
- Paper towels, newspaper and spray cleaner for use as needed.

**NO ANIMAL SHOULD BE IN AN UNMARKED CARRIER!**

More on labeling later...



The intake form will be signed by the owner and will be on top of the cage or in a designated spot determined by the surgery staff.

FD (female dog), MD (male dog), FC (female cat) or MC (male cat) should be on the tape as well. Dogs' weights should also be on the tape, as this is needed for pre-sedation. **USE SHARPIE MARKERS; never use markers that run if wet.**

**Adding the time of entry to the tape, and having the paperwork numbered, helps keep pets in order.**

**ANIMALS TRANSPORTED TO THE CLINIC IN A GROUP TRANSPORT SHOULD HAVE A 'T' ON THE PAPERWORK, THE CAGE AND ANY OTHER ID (more on transport later).** A failure to mark animals which were transported from another community will result in animals missing the return transport and an extra trip required to return the pet afterward.

During intake, trained staff will complete a basic exam (including heart rate, respiration and overall condition). There will be a space on the intake form for notations to be made.

Intake should be organized so that large dogs, smaller dogs and cats are lined up in the order in which they will have surgery. Cat carriers should be in a separate area, preferably one with a door that closes.

In a clinic with scheduled appointments, large dogs generally have surgery first, however that is difficult if the clinic is a walk-in service. Having large dogs clustered in the morning enables the clinic to schedule volunteers who are able to help lift and carry.

**We turn no one away at walk-in clinics.** If too many pets arrive, hold them till the next day if the caregiver cannot bring them back.

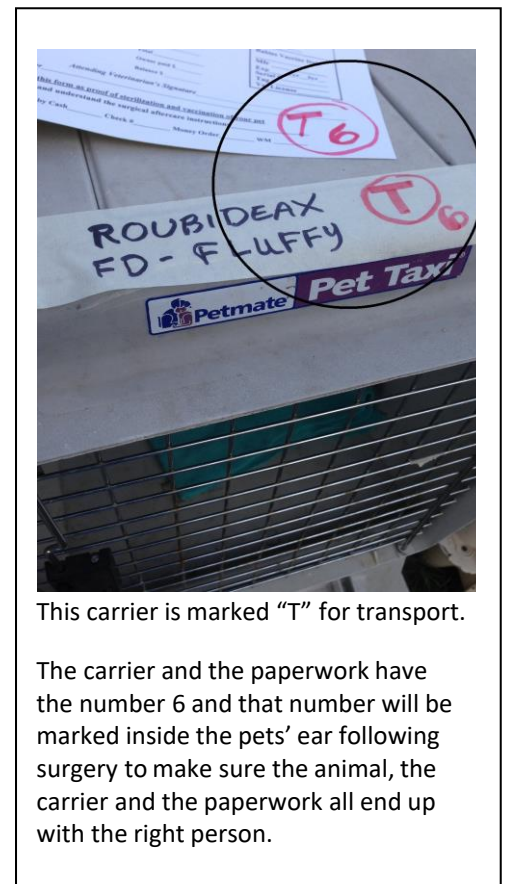
#### **INTAKE SAFETY:**

**Dogs should be in a crate or on a leash.**

**Cats should not be carried into the building in peoples' arms. Carriers can be brought out to cars so a cat can be put in a carrier inside the car and then brought into the clinic.**

Politely ask owners to separate dogs that are "introducing" themselves to other dogs in order to avoid a dogfight and sharing germs.

The **intake area and the area with the cages containing animals that** are ready to go home must be clearly marked.



This carrier is marked "T" for transport.

The carrier and the paperwork have the number 6 and that number will be marked inside the pets' ear following surgery to make sure the animal, the carrier and the paperwork all end up with the right person.

