



CHECKLIST OF REQUIREMENTS					WHERE TO SECURE				
1. Consent for Anesthesia and Surgery					1. Office of the Provincial Veterinarian				
2. Feedback Form					2. Office of the Provincial Veterinarian				
CLIENT'S STEP		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
1. Contacts the agency thru facebook page or mobile number and requests for schedule		1.1 Records patient and client information with corresponding schedule and assigned veterinarian 1.2 Conducts pre-operative orientation for the owner/caretaker		None	6 minutes	Administrative Assistant VI Administrative Support Services			
2.1 Observes all pre-operative instructions 2.2 Brings the patient to the clinic on the assigned schedule		2.1 Checks the general health status of the patient 2.2 Prescribes necessary medical intervention in cases when the patient is not fit for surgery. Explains the risks of surgery in cases when the patient is fit for the procedure and gives the consent form to the client, for signature		None	10 minutes	Veterinarian IV Animal Health Management Division			
3. Signs the Consent For Anesthesia and Surgery		3. Performs neutering		None	1 hour	Veterinarian IV Animal Health Management Division			
3. Takes care of the patient during recovery period		3.1 Checks the patient from time-to-time until full recovery from anesthesia 3.2 Prescribes take-home medications and post-operative care 3.3 Sets schedule for follow-up check		None	30 minutes	Veterinarian IV Animal Health Management Division			
4. None		4. Gives the feedback form to the client		None	1 minute	Veterinarian IV Animal Health Management Division			
5. Fills-out the feedback form		5. Receives and files the feedback form		None	1 minute	Veterinarian IV Animal Health Management Division			
6. None		6. Encodes the information to the animal treatment and vaccination database		None	2 minutes	Administrative Assistant VI Administrative Support Services			
TOTAL:				None	1 hour , 50 minutes				