

REQUEST FOR DATA/INFORMATION

FOLLOW THESE STEPS	IT WILL TAKE YOU
1. Request for Data State specific data requested and its purpose	30 Seconds
2. Taking note of Request To determine specific data required	2 Minutes
3. Retrieval of data requested Data is either manually or electronically retrieved	5 Minutes
4. Reproduction of Data Requested If Multiple copies	3 Minutes
5. Signing of Data City Veterinarian signs the data for authenticity	3 Seconds
6. Release of Data	30 Seconds

REQUEST OF TREATMENT

FOLLOW THESE STEPS	IT WILL TAKE YOU
1. Taking of Patient's Information/ Temperature Done simultaneously	2 Minutes
2. Refer To Veterinarian For discrimination diagnosis	Immediately
3. Examine Patient 3a. Send to Laboratory if Needed 3b. Refer to Other Veterinarian if Needed	2-5 Minutes
4. Prescribe Medicines 4a. Clients buys medicine for administration 4a1. Administer Medicine 4a2. Release/Instruction 4b. Instructions Instruction is reiterated for home medication 4c. Release	1 Minute 15-20 Minutes 2 Minutes 1 Minute

PLEASE APPROACH
Client
Officer of the Day
Officer of the Day
Officer of the Day/Encoder
City Veterinarian
Officer of the Day

PLEASE APPROACH
Officer of the Day
Officer of the Day
City Veterinarian Client/City Veterinarian Private Veterinarian
City Veterinarian Client Officer of the Day/City Veterinarian Officer of the Day Officer of the Day Officer of the Day Officer of the Day