



## Animal Hospital Management System Training Outline

### Training

- **Everyone should know:**
  - Log into the AHMS, transfer to a new user, and close the AHMS
  - Add a New Client
  - Add a New Pet/Animal
  - Modify a Client's information
  - Modify a Pet's Information (add a vaccination, preventative, lab test done elsewhere)
  - Clock in or out using the Time Clock
- **Receptionists**
  - Add, modify, delete, & transfer Appointments
  - Arrive an Appointment
  - Arrive a Walkin
  - Process a Departure
  - Review Invoice, add additional items
  - Process a Quick Consult
  - Process a Counter Sale
  - Process a Animal or Client Sale
  - Complete End-of-day Processing, generate a Deposit Slip
  - Access and print certificates and other reports
  - Run Backup
- **Veterinary Technicians**
  - Access a visit from Departures & enter billables (procedures, drugs, stock)
  - Enter a Prescription and produce a label
  - Access Lab Tests and enter results
  - Create Advice Log Entries
- **Doctors**
  - Access a visit from Departures & enter billables (procedures, drugs, stock)
  - Enter clinical history, through the use of proformas, exam templates, and typing
  - Enter a Prescription and produce a label
  - Add Home Instructions
  - Access Call back list and add a Call Back Reminder
  - Creating Quick Consult
  - Edit visits that have already been processed to add additional info
  - Access Lab Test Results
  - Add Pictures and Objects (faxes, documents, etc.)
  - Create Estimates, Use Standard Estimates
- **Practice/Office Managers**
  - Add & Modify Employees
  - Edit Working Hours, Add Vacation/Illness Hours
  - Process Weekly Hours
  - Process Payroll
  - Add or modify Stock and Pharmacy entries
  - Add or modify Procedure entries
  - Correct invoices & visits, including delete duplicates or mistakes
  - Analysis Reports
  - Mail Merge
  - Process Vaccination reminders
  - Create Employee Reminders
  - And so much more, but we're here to help !!!



**Review of Data**

City/Zip Codes	Employees with Authority Codes
Procedures	Patient Location
Pharmaceuticals/Pharmacy	Doctors
Stock and Inventory	Proformas
Suppliers	Exam Template Findings
Vaccinations	System Setup
Standard Estimates	