

VETERINARY HEALTH RECORD

Microchip

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, United States Code, Sections 3013, 5013, and 8013.
PRINCIPAL PURPOSE(S): To ensure that all veterinary care, treatment, immunizations, etc., provided to animals of authorized owners are recorded.
ROUTINE USE(S): Used to maintain health records of animals and to locate animal owners for follow-up notification of care or treatment received.
DISCLOSURE: Providing personal information is voluntary. If information is not provided, the animal will not be provided veterinary care. *Sponsor Data*

a. NAME (Last, First, Middle Initial)	b. GRADE OR RANK	c. SSN
d. HOME ADDRESS (Street, City, State, Zip Code)	e. HOME TELEPHONE NO. (Include Area Code)	
	f. DUTY STATUS (X one) <input type="checkbox"/> ACTIVE <input type="checkbox"/> RETIRED	g. RESIDENCE (X one) <input type="checkbox"/> ON POST <input type="checkbox"/> OFF POST
h. ORGANIZATION	i. DUTY PHONE (Include Area Code)	

2. ANIMAL DATA

a. NAME	b. SPECIES	c. BREED	d. COLOR	e. DATE OF BIRTH	f. SEX
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DATE OF IMMUNIZATION "only" ⁽¹⁾ officials write here	VACCINE TYPE & MANUFACTURER	DATE OF IMMUNIZATION (1)	VACCINE TYPE & MANUFACTURER (2)

3. LABORATORY PROCEDURES

DATE OF PROCEDURES a.	LABORATORY TEST - DIAGNOSIS - REMARKS b.

4. MASTER PROBLEM LIST (Continued on back)

DATE FIRST DIAGNOSED a.	PROBLEM NO. b.	REMARKS c.



DEPARTMENT OF THE ARMY
SOUTH PLAINS DISTRICT VETERINARY COMMAND
LOUISIANA BRANCH
BLDG 665 COLORADO AVE
FORT POLK, LA 71459

MEMORANDUM OF UNDERSTANDING
BETWEEN
FORT POLK VETERINARY TREATMENT FACILITY
AND
ALL VTF CLIENTS

SUBJECT: Fort Polk Stray Impound Policy

1. Reference. JRTC and Fort Polk Reg. 40-3, Sections 8-2, 8-3, 8-4, and 9-3
2. Purpose. To inform all Fort Polk VTF Clients on the Fort Polk Stray Impound Policy.
3. Animals picked up on Fort Polk by Animal Control and impounded in the Stray Animal Facility are subject to the following guidelines:
 - a. For first impound, owners will be charged \$12.00 per day. They may only claim animals during normal operating hours.
 - b. Animals can not be claimed until a release letter (DD 2622) is picked up from the Provost Marshall's Office (PMO) and all vaccinations, heartworm check and microchip are current or proof is provided from a licensed Veterinarian.
 - c. For second impound there will be a fee of \$20.00 per day and owners are subject to warning letters from housing notifying them of their possible loss of animal privileges in Government Quarters.
 - d. Animals that are impounded more than two times will be considered a nuisance and owners will be required to remove the pet from the installation within 48 hours. The owner will also lose privileges to keep a pet in Government Quarters for the remainder of occupancy and the sponsor's chain of command will be notified.
 - e. If an animal brought in is not micro-chipped, it will be eligible for adoption after the third business day. Micro-chipped animals will be kept for 15 days, during which, reasonable effort to contact the owners will be made. If the animal remains unclaimed it will be considered abandoned and put up for adoption at the discretion of the Veterinarian and at the owner's expense, which will be a \$100.00 Surrender Fee and a 15 days impound fee.

Pet Owner's Signature

Date



CPT Erika K Stapp DVM



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MCVS-GPP-L

05-Jan-08

MEMORANDUM FOR ALL Veterinary Treatment Facility (VTF) Clients

SUBJECT: Fort Polk VTF Policies

1. Only personnel authorized DOD medical care and presenting a valid ID card will be served at this VTF.
2. Children under the age of 12 will remain under the direct control of the adult (s) who brought them. The VTF Staff will NOT provide childcare services or supervision of children during or at an appointment. Clients are responsible for making sure that children behave with proper restraint and decorum.
 - KEEP THEIR SHOES AND OTHER CLOTHING ON AT ALL TIMES WHILE IN THE VTF.
 - DO NOT CRAWL, SIT OR PLAY ON THE VTF FLOOR OR COUNTERS.
 - DO NOT APPROACH OR ATTEMPT TO PET OTHER CLIENT'S ANIMALS.
 - DO NOT WANDER OR RUN FREELY ABOUT THE VTF.
 - DO NOT DISTRACT VTF STAFF MEMBER FROM THEIR DUTIES.
 - DO NOT ATTEMPT TO TOUCH OR PLAY WITH ANY MEDICAL IMPLEMENTS, EQUIPMENT, DRUGS, VACCINES, SHARPS, COMPUTERS, KEYBOARDS, ETC.
 - DO NOT YELL WHILE IN THE VTF.

The VTF OIC/NCOIC can at anytime determine that a child is misbehaving in a manner that disrupts the provision of professional services or poses a risk of injury to the child itself or others. The appointment may be immediately terminated and the client, children and pet will be asked to leave the VTF. The reason for this policy is that the VTF is not an environment conducive to children and can present a number of hazards to their health and welfare. Possible hazards include:

- Injury from an animal bite or scratch.
 - Zoonotic disease agents such as bacteria and parasites that can be transmitted to children and may cause serious or even life-threatening illnesses.
 - Injury from implements integral for the practice of veterinary medicine to include needles, blades, scissors, and other sharp objects in addition to chemical and medicines.
3. For safety reasons all pets must be on a leash or in a carrier. Failure to comply may result in injury to your pet, loss of control of your pet, or injury to others.
 4. A valid Veterinary-Client Patient relationship must exist for medical diagnoses to be made and for prescription drugs to be sold.
 5. Due to the limited number of appointments, we ask that you call to cancel any appointment you cannot keep at least 24 hours prior to the appointment whenever possible. If you are more than 15 minutes late for an appointment, it will be considered a missed appointment and you will need to reschedule. Two no-show/missed appointments will result in suspension of all VTF privileges for 6-months.
 6. Full Payment is due upon completion of service. All sales are final.
 7. The Fort Polk VTF does not recognize vaccinations from breeders or owners that were not performed by a licensed Veterinarian; we require written documentation or verbal confirmation from the Facility who performed the services.
 8. Please read the Privacy Act as printed on the top of DD Form 2343. By Signing below you will attest to having read and understood the above stated policy.

I HAVE READ AND WILL COMPLY WITH THE ABOVE STATED POLICIES:

SIGNATURE: _____ DATE: _____

Erika K. Stapp
ERIKA K. STAPP, BVH
CPT. VC

MCVS-GPP-L

APR 10 2008

MEMORANDUM FOR PET OWNERS

SUBJECT: Fort Polk Pet Identification

1. Reference: JRTC and FP Reg. 40-3, Medical Services, Animal and Animal Disease Control
2. As Part of Fort Polk's mandatory pet identification and registration program your pet will be injected with a microchip. This microchip is coded with a sequence of 10 numbers and/or letters unique to your animal. The code has been entered into your pet's records. This microchip permanently identifies this pet as yours and will enable us to return your pet to you if it strays and/or becomes lost.
3. **You will be held legally and financially responsible for the pet as long as it is registered in your name.** As the owner, you will be legally responsible for all the costs associated with the final disposition of your unclaimed or abandoned pet. Ownership and legal responsibility will only be transferred when you, your pet, and the new owner come in person to officially re-register the pet in the new owner's name at the Fort Polk Veterinary Clinic. **YOU MUST DO THIS IN PERSON.**
4. It is **YOUR RESPONSIBILITY** to return with your animal in one (1) month so we may verify that the microchip is fully functional.



ERIKA K. STAPP, DVM
CPT, VC
DIC, FORT POLK VTF

SIGNATURE: _____

DATE: _____

PRINT SPONSOR'S NAME: _____

SPONSOR'S SOCIAL SECURITY NUMBER: _____