



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	