

## Hospital Patient S.O.A.P.

The VET System program has an added feature of creating Patient SOAPs. (Subjective, Objective, Assessment, Plan). This guide will assist you in using the form for each of your Patients as needed.

Print Preview - SOAP FIRST REPORT

File View

Print... 75% 1/1 Back Forward Excel Export PDF Export Stop

SOAP Exam Date: 4/8/2014 5:55 PM FILED Animal Hospital

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01 DR. APPTS

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CASH CLIENT	Patient Name: BIRD	Patient #:	3
DO NOT DELETE CASH CLIENT***	Class: AV	Dob:	
FOR CASH CLIENT INV.,	Breed:	Age:	0 Yr 0 Month
	Color:	Sex:	?
SID #: 33		Weight:	
Client #: 1	Ref Doctor:	License:	-
Phone #: - -	Ref Clinic:	Microchip:	

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**Subjective**

Okay was drinking earlier, but now I'm not.

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**Objective**

Temperature	CRT
Heart Rate	Attitude
Resp Rate	Body Condition
MM	Weight Or Other

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Hydration	Normal
Cardiovascular	Normal
Lymphatics	Normal
Auditory	Normal
Ocular	Normal
Nervous System	Normal
Endocrine	Normal
Hematologic	Normal
Respiratory	Normal

A SOAP report may be generated anytime to document a Patient's issues whether in the clinic for a visit, or consultation on the phone. A SOAP may be started, then HELD if needed, to allow the doctor or attending staff member to conduct other tasks, so that the SOAP may be continued at a later time. Once a SOAP has been FILED, or PRINTED, the particular SOAP becomes a Permanent Record. This record may be viewed, or printed as necessary. If the record was entered in error, there is a provision to MARK the SOAP as deleted. This does not erase or eliminate the record, but it will indicate that the particular SOAP is not valid, but may be consulted for future reference as deemed appropriate.

The following pages will guide you through the process of finding the SOAP and creating the SOAP.

- 1) From the Client / Patient Screen, select the Client Print Options by clicking the lower right button so named, or Press the Asterisk short cut key on the keyboard.

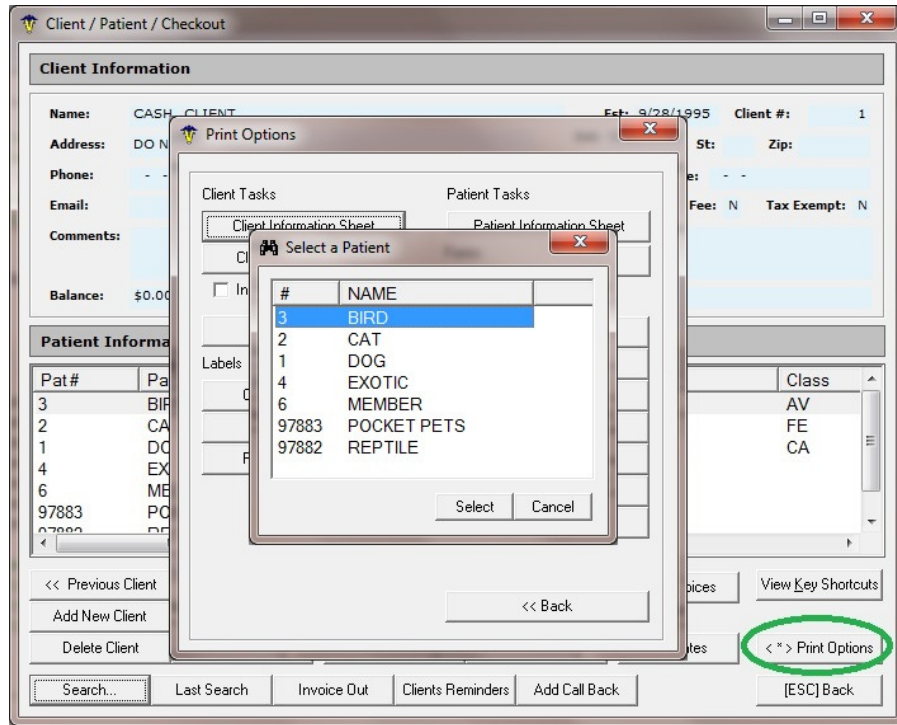
The screenshot shows the 'Client / Patient / Checkout' window. The 'Client Information' section includes fields for Name (CASH CLIENT), Address (DO NOT DELETE CASH CLIENT\*\*\*), City (FOR CASH CLIENT INV.), and various other details. The 'Patient Information' section is a table with columns for Pat #, Patient Name, DOB, Sex, License #, Tag, and Class. The 'Print Options' button is circled in green.

Pat #	Patient Name	DOB	Sex	License #	Tag	Class
3	BIRD		?	-		AV
2	CAT		?			FE
1	DOG		?			CA
4	EXOTIC		?			
6	MEMBER		F			
97883	POCKET PETS		?	02-		
07883	PEOPLE		?	02		

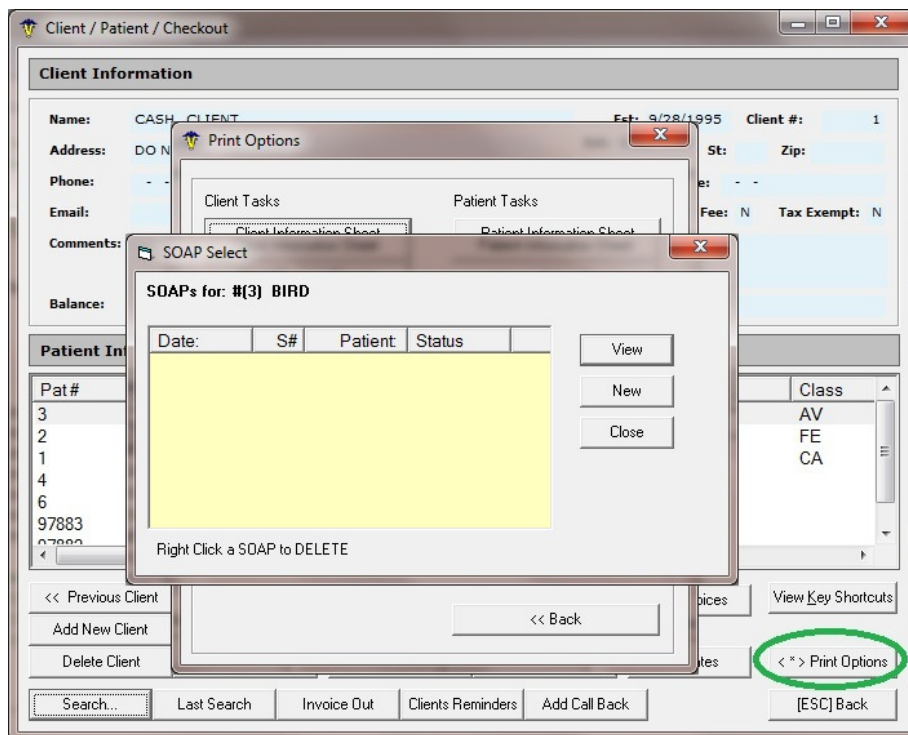
- 2) From the Client Print Options form, click on the SOAP form button.

The screenshot shows the 'Client Print Options' dialog box. It has two columns: 'Client Tasks' and 'Patient Tasks'. The 'Client Tasks' column includes buttons for Client Information Sheet, Client Financial Report, Client Billing Letter, Client Address Label, Client Name Label, and Free Form w/Patient. The 'Patient Tasks' column includes buttons for Patient Information Sheet, License Sales Report, Euthanasia Release, Health Certificate, Rabies Certificate, Release Form, RX Prescription Form, SOAP Form, and XRay Release Form. The 'SOAP Form' button is circled in green.

- 3) If the Client has more than one patient, you'll be presented with a Patient Select form. If the Client only has one patient, this part is skipped. Simple select a Patient to continue.



- 4) Patient SOAP selection form is displayed. Normally on first use, this form will be blank. To begin a NEW SOAP, select NEW. If there are displayed SOAPS, you may select one for display / printing. Right click an existing SOAP to 'Delete' a SOAP that is deemed inaccurate.



- Clicking New will load the SOAP input form. Pressing the TAB key will move you between the fields to enter information. Pressing the Shift Tab key combination will move you to the previous field from the one you are currently on.

The form is self explanatory and very easy to navigate.

You may HOLD the SOAP in process, should you be required to do something else more urgent. Just click the HOLD button to save the current entries. You can retrieve these when you are ready to proceed.

Once you click, FILE, or PRINT, your SOAP becomes a permanent record. It can not be modified or changed in anyway. You still have the option of marking it deleted, but the record will always exist.

FILE simply does what it says. It files your SOAP document and finalizes it as a vital record.

PRINT will FILE the document and also Print the document out.

Spell Check is also provided, but uses Microsoft Office’s Spell Check feature. So Microsoft Office is required for the Spell Check feature to function.

Soap for PName and CName

SOAP EXAM Date: 05/07/2014 11:42:59 am Exam Doctor: [Dropdown] [Hold]

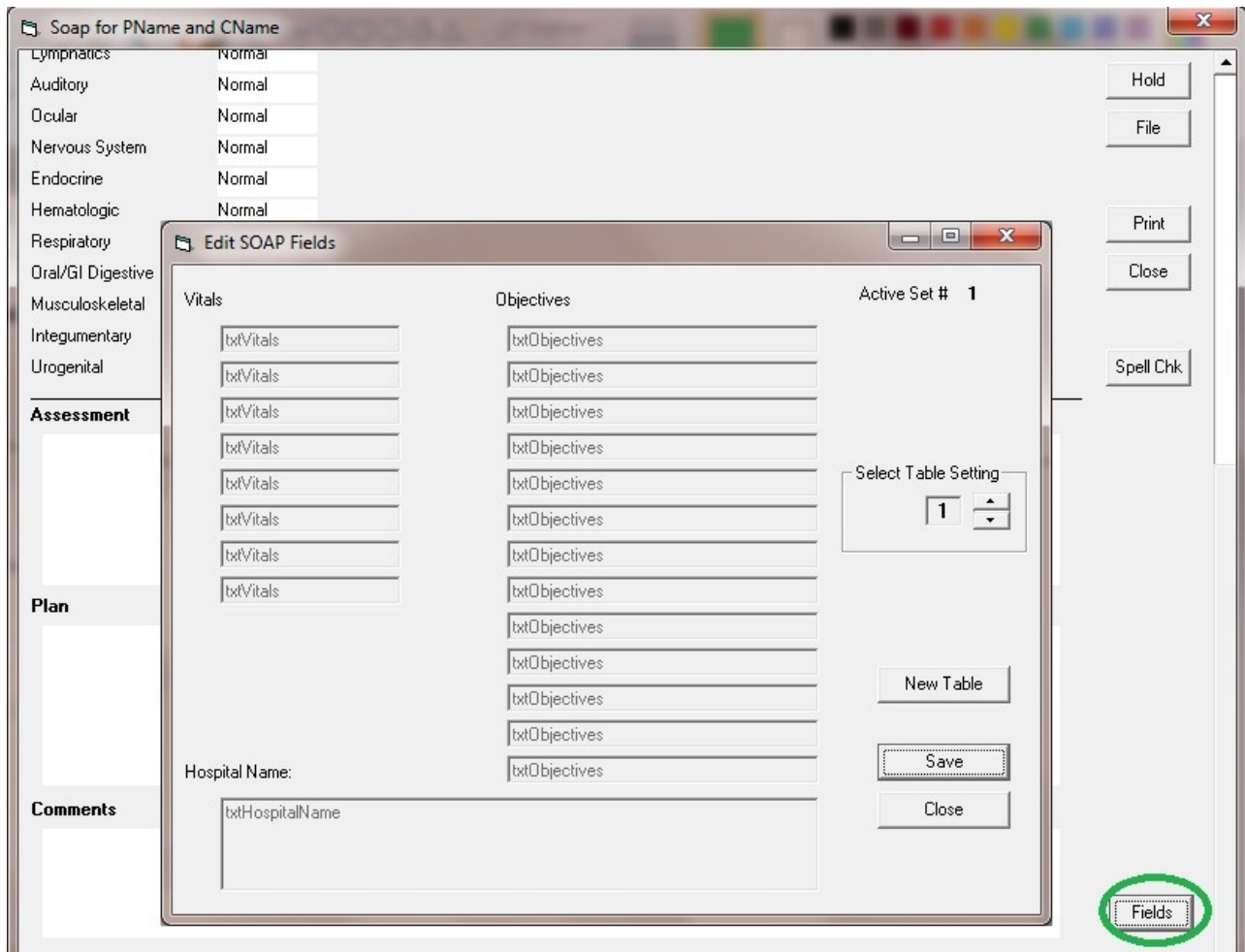
**CASH CLIENT** Patient Name: BIRD Date of Birth: [Field] [File]  
 DO NOT DELETE CASH CLIENT\*\*\* Class: [Field] Age: 0 Yr 0 Month  
 FOR CASH CLIENT INV.. Breed: [Field] Sex: [Field]  
 SOAP ID: NEW Ref Doctor: [Field] Weight: [Field] lbs. [Print]  
 Client No: 1 Clinic Name: [Field] License: [Field] Micro Chip: [Field] [Close]  
 Phone No: - -

**Subjective** [Text Area] [Spell Chk]

**Objective**

Temperature	[Field]	CRT	[Field]
Heart Rate	[Field]	Altitude	[Field]
Resp. Rate	[Field]	Body Condition	[Field]
MM	[Field]	Weight Or Other	[Field]
Hydration	Normal		
Cardiovascular	Normal		
Lymphatics	Normal		
Auditory	Normal		
Ocular	Normal		
Nervous System	Normal		
Endocrine	Normal		
Hematologic	Normal		
Respiratory	Normal		
Oral/GI Digestive	Normal		
Musculoskeletal	Normal		
Integumentary	Normal		

- 6) In addition to the above buttons, there is also a Settings Button that will let you created Clinic specific Vitals, and Objectives. There is a default set of parameters that will automatically be loaded, and may be changed to meet the Clinics requirements.



This concludes the brief overview of the SOAP functionality. If you ever have any questions regarding this or any other feature or operation of The VET System program, NetCom support is only a phone call or email away.

Regards,

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