



Feline Frenzy

# Clinic Admissions Check In

*The Admissions Team is the first face of Feline Frenzy. To start off everyone's day cheerfully, the Admissions Team welcomes new and repeat caregivers to the clinic, distributes and reviews the Caregiver Release Forms, answers questions, accepts donations and manages transaction records. The Admissions Team is an ambassador for JHS's Feline Frenzy spay-neuter program and should feel comfortable encouraging caregivers to make donations to help cover the cost of treating the cats. The Admissions Team also assigns unique ID numbers, records information in the Clinic Registration Log and provides caregivers with discharge Caregiver Claim Checks.*

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## Special Handling

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- **All traps should remain covered.** If the trap is not covered, cover the trap with the sheets provided.

## Station Alert

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**Check-in begins at 7:00am.** Caregivers may begin filling out Caregiver Release Forms while they wait in line. Caregivers are not allowed inside the clinic *unless* they are also volunteering in clinic. Notify JHS personnel if you need to leave the station for any reason. Always maintain a courteous and friendly attitude to help everyone start the day cheerfully.



## Clinic Admissions Check In Instructions

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1. **Set up two check-In tables.** Check-in begins at 7:00am.
2. **Complete the Caregiver Registration Log** to check in cats: Confirm that the cat is stray and does not have an ear tip. If a cat has an ear tip, do not admit them to the clinic and send them home with Caregiver to be released.
  - Assign each cat a unique F# ID number in the order that they appear on the Caregiver Registration Log. Do not skip numbers.
  - Record the caregiver's last name.
  - Assign and record the discharge/pickup time on the Caregiver Registration Log.

- Verify that kittens are at least 8 weeks old and/or weigh at least 2 pounds to the best of your ability. Notify the Lead Veterinarian, if there is any doubt about size or age, or if there are exceptional circumstances.
- Record the color of each cat referring to the Color Chart.



Caregiver Registration Log

DATE: \_\_\_\_\_

Cats for Surgery

Cat #	Trap #	Caretaker	Qualified	Color	Pick Up	Comments	JHS Initials
F19- 1			<input type="checkbox"/> Stray <input type="checkbox"/> Eyes, nose clear? <input type="checkbox"/> no ear tip?				
F19- 2			<input type="checkbox"/> Stray <input type="checkbox"/> Eyes, nose clear? <input type="checkbox"/> no ear tip?				
F19- 3			<input type="checkbox"/> Stray <input type="checkbox"/> Eyes, nose clear? <input type="checkbox"/> no ear tip?				
F19- 4			<input type="checkbox"/> Stray <input type="checkbox"/> Eyes, nose clear? <input type="checkbox"/> no ear tip?				

3. Complete the shaded clinic portion of the Caregiver Release Form. For caregivers with more than 4 cats staple the additional F19 forms to the original Caregiver Release Form.

----- AREA BELOW FOR JACKSONVILLE HUMANE SOCIETY USE ONLY -----

OC CAT #	COLOR	TRAP #	OC CAT #	COLOR	TRAP #
F19-			F19-		
F19-			F19-		
F19-			F19-		
F19-			F19-		
F19-			F19-		

4. Issue a Caregiver Claim Check for each cat. Write cat ID #s on the preprinted Claim Check ticket. Pick-up times are staggered to facilitate the discharge process. Twenty-Five cats are discharged during each half-hour time slot beginning at 2:00 pm. Verify that the discharge/pick-up time is recorded in the Caregiver Registration Log:



- Review finished Caregiver Release Forms and confirm that each form is correctly completed**, including email address and multiple phone numbers. There should be a separate form for each colony location. Clinic volunteers arriving with cats must also complete Caregiver Release Forms.

**Caregiver information:**

NAME (Print): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ Apt #: \_\_\_\_\_  
 City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 PHONE: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**Transporter Information (IF different from Caregiver):**

NAME (Print): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ Apt #: \_\_\_\_\_  
 City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 PHONE: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**Information about cat colony location:**

CAT COLONY ADDRESS: \_\_\_\_\_  
 City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Ask each caregiver for a donation.** Let them know that it costs \$25 to provide care for each cat.
- Complete the donation portion** of the Caregiver Release Form for each caregiver contribution.

**YES!** I'd like to donate \$\_\_\_\_\_ to continue helping cats!  cash  check (#\_\_\_\_\_)  credit card  
 Donation is from  caregiver  transporter Donation received by: \_\_\_\_\_

- Process credit card donations** using the Square® Credit Card Swiper.
- Place payments in the cashier box** immediately after each transaction.
- Return the Caregiver Release Form to the caregiver** and direct them to the Admissions Tagger/Transporter.

11. **Complete the Clinic Deposit Record.** Make sure it is witnessed and lock all payments received in the cashier box.



**Clinic Deposit Record**

**Date:** \_\_\_\_\_

Items	Morning	Afternoon	Total
Donations checks			
Donations cash			
Donations credit cards			
<b>TOTAL</b>			

"I attest that this report is a true recording of payments made to the Jacksonville Humane Society."

**At the end of the day when discharge is complete,** the Discharge Cashier and a witness will perform a final count of donations from caregivers, and others; reconcile cash, checks, and credit card payments with the Clinic Deposit Record; and turn in all proceeds to the Clinic Supervisor.

## Station Closing and Cleanup

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**When all of the cats have been registered** and admitted:

- Transfer the Caregiver Registration Logs to the Discharge Station volunteers for processing the cats upon check out from the clinic.
- Deliver all Caregiver Release Forms to the Discharge Station staff.
- Report the number of cats admitted to the clinic to the Clinic Supervisor/Lead Veterinarian.

When clinic is concluded:

- Inventory the remaining supplies, and repack the supply kit.
- Clean the area and dispose of all trash.
- Wash all tables.