

**WV Board of Veterinary Medicine  
Inspection Requirements  
§26-4-5.2.a. Medical Records**

A veterinarian shall maintain individual records at his or her place of business in such a way that any veterinarian shall be able to proceed with the continuity of care and treatment of that patient which records shall include, but not be limited to:

	Complies	Does Not Comply	N/A
Identification of the patient- <i>ie. sex, weight, breed</i>			
The patient's medical history; presenting complaint			
Immunization records			
Diagnostic procedure performed			
<b>Diagnosis</b>			
Treatment plan: including medication and dose			
Legible			

Example – the below chart is an **example** of physical exam systems that may indicated in the patient records to note the animal has been examined. **If notes only show “PE within normal limits”, they need to provide a definition of “PE”.**

Age:	Sex:	Weight:	Temp(F):
General Appearance: N    A    NE	Oral Cavity: N    A    NE	Mucous Membranes: N    A    NE	Eyes: N    A    NE
Ears: N    A    NE	Cardiovascular: N    A    NE	Respiratory: N    A    NE	Gastrointestinal: N    A    NE
Musculoskeletal: N    A    NE	Lymph nodes: N    A    NE	Urogenital: N    A    NE	Integumentary: N    A    NE
Nervous System: N    A    NE	Hydration: N    A    NE	HR _____ RR _____	BP _____
Abnormal Notes:			
Treatment Plan:			

5.8.b. A veterinarian shall provide every animal with a pre-surgical assessment within 12 hours prior to the administration of an anesthetic, and the results of this <b>examination shall be noted in the patient's medical record.</b> Examination should include reason for anesthesia along with a brief exam. Purpose of the exam is to assess the animal before anesthesia/surgery if a prior exam has been completed related to the need for anesthesia. However, if this is the only exam that occurs related to the anesthetic episode, a more complete exam should be documented as above. Include treatment plan and any other necessary client information and follow up.	Complies	Does Not Comply	N/A
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Example – the below chart is an **example** of pre-surgical and anesthesia assessments that may be indicated in the patient records to note the animal has been examined.

Age:	Sex:	Weight:	Temp(F):
General Appearance: N    A    NE	Mucous Membranes: N    A    NE	Cardiovascular: N    A    NE	Respiratory: N    A    NE
Nervous System: N    A    NE	Hydration: N    A    NE	HR _____ RR _____	
Abnormal Notes:			
Treatment Plan:			

	<b>Complies</b>	<b>Does Not Comply</b>	<b>NA</b>
5.3.c. The veterinarian shall be responsible for maintaining accurate records in the patient's medical history which shall include strength, dosage and quantity of all medications used or prescribed			
5.3.d. The veterinarian shall provide appropriate instruction to clients on the storage and administration of drugs.			
<b>Controlled substance</b> in patient records match the drug logs.			

**Notes:**

- Routine vaccination
  - Rabies identification#
  - 1 or 3-year vaccination
- Prescriptions will need weight
- Discharge instructions handed out to the clients are acceptable.