



SURGERY CLINIC QUICK CHECK LIST

**All cats must be in humane traps.
NO EXCEPTIONS.**

Cats in carriers, cages, and other containers will not be processed.

The night before your surgery appointment:

1. Withhold food after 12 midnight to prevent complications from anesthesia.
2. Securely close all trap doors to prevent accidental escapes.
3. Make sure your traps are properly labeled with your name and phone number, and trapping location information.
4. Line your vehicle with plastic and newspaper or other materials to protect surfaces.
5. Remove all water and food bowls before loading your traps in your vehicle.
6. Prepare method of payment. Our fee is \$30 per cat and is required at check in. We accept MasterCard, Visa, check, or cash (exact change is preferred). If you have made prior arrangements with our clinic manager for monthly billing through qualified programs, be sure to prepare the billing code provided to you for processing.

When you arrive at the clinic to drop off your cats:

Drop off time is between 8:30 and 9:00 am.

1. Leave traps in your vehicle. In hot weather, run air conditioning to prevent the cats from overheating while you are checking in. In especially cold winter weather, run the heat to prevent the cats from becoming chilled prior to surgery.
2. Enter through our glass front door into lobby to check in.
3. If you have not already done so, complete a medical record for each cat. We have copies of the form, pens, clipboards, and seats available.
4. Once you have completed your paperwork, sign the check-in list on the desk and wait for your name to be called.
5. You will receive a clear, numbered envelope with a clip for each trap. The envelope will contain the cat's medical record and temporary collar, each with the same number. Do not remove any of the materials.
6. Take the clear envelope(s) and attach the appropriate envelope for each cat to end of appropriate trap. This envelope **MUST** be attached to the trap before the cat enters our care.
7. Carry traps to the solid pedestrian door on the porch between the plate glass windows and the loading dock, where an assistant will meet you to finish check in.

8. For your safety, do not attempt to enter our surgery suite during or after check in. Employees and qualified volunteers are the only people permitted in the surgery suite.

When you return to the clinic to pick up your cats:

Pick up time is between 3:00 and 5:00 pm.

1. Check in at the lobby to let us know you have arrived to pick up your cats.
2. Review all post-operative care information and ask for clarification if needed.
3. Once all your questions have been answered, an assistant will be paged to meet you at the rear door.
4. Please move your cats quickly to your vehicle so that other clients can be helped.