

NORTH WEST EQUINE VETS LTD. CHARGING GUIDELINES

1) VISITS:

- A visit should be charged for every single call. Select the relevant option from the list which can be found under Eclipse Code starting **(ATT)**
- For procedures such as vaccinations, dentals etc. undertaken at the clinic please note this on the client record (*this helps when checking calls have been booked correctly*).
- Where work is being performed from a clinic please ensure that stock is correctly booked from the clinic to assist with accurate stock control.

1a) **Routine Visits:**

- All normal, timed visits during office hours are booked according to their travel band, 0-5 miles, 6-20 miles, 11-20 miles, 21-30 miles etc. Routine Visit (. . . miles) **(ATTRV. . .)**. Travel bands are calculated as radiating out from the A65 from Kendal to Rathmell, or from the clinic at Martholme ie. 'As the crow flies'. Please refer to the reference tables, don't guess. Visits are not to be discounted or based on the distance travelled from the previous visit.

1b) **Same Day Visits:**

- The Same Day Visit Fee is for emergency visits or where a client specifically requests a Same Day Visit during normal office hours. Same Day Visit (. . . miles) **(ATTSEV. . .)** These visits are priced the same as the current routine visits according to their travel band but with an additional £20 surcharge, they appear on invoices simply as 'Same Day Visit '

1c) **Shared Visits:**

- If two clients share a routine visit 0.5 of a Routine Visit (. . . miles) **(ATTRV. . .)** should be charged to both
- If three clients share a visit 0.33 of a Routine Visit (. . . miles) **(ATTRV. . .)** should be charged to each...etc etc.
- Zone visit fees are payable per client, irrespective of the number of clients seen at each location, and should not be divided between clients.

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1d) **Yard Visits:** □

- Yard visits are free, but should still be booked out to each client for practice management purposes. These are found under Yard Visit **(ATTYV)**

Please ensure that yard visits are booked to each and every client on that visit, especially whilst attending studs during the breeding season. This is essential for audit purposes and accurately record the number of FOC Yard Visits being performed.

1e) **Courtesy Visits:** □

- Courtesy visits Courtesy Visit **(ATTCV)** should be kept to an absolute minimum and should be reserved solely for occasions when you are quite literally driving past the yard and want to check on a case for your own reassurance, for high maintenance clients or as a gesture of goodwill.
- If invoicing a Courtesy Visit please record the reason for this either in the clinical notes, or under the visit fee itself (using the Speech Bubble icon on Mobile Eclipse, or by entering it as a separate invoice line on Desktop Eclipse).

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- Visits for re-examinations, removal of stitches/staples, re-dressing wounds etc. should all be charged for and are not FOC

1f) Medication Drop Off's

- **The allocation of specific visits solely for the purpose of dropping off dispensed medications is to be discouraged.** Vets and office staff should be mindful of the costs associated with such visits (time, fuel/vehicle running costs) and should endeavour to have owners collect medication from the clinic, or post medication to owners where possible.

1g) Telemedicine Consultations

- **Where clients contact the clinic or individual vets by telephone or email requesting advice on a new complaint (ie not a current condition which has been seen within the last 6 months) which requires the dispensing of any POM-V medication they should be made aware of, and charged a Telephone Consultation fee (EXAMTA).**

2) OUT OF HOURS:

2a) Out Of Hours (OOH):

- Equine Out-of-Hours is from 17.00 to 8.30 Monday to Friday and is based on the time the call was taken by the practice. Any call that comes into the practice after 17.00 should be charged an OOH surcharge as should any request for a visit before 8.30am OOH Surcharge (5.30pm to 8.00am Mon-Fri) (**ATTOWD**).
- The whole weekend is OOH from Friday 17.00 to Monday 08.30 OOH Surcharge (Weekend 5.30pm Fri to 8.00am Mon) (**ATTOWE**).
- **Clients requiring OOH appointments should be invoiced ONE OOH fee per 24 hour time period; for example a colic requiring repeat examination on Saturday should be charged one OOH fee for the first exam, and only a routine visit for subsequent examinations on Saturday. A repeat visit on Sunday should generate another OOH Surcharge.**
- **An OOH should be charged for all calls outside office hours, including elective sarcoid cream appointments, bandage changes etc, even if these have been pre-booked in advance.**

2b) Attend Clinic OOH: ☐

- **Attend Clinic OOH (To Discharge/Admit Horse or Dispense Meds) (ATTODI)** is charged for returning to any surgery OOH to dispense medication for a client to collect or to admit/discharge an inpatient.

These appointments are a rare occurrence, but please can these be billed, I appreciate that it may feel like an unnecessary charge to the client but I doubt that anyone working OOH would have planned to attend the clinic without due cause.

2c) Out of Hours Examination at Clinic: ☐

- **Examination at Clinic (OOH) (ATTOOH)** is charged for examining a horse, pony or donkey at the clinic OOH, ie. Where the client brings the horse in for examination as opposed to checking an inpatient.
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3) ZONE VISITS

3a) **Equine Zone Visits:**

WHAT IS THE ZONE VISIT SCHEME?

In addition to our normal services we also offer a zone visit scheme. Zone visits are reduced price, pre booked visits for routine work in specific areas on specific days.

£20* per person

Any zone visits which are not paid for in full on the day of the visit do not receive the discounted fee and should be charged at our standard rates.

WHAT SERVICES ARE AVAILABLE?

The scheme is designed for routine, pre-planned work such as vaccinations, microchipping and dentistry. More involved work such as examining an unwell or lame horse is not included in the zone visit scheme.

BOOKING A ZONE VISIT?

Zone visits must be pre-booked at least two days in advance to allow us to co-ordinate the visits. Any bookings made after that will be deferred to the next date.

Clients are asked to contact the clinic the afternoon before their visit and are given an approximate time for their visit. Specific times or vets cannot be requested, and if they are the visit is charged at our standard rates.

- All of the relevant Zone Visit options Zone Visit (Zone...) can be found under **(ATTZV...)**. A Zone Visit fee is chargeable per client regardless of how many horses are seen. **Please can we endeavour to obtain payment for all Zone Visits at the time of the visit. Reception staff will also endeavour to inform clients of the need for payment at the time.**
- Zone visit fees are payable per client, irrespective of the number of clients seen at each location, and should not be divided between clients.

4) FEE WORK

4a) **Examination Fees:**

- First Examination Horse(s) Per 15mins (**EXAMH1**) is the basic examination fee for all horses and should be seen as the minimum fee charged i.e. very few examinations/procedures should be charged a lower fee than this without clear justification.

In the event that vets feel that charging a full Examination Fee is not required please can the justification for this be recorded in the Clinical Notes, or under the Visit fee on the invoice (using the Speech Bubble icon on Mobile Eclipse, or by entering it as a separate invoice line on Desktop Eclipse).

In this event the cost of the examination must be amended by reducing the QUANTITY (ie 1.0 to 0.5 Examination Fees) and NOT by reducing the price of the examination itself. This is necessary for audit.

- 'First Examination Horse(s) Per 15mins 'includes taking a history and performing a clinical examination up to 15 minutes. It does not include any disposables (fluorescein, sterile gloves etc), any injections (sedatives, NSAIDs, antibiotics, dectomax) or any

further diagnostics (nerve blocks, radiography, ultrasound, rectal examination, stomach tubing, abdominocentesis).

- These appear on invoices as 'Examination/Consultation (Per 15 Mins) '

As such, if you find yourself discussing the clinical findings of a more brief physical examination for several minutes this constitutes a full 'Examination/Consultation Fee (Per 15 Mins)'

- The following examination codes are also available and should be used where appropriate. First Examination Foal(s) Per 15mins (**EXAMF1**) and First Examination Donkey(s) Per 15mins (**EXAMD1**).
- A Colic Examination Fee (**EXCO**) should be used for all horses displaying symptoms of colic; this has the same fee as an examination fee but is useful for case reporting and audit. Please see **4b** for additional procedures to be charged alongside a Colic Examination.
- An Initial Lameness Examination (at Yard) (**ORLI**) should be charged in cases where the examination of the horse extends to Flexion Tests, lunging (on hard or soft surface) or a more detailed examination of an orthopaedic ailment on yard. Please see **13a** for further information.

4b) Equine Procedures (NGT, Rectal Examinations, Catheter Placement & Fluid Therapy): ☐ ☐

- Nasogastric Intubation (**CPNG**) should be charged to any colic, choke etc. that is stomach tubed for diagnostic or therapeutic purposes and should be charged each time the procedure is performed.
- Rectal Examination (**CPRE**) should be charged to any horse that is rectalled for diagnostic purposes and should be charged each time the procedure is performed.
- Abdominocentesis (**CPA**) covers the cost of performing the procedure and gross inspection of the sample. If TP & PCV are measured this is an additional charge PCV/Total Protein (**LABILTP**)

• IV Catheter Placement (**CPIVP**)

Where fluids are being utilised solely to deliver a CRI of drugs eg. Equidronate™, Detomidine, Triple Drip or Oxytocin the fee IV Catheter Placement (**CPIVP**) should be charged as per the drop-down menu. The fee Intravenous Fluid Therapy (Setup) (**CPIVFT**) is not required but all consumables associated with the IVFT should be charged correctly eg. Aquapharm™, giving-set, extension sets etc. ☐

- Intravenous Fluid Therapy (Setup) (**CPIVFT**) should be charged in combination with an IV Catheter Placement (**CPIVP**) when IVFT is ongoing and being utilised for correction of pre-existing dehydration or maintenance of hydration.
- Enteral Fluid Therapy (**CPEFT**) should be charged as per the drop-down menu.
- Intravenous Regional Perfusion (**CPIVRP**) should be charged as per the drop-down menu.
- Subpalpebral Lavage (**CPSP**) should be charged as per the drop-down menu.

The fees above should be charged in full each time, and not reduced unless there are specific circumstances for that individual case (ie rectalling a colic to confirm the persistent presence of a previously noted Pelvic Flexure Impaction within the SAME 24hour period). As before reasons for this must be included in the clinical records or on the invoice itself.

In the event of a fee being reduced please reduce the quantity (ie 1.0 to 0.5) and do not adjust the price.

4c) Re-Examine Horse: ☐

- Re-examine Horse(s) (**EXAMH2**) this covers a 15 minute re-examination of a current, ongoing case. If the visit is for a new problem or a reoccurrence of a problem not seen in the last three months then charge a First Examination Horse(s) Per 15mins (**EXAMH1**)
- These appear on invoices as 'Repeat Examination/Consultation (Per 15 Mins) '
- The Re-Examine horse fee should be used for a repeat examination of a current condition last seen within the last 3-months. Any condition not satisfying this criteria, or an exam of a pre-existing condition NOT seen within 3-months should be invoiced as a First Examination Fee.

4d) Bandage Fees:

- Bandage Change (Excl. Materials) (**EXBC**) this covers a 15 minute re-dress of a current, ongoing case. All drugs, consumables and bandaging materials used should be charged separately.
- For ease the option Foot Poultice Materials (Animalintex etc.) (**BANPOU**) can be used to bring up a drop down menu of commonly used poulticing materials.

4e) Administer Injections/Medications: ☐

- An Intramuscular Injection Fee (**MIDIM**) or Intravenous Injection Fee (**MIDIV**) is automatically added to all injectable medications, except for sedatives, and should not be removed.

An Intravenous Injection Fee should be charged for every IV Injectable, irrespective of multiple medicines being injected via the same needle. This is to cover the cost of the consumables used to draw up the medicines and the time taken to safely administer it.

The only exception to this would be the administration of IV medicines via a pre-placed IV Catheter during hospitalisation, where the injection fee is covered by the Hospitalisation Fee.

The injection of sedation, required to facilitate a clinical examination (ie to rectal a horse, or to suture a wound) does NOT require an Intravenous Injection fee. This is so as not to disincentivise vets from using sedation at their discretion to maintain safe restraint horses.

- When a horse is attended solely for the purpose of administering a medication eg. Dectomax, Cartrophen, Osphos or injectable antibiotics Inject or Administer Medication (Single Task) (**EXMED1**) is used. In this instance, provided no detailed examination/re-examination is being performed, a separate examination fee need not be charged.
- Inject or Administer Medication (Additional Task) (**EXMED2**) is used when other fee work is being undertaken at the same time either on the same horse or another belonging to the same client eg. a vaccination, dental etc.
If attending a single owner for multiple Dectomax/Cartrofen injections please charge one Single Task fee to one horse, and Additional Task fees to each subsequent horse.
- Inject Omeprazole (**EXMED3**) should be used when a horse is attended for the purpose of administering injectable omeprazole.

4e) Dispensing Medicines (Sachets/Powders)

- Where part boxes of medicines are being dispensed to owners the number of individual sachets/tablets must be invoiced, not the proportion of the box (50 sachets of Equipalazone NOT 0.5 boxes).
- Please do not split pots of tablets (ie Metformin/Paracetamol) or blister-strips of long-term medication tablets (eg Pergolide/Prascend). These should be dispensed to the client as whole pots or whole strips.
- Short-term medication dispensed in blister strips can, and should, be divided according to the required dose (eg Equipred 50mg prednisolone tablets)

4f) Dispensing Medicines (Liquids)

- With the exception of **Doxivet** and **Spot-On**, where liquid medications are being dispensed these should not be opened/divided into small quantities, instead whole bottles must be dispensed in each case.

4g) Dispensing Fees

- With the exception of **Doxivet** and **Spot-On** Dispensing Fees are no longer to be applied to part boxes of medication dispensed from Vets vehicles on Ambulatory calls. Instead Dispensing Fees are to be invoiced to clients whenever any medicine is dispensed from a clinic location for owners to collect, or to be posted. This is in addition to any postage/packaging fees which should also be applied.
- In the case of **Doxivet** and **Spot-On** a Dispensing Fee should still be applied to cover the cost of the glass bottle or syringe required to dispense the smaller volume to clients.

4h) Blood Samples, Skin Scrapes, Swabs etc. (also see 'Lab Fees' & 'Reproductive Lab Work' below): □

- Charge Blood Sample (Single Task) (**EXBS1**) if this is the only fee work done on that animal at that visit.
 - Charge Blood Sample (Additional Task) (**EXBS2**) if you have done other fee work for that client at that visit eg. ACTH blood sample alongside a vaccination or a dental or blood sample alongside clinical examination.
 - There are also the following sampling fee codes to use where appropriate
 - Swab Fee (Non-Repro, Single Task) (**EXSW1**) eg. Wounds, Suspected Strangles Abscesses and Nasopharyngeal Swabs:
 - Swab Fee (Non-Repro, Additional Task) (**EXSW2**)
 - Skin Scrape (Per 15 Mins) (**LABSS**)
 - Skin Biopsy (Per 15 Mins) (**LABSB**)
 - Muscle Biopsy (Per 15 Mins) (**LABMB**)
 - Endometrial Biopsy (**RELEB**) Please note this is a single fee and does not have any time allocation. As such it should be billed in full each time.
 - Liver Biopsy (Per 30 Mins) (**LALB**)
 - Please remember that these fees codes do not include consumables, biopsy punches, swabs etc. unless otherwise stated these should be charged as per the drop-down menu.
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5) LABORATORY SAMPLES

5a) Internal Lab Fees:

- The relevant Internal lab fees (TP/PCV, Urinalysis and Worm Egg Counts) can be found under Internal Laboratory. . . (**ILBIL** . . .).

5b) External Lab Fees:

- Many commonly used external lab fees such as Oestrone Sulphate and ACTH can be found by searching for the appropriate metabolite, hormone or profile or are listed under the (**LABEX**) code.
 - An External Laboratory Fee (**LAEX**) should be added to all laboratory fees and in most instances Eclipse has been setup to do this automatically. If samples are being submitted from multiple horses owned by the same client then only one (**LAEX**) needs to be charged. **It is important to divide the External Laboratory Fee equally between the tests being performed (ie 0.5 on an Insulin assay, and 0.5 on ACTH etc.)**
 - Remember to charge an appropriate fee based on the clinical work performed eg. Blood Sample (Single Task) (**EXBS1**), Blood Sample (Additional Task) (**EXBS2**) or First Examination Horse(s) Per 15mins (**EXAMH1**). **A blood sample fee (Single or Additional) should be charged in all cases, irrespective of the invoicing of an Examination Fee to cover the costs of consumables used during the sample.**
 - If there isn't an appropriate lab code already on Eclipse then use (**L:**) and type in a suitable description. Using this method means that the fee entered is attributed correctly to Laboratory turnover rather than Service or Drug turnover.
 - Remember to also charge the correct Postage And Packaging (**LABPPB**)
 - As a general rule the majority of samples should be submitted to Rainbow Equine Laboratory; histopathology samples should be submitted to Rosssdales Laboratory and NationWide Labs may be used where the overnight courier collection service is required.
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6) VACCINATIONS

6a) Vaccinations:

- Vaccination. . . (**VAC** . . .) please ensure that the correct option is selected, 1st, 2nd, 3rd or Annual and either Equilis Prequenza or Equilis Prequenza Te so that the correct reminders are generated and also so we can assess vaccine penetration figures.
 - Where there is a requirement for an individual horse to have 6 monthly boosters such as competing under FEI rules please also add the Vaccination Reminder (6 Month) (**VACREM6**) option on the drop-down menu on the charge sheet. This is not generated automatically and requires manual input.
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7) DENTISTRY

7a) Dentistry:

- There are various options for equine dentistry depending on the number of horses treated, whether or not sedation was used and the complexity of the work performed Routine Dental . . . (**DEXRT** . . .). Complex Dental. . . (**DEXRT** . . .) and should be charged for each dental undertaken.
- The fee option Simple Dental (**DEXRT112**) can be used for a quick dental where no sedation and minimal work is required. **These Simple Dentals will be less common than Routine Dentals, and where charged further information should be provided in the clinical notes justifying the reduced fee.**

Please note any dental requiring sedation should be invoiced as a Routine Dental.

- Where a dental examination is performed but no treatment is required a free Dental Examination (Additional Task) **(DEXFOC12)** may be charged providing that other fee work is being undertaken at the same time either on the same horse or another belonging to the same client eg. a vaccination, dental etc. However, when a single horse is attended solely for the purpose of a dental examination and no treatment is deemed necessary a Dental Examination (Single Task) **(DEXFOC13)** must be charged.

7b) Wolf Teeth/Extractions:

- Unilateral Wolf Tooth Extraction **(DEEWT1)** is charged for removal of a single wolf tooth. Bilateral Wolf Tooth Extraction **(DEEWT2)** is charged for a pair. Sedation is included but any further dental work such as a rasp should be booked separately.
- Dental Extraction (Simple) **(DEEX1)** is only applicable when a tooth or deciduous cap is 'finger loose' and removed with the minimal amount of effort.
- Dental Extraction (Per 30 Mins) **(DEEX30)** is the minimum amount which should be charged where a tooth is not 'finger loose' and requires more specialised extraction techniques, equipment, nerve blocks etc. Please note that additional procedures such as regional nerve blocks should be charged separately.

7c) Diastema Flushing and Examination:

- Where using diastema flushing equipment (more than routine oral lavage with a dosing syringe (or similar) a Diastema Flush & Examination (Excl. Sedation) **(DEDI1)** or Diastema Flush & Examination (Incl. Sedation) **(DEDI2)** fee should be charged.
- If performing diastema flushing alongside routine dental rasping a reduced Diastema Flush (Additional Task) **(DEDI5)** fee should be charged.
- When performing both a Routine Rasp and Diastema Flush both fees should be invoiced (Routine Dental Inc Sedation + Diastema Flush (Additional Task), to take into account the additional time taken and equipment. The fee can be waived only if the diastema flush is purely to clean the mouth sufficient to perform an examination; in this event please include such information in the clinical records.

7d) Diastema Burr:

- The following fee codes are available for Diastema Burring, either as a single task or as part of a combined dental rasp;
 - Diastema Burr (Initial, Incl. Routine Rasp) **(DEDI3)**
 - Diastema Burr (Additional) **(DEDI4)**
 - Diastema Flush (Additional Task) **(DEDI5)**

8) PASSPORTS AND ID

8a) Passports, Identichips & DNA Sampling:

- Passport & Id-chip (NWEV Supplied) **(IDPI1)** this fee code will also prompt you as to whether the Horse Passport Agency application will be submitted online or by post (the online application is cheaper).
- Passport & Id-chip (Owner Supplied) **(IDPI2)** This is now a very uncommon occurrence and may be removed from the charging options in future.
- Passport (NWEV Supplied – Horse Passport Agency) **(IDPO1)** this shouldn't be required very often due to the legal requirement to microchip horses at the same time as completing a passport application; unless it is a duplicate passport application for horses previously microchipped.

- Passport (Owner Supplied) (**IDPO2**). Please note a microchip is automatically added to the invoice when charging (IDPO2).

8b) ID Chips:

- The following fee codes are available depending on the source of the ID Chip.
 - Id-chip (NWEV Supplied) (**IDI1**)
 - Id-chip (Owner Supplied) (**IDI2**)
 - Id-chip (Weatherbys Incl. Blood Sample) (**IDI3**)

8c) DNA Sampling:

- The following fee codes are available when obtaining DNA hair samples from foals at the time of Passporting. These fees are also applicable when taking Hair Plucks for identification purposes outside of passporting, or for cases of other genetic disease identification (PSSM etc.)
 - DNA Sampling (Single Task) (**IDDNA1**) is charged if this is the only fee work done on that animal at that visit.
 - DNA Sampling (Additional Task) (**IDDNA2**) is charged if you have done other fee work for that client at that visit eg. Passport or another Id-chip.
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9) EQUINE SEDATION

9a) Equine Sedation:

- If sedation is used to facilitate the examination of a horse or pony eg. examining a wound or performing a rectal examination etc. there is no need to charge an additional sedation fee or Intravenous Injection Fee when our time is already being charged for under another fee eg. First Examination Horse(s) Per 15mins (**EXAMH1**) or Rectal Examination (**CPRE**). This is to avoid the cost of sedation fees discouraging the use the sedation where safety or necessity requires. Staff should never put themselves or owners in danger where the use of sedation would prevent this.
 - However, if an examination takes longer because of the need for sedation then it should be charged accordingly eg. 30 minutes = 2x Examination Horse(s) Per 15mins. From a HSE perspective we do not want any member of staff to feel under financial pressure to avoid the use of sedation.
 - The sedation fees Sedate Horse (Less than 30 minutes - Excl. Drugs) (**CPSED**) and Sedate Horse (More than 30 minutes - Excl. Drugs) (**CPSED2**) are used to cover the cost of our time in situations where it is not already being charged for, such as when sedating an animal for clipping, an equine dentist or for the farrier etc. This fee covers the time involved but the drugs are not included and must be billed separately.
 - These appear on invoices as 'Sedate Horse (Excl. Drugs)'
 - In rare occasions (such as Farfield Yard Visits) where horses are sedated and not directly observed/attended thereafter an Administer Medication (Single Task) (**EXMED1**) or Administer Medication (Additional Task) (**EXMED2**) (if performing another task for the same owner) can be used. Please make note of this in the clinical records.
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10) DOCUMENTATION

10a) PPE, Insurance, Stallion Licensing & Exports:

- 5 Stage Vetting (Incl. VDS Bloods) (**EXVPE5**) includes full 5 Stage PPE, PPE Certificate and VDS blood sample collection and storage, it does not include any additional diagnostics or testing of blood sample.

- 2 Stage Vetting (Incl. VDS Bloods) (**EXVPE2**) includes limited 2 Stage PPE, PPE Certificate and VDS blood sample collection and storage. Does not include any additional diagnostics or testing of blood sample.
 - The following codes are available for insurance vettings; 5 Stage Insurance Vetting (Excl. VDS Bloods) (**EXVIV5**) and 2 Stage Insurance Vetting (Excl. VDS Bloods) (**EXVPE2**).
 - The following codes are also available:
 - Export (Per Horse) (**EXEX**)
 - Export to Northern Ireland (Per Horse) (**EXEXNI**)
 - Amend Export Documentation (**EXEXAM**). This code should be used when an amendment is required to export documentation that is not due to a mistake on our part e.g. we have completed drafts but then the owner decided to change transport companies, or the date of export or another detail changes requiring us to spend a significant amount of time amending or repeating the paperwork
 - Stallion Licence (**EXVLI**)
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11) SARCOIDS/SKIN NEOPLASIA (inc REFERRALS TO EQUINE MEDICAL SOLUTIONS)

11a) Sarcoids:

- Charge Sarcoid Referral (**EXSR**) when submitting an online Sarcoid Referral to Equine Medical Solutions.
 - The vast majority of Topical and Injectable Chemotherapy Drugs such as AW5, Bleomycin, Carboplatin, Immunocidin etc now have their own product code on Eclipse and should be used in the first instance. Please could vets and reception staff please ensure that the Eclipse fee generated is 20% greater than the EMS fee.
 - When attending a horse to apply Sarcoid Cream charge a Sarcoid Cream Application (**EXSAA**) at each visit. This covers the brief re-examination and application of the cream but any additional drugs such as sedatives or NSAIDs should be billed separately.
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12) EUTHANASIA

12a) Euthanasia: □

- Euthanase Horse (Excl. Drugs) (**CPEUTH**) this covers the fee element of the euthanasia and a prompt box will open asking for details of drugs used, typically this will be sedation and a Somulose LA Kit.
 - If not using Somulose an IV catheter should be invoiced, but no catheterisation fee is required.
 - Please note that all disposal fees should be paid for directly by the client to the collection centre.
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13) LAMENESS/ORTHOPAEDIC EXAMINATIONS

13a) Lameness Horses:

- First Examination Horse(s) Per 15mins (**EXAMH1**) should only be used for the examination and treatment of simple lameness cases such as a subsolar abscess or bruised soles etc. or for the very basic initial examination of lameness.
- For more involved examinations, ie those which include evaluation on the lunge, the use of flexion tests or the use of simple distal limb analgesia (ie a single Palmar Digital/Abaxial Sesamoid Nerve Block) should be charged a Initial Lameness Evaluation (at Yard) Fee (**ORLI**). All drugs used are not included and should be charged separately.

- Further orthopaedic diagnostic examinations, requiring additional or more proximal diagnostic analgesia should be charged either Lameness Examination at the Yard (**ORLEY**) or Lameness Examination at the Clinic (**ORLEC**). These fees cover a more thorough workup either on the yard or at the clinic. Further diagnostics such as diagnostic analgesia, radiography and ultrasonography are not included and should be charged separately.

13b) Nerve Blocks/Intrasynovial Injections:

- The majority of standard nerve blocks can be found by searching under Nerve Block. . . (**ORNB**. . .) The fee includes re-evaluation of the horses gait after blocking.
- Joint injections can be found by searching under Joint Injection. . . (**ORJI**. . .). This fee covers the cost of placing a needle into the relevant joint whether for blocking, sampling or medicating but does not include any drugs used.
- Intrasynovial injections, namely bursae and tendon sheaths, can be found by searching under Intrasynovial Injection. . . (**ORIS**. . .). This fee covers the cost of placing a needle into the relevant structure whether for blocking, sampling or medicating but does not include any drugs used.
- IRAP Treatment (**ORIRAPA**) should be charged for collection and processing of the sample as per the drop-down menu. IRAP (1st Treatment) (**ORIRAP1**) etc. covers the cost of administering each aliquot into the joint but it doesn't include the visit fee, sedation, any intra-articular antibiotics or bandaging materials.
- Equine Sundries (**EQSUN**) is an additional fee and is added automatically to all joint injections. It should not be deleted in cases where multiple needles, sterile gloves, etc are required (ie it requires multiple attempts to penetrate the joint). If the injection requires no further materials/efforts this fee can be manually removed.
- The Equine Sundries fee should be consolidated with the nerve block fee and thus not visible to the client. Thus, if it is added manually to an invoice please use the + symbol in Eclipse Mobile, or enter a + symbol in the date box on Eclipse Desktop.
- Protein Rich Plasma (PRP) Treatment Fee (**ORPRP**) should be charged as per the drop-down menu, but remembering that this doesn't include the fee for injection of the PRP into the joint or tendon sheath.

13c) Shoe Removal:

- Removal of shoes is chargeable at the vet's discretion depending on the number removed Remove 1 or 2 Shoes (**ORRS12**) or Remove 3 or 4 Shoes (**ORRS12**)

13d) Re-examination of Lameness:

- When reviewing a previously diagnosed lameness case please be mindful of the additional time often taken to review the case (lunging, flexion tests etc). Thus in cases of very brief re-examinations a standard Re-Examine Horse (per 15mins) (**EXAMH2**) fee can be charged.
- Any re-examination requiring more detailed assessment (lunging etc) should therefore be charged a Re-examine Lameness at the Yard (**ORLRY**) or Re-examine Lameness at the Clinic (**ORLRC**).

13e) Radiography (General)

- The first plate taken at the clinic should be charged Radiography Setup Fee (Clinic, DR Machine, incl. 1st Plate) (**IMORFCD**).
- The first plate taken at the yard should be charged Radiography Setup Fee (Portable, DR Machine, incl. 1st Plate) (**IMORFPD**).

Additional plates should be charged for according to the total number of addition views taken. Repeated exposures due to movement blur or sub-optimal positioning should not

be charged. Please be aware of radiation safety during radiography and do not perform excessive views beyond what is clinically required; this applies with greater importance for proximal limb or back radiographs.

- Additional plates should be charged according to the total number of additional views taken: The pricing structure around radiographs has been revised; there is now a single fee per plate of £20 irrespective of the number of plates exposed. This reflects a significant saving to clients where <12 additional views are being obtained.

13f) Radiography (Foot Balance)

- Radiography (Foot Balance 1/2 Feet - Include Radiography Fee) (**IMORFB**) or Radiography (Foot Balance, 3/4 Feet - Includes Radiography Fee) (**IMORFB4**) are heavily discounted fee reserved solely for simple foot balance radiographs of two feet, ie. ONLY LM & DP views. This already includes the 'Radiography Fee' and is priced to promote the follow-up of cases where correction of foot balance is important or for monitoring laminitis cases. NB. The fee must not be discounted if only one, or three feet are radiographed.
- On occasion of additional views being taken of feet, beyond LM and DP views the Foot Balance Fee should not be used. This is to account for the additional time taken, materials used (PlayDoh) and expertise required for interpretation.
- Any sedation required to facilitate radiography is not included and should be invoiced separately. No Intravenous Injection Fee is required for this sedation.

13e) Radiography (PPE/Yearling Series)

- For Pre-Sales Examinations there is an xray package Radiography (Vetting Series, Full Set/36 views) (**IMORVS**).
- Other radiography fee codes include;
- Radiography (First Yearling Series, Full Set/36 views) (**IMORVS1**)
- Radiography (Subsequent Yearling Series, Full Set/36 views) (**IMORVS2**)
- Any sedation required to facilitate radiography is not included and should be invoiced separately. No Intravenous Injection Fee is required for this sedation.

13f) Ultrasonography:

- The following codes are available for ultrasonography:
 - Ultrasonography (First Tendon Scan) (**IMOUST1**)
 - Ultrasonography (Repeat Tendon Scan) (**IMOUST2**)
 - Ultrasonography (Other Musculoskeletal Per 15 Mins) (**IMMUSA**)
 - Ultrasonography (Thoracic Per 15 Mins) (**IMMUST**)
 - Ultrasonography (Abdominal Per 15 Mins) (**IMMUSA**)
 - Ultrasonography (Other Soft Tissue Per 15 Mins) (**IMMUSO**)
 - Please remember that all drugs, sedation etc. should be charged in addition to the ultrasonography fee.
 - Any sedation required to facilitate ultrasonography is not included and should be invoiced separately. No Intravenous Injection Fee is required for this sedation.
 - In all but exceptional circumstances Ultrasonography fees are not to be discounted, especially in situations where clipping and preparation has been required to facilitate scanning. In situations where staff feel that charging the full fee is excessive please provide context in the clinical records.
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14) ADDITIONAL DIAGNOSTIC/TREATMENT PROCEDURES

14a) Endoscopy:

- The following codes are available for endoscopy:
 - Endoscopy URT (Incl. TW) (**IMMELRT2**)
 - Endoscopy URT (Incl. TW & BAL) (**IMMELRT3**)
 - Endoscopy URT (Excl. GP Lavage) (**IMMEURT1**)
 - Endoscopy URT (Incl. GP Lavage) (**IMMEURT2**)
 - Endoscopy URT (Thoroughbred Discounted) (**IMMEURT3**)
 - Endoscopy URT (Repeat Examination) (**IMMEURT4**)
 - Endoscopy URT (Over Ground Endoscopy/MedEquus) (**IMMEURT5**)
 - Gastroscopy (**IMMEGA**)
 - Hysteroscopy (**IMMEH**)

Please remember that all drugs, sedation, sampling catheters etc. should be charged in addition to the endoscopy fee.

- Vets should be aware of the Gastroscopy (Discounted Norbrook Gastroscopy Campaign) (**IMMEGAD**) fee.

The Norbrook offer allows us to claim a free box of Peptizole from Norbrook and in return we give the client a discounted gastroscopy fee

The intention is to use this in exceptional circumstances for horses whose owners are facing financial hardship, where gastroscopy may not otherwise be an option.

If booking a discounted gastroscopy please let Amanda know as she processes the claim vouchers for the Peptizole.

It is ok to use the discount fee even if planning to treat with injectable vs oral omeprazole, we can claim a box of Peptizole to keep in stock.

We do not receive a limitless supply of Norbrook Gastroscopy Vouchers and these should be reserved for special cases.

Also, once a horse has received a Norbrook Gastroscopy Voucher they become ineligible for further vouchers.

15) REPRODUCTIVE/STUD PROCEDURES

15a) Reproductive Lab Work:

- Mare and Stallion CEM swabs, EIA/EA etc. can be found under the following codes:
- HBLB Mare Screening (Clitoral Swab, Single Task, CEM +/- EVA +/- EIA) (**RELCS2**)
- HBLB Mare Screening (Clitoral Swab, Additional Task, CEM +/- EVA +/- EIA) (**RELCS**)
- HBLB Mare Screening (Endometrial Swab CEM +/- EVA +/- EIA) (**RELES**)
- HBLB Stallion Screening (3 Swabs +/- EVA +/- EIA) (**RELSS3**)
- Remember to also charge Postage And Packaging (**LABPPB**).

15b) Foal IgG Tests/Plasma Transfusion:

- New Foal Check Incl. IgG Snap Test (**REFST**) includes an examination fee, blood sample fee and the Snap Test.
- If sending the sample to an external lab, charge as described above and remember to also charge Postage And Packaging (**LABPPB**)
- Hyperimmune Plasma Transfusion (**REFPT**) this covers the fee element of the procedure, IV catheter placement and 1 litre of Hyperimmune plasma, but a prompt box will open asking for details of drugs and consumables used, typically this will be sedation, catheters, giving sets etc.

15c) Mare Cleansing:

- Cleanse Mare (Per 30 Mins) (**RECL**). This fee covers a 30 minute procedure, if it takes longer then extra time should be charged accordingly eg. 45 minutes = 1.5 Cleanse Mare (Per 30 Mins).
- Remember that if using an intravenous infusion of oxytocin a IV Catheter Placement (**CPIVP**) should be charged as per the drop-down menu. The fee Intravenous Fluid Therapy (Setup) (**CPIVFT**) is not required but all consumables associated with the IVFT should be charged correctly eg. Aquapharm™, giving-set, extension sets etc.

15d) Reproductive Scanning (not on an AI Package):

- Scan Mare (**REMS**) is charged for scanning the reproductive tract of a single mare, either pre-breeding, for pregnancy diagnosis or for other medical reasons.
- Charge a Mare Speculum (**REPSPEC1**) if used as part of the examination.
- Scan Mare (5+ Mares at the same visit) (**REMSM**) is charged for scanning five or more mares at the same visit.
- If special arrangements with owners/breeders exist, resulting in reduced price Mare Scans please can this be outlined at the beginning of the stud season on the mare's record.

16) SURGERY

16a) Wound Closure/Minor Surgical Procedures:

- Charge Surgical Time (per 5 minutes) (**SURTIMES**) as appropriate for the length of time taken on the surgery, a Surgical Pack (**SURPACK**) and all consumables (drugs, suture materials, staples, bandaging materials, gloves etc etc). The Surgical Time fee should be used for all elective surgical procedures undertaken at the clinic or yard (lumpectomy etc).
- There is a Wound Management bundle/drop down list, Wound Examination & Initial Assessment (**SUREWM**) which is charged out at the same fee as a First Examination Horse (Per 15 Mins) and is designed to cover the initial evaluation and preparation of an equine wound. Within the drop down list there is Surgical Wound Repair (Per 5 Mins) (**SURTIMIEW**), surgical pack, gloves and sedatives.
- The Wound Repair charge should be used in all cases of traumatic wound repair, but limited to the time physically taken closing the wound. The initial examination and preparation of the wound is covered by the Examination Fee. Please charge appropriately for large wounds, requiring considerable time/effort to prepare/close.

16b) Standing Castration:

- Castration (Small, <13hh – Not Incl. TAT) (**SURCAST1**).
- Castration (Large, >13hh – Not Incl. TAT) (**SURCAST2**).
- The standing castration fees include all sedatives, local anaesthetic agents, injectable TMPS and Flunixin and three days of oral TMPS and four days of either Equipalazone or Danilon. A routine visit fee and tetanus antitoxin (if used) should be charged separately.

16c) Castration Under GA:

- Charge a Castration (Small, <13hh – Not Incl. TAT) (**SURCAST1**) or Castration (Large, >13hh – Not Incl. TAT) (**SURCAST2**) as appropriate
- Charge a General Anaesthesia (Field Anaesthesia <250kgs) (**SUGAF1**) or General Anaesthesia (Field Anaesthesia >250kgs) (**SUGAF2**) as appropriate.

- Castration under GA in theatre is likely to apply only to Rig cases and these should be charged using the Cryptorchid Castration (Incl. General Anaesthesia) **(SURCAST3)** code.
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17) HOSPITALISATION:

17a) Hospitalisation Fees:

- Hospitalisation Level 1 (eg. 2x TPR, Check Cast/Bandage) **(HOSPL1)** for inpatients requiring minimal intervention. Includes TPR/twice daily assessment.
 - Hospitalisation Level 2 (eg. 2x TPR, Inject Medication, Check Cast/Bandage) **(HOSPL2)** for inpatients requiring once or twice daily medication, with or without an intravenous catheter but not on IVFT eg. post op case/wound care. Includes TPR/twice daily assessment.
 - Hospitalisation Level 3 (eg. 2-3x TPR, Change Bandage, Flush Sinus) **(HOSPL3)** for inpatients requiring a single daily procedure such as a bandage change or sinus flush and/or twice daily medication, with or without an intravenous catheter but not on IVFT eg. post op case/wound care. Includes TPR/twice daily assessment.
 - Hospitalisation Level 4 (eg. 4x TPR, 3-4x Medication, NGT, Rectal Exam) **(HOSPL4)** for inpatients requiring veterinary or nursing input several times over the course of the day and up to two OOH checks eg. 11pm/6am or 8pm/12pm. Useful for horses on IVFT, impaction colics, ophthalmic cases etc. Includes full clinical examination including stomach tubing/rectal palpation and TP/PCV as necessary.
 - Hospitalisation Level 5 (eg. 2-4 Hourly TPR +/- Medication) **(HOSPL5)** for inpatients requiring continuous veterinary or nursing attention over the course of the day and multiple checks overnight eg. sick foal. Includes full clinical examination including stomach tubing/rectal palpation and TP/PCV as necessary.
 - Other 'Equine Procedures' including abdominocentesis, Intravenous Fluid Therapy (Setup), intravenous catheter placement etc. are not included and should be charged appropriately, see above.
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18) LIVERY FEES:

18a) Livery Fees at Clinics:

- Livery fees are designed to cover the costs associated with providing feed, bedding and waste disposal.
- Livery (Day Stabling), Livery (Inpatient Stabling, First 24hrs) and Livery (Inpatient Stabling, Subsequent 24hrs) are available for each clinic and can be found by searching for the relevant clinic.
- Livery (Inpatient Stabling, First 24hrs) is intended to cover the first night's stay and can be regarded as covering from the morning of the day of admission through to late afternoon the following day.
- Livery (Day Stabling) should be charged for horses which are admitted and discharged on the same day such as lameness investigations or laser surgery cases.