

Check-In Recorder

The Check-in Recorder verifies reservations, assigns unique ID numbers, records information in the registration log, issues Paw & Trap Tags, issues Gender ID, URI, Food, and Medical Alert Tags and provides discharge Caregiver Claim Checks to caregivers. **A rabies vaccine is not required for this station.**

Special Handling

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

Station Alert

- Clinic **“Graduates”** who are registered for vaccine boosters only must be checked in along with the other cats scheduled for surgery. When this is the case, use the Vaccinations Only Caregiver Registration Log.
- **Do not attempt to visually verify gender** except by coat color (calico, torti, torbi, etc).

Check-In Recorder Instructions

1. **Set up three Check-In tables**, one “Express Lane” table for caregivers with a single cat and for cats needing vaccines boosters only and two for caregivers with multiple cats.
2. **Cats previously sterilized by Operation Catnip** are eligible to receive free booster vaccines. Rabies boosters are recommended every three years.
 - Vaccine-only cats should be checked in at the Express Lane.
 - Check in these cats using the Vaccines Only Caregiver Registration Log which designates an FXX-VAX# for identification.
 - **Ask the caregiver to provide any missing information** on the Caregiver Release Form and collect the form when complete.
 - Notify an Admissions Transporter to take the cat to the Veterinary Examination Station.
 - The caregiver will wait for the cat and take it home after it is vaccinated.
 - After the cat returns from the Clinic Records Station, review the Rabies Certificate/Discharge Summary and Surgery Recovery Instructions with the caregiver at the Express Lane station.
3. **Complete the Caregiver Registration Log** to admit cats scheduled for surgery.
 - 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 trap number in the Caregiver Registration Log. This information is passed to the Check-In Recorder from the Admissions Tagger who is working with the Check-In Recorder to process the cats. If the trap is on loan from Operation Catnip, record the trap’s permanent ID number. If the cat arrives in a personal trap, enter “PT” in the Trap Number field.
 - Record the caregiver’s last name.
 - Assign and record the discharge/pickup time on the Caregiver Registration Log.
 - Verify that kittens are at least 12 weeks old or weigh at least 3 pounds. Do not admit cats less than 12 weeks old. Contact the Clinic Supervisor or Lead Veterinarian, if there is any doubt about size or age.
 - Ask the caregiver when the cat last ate. If cats have food in the trap or are known to have eaten after midnight, **issue a green “Food” Alert tag.**
 - Ask the caregiver if they know the cat’s gender. For instance, if they know the cat has had kittens, if the cat is touchable and they’ve confirmed gender – **IF THEY ARE CERTAIN** of the gender, **issue pink tags for females and blue tags for males.**
 - Record the color of each cat.
 - If the cat is obviously female (calico, tortoiseshell) or obviously male (big-cheeked tom cat), then issue the Gender ID tags as directed above, **pink tags for females and blue tags for males.**

4. **Issue Alert Tags**, if the cat may be infectious or if the cat has a known condition needing to be checked at the Veterinary Examination Station.
 - Issue an **orange “URI” Alert tag**, if the cat shows symptoms of an upper respiratory or other infectious condition. If other cats from the same colony are admitted, issue URI tags for those cats as a precautionary measure, even if they appear healthy.
 - Issue a **red “Medical Alert” tag**, if the caregiver reports something that needs to be checked at the Veterinary Examination Station. Write the condition on the masking tape on the back of the tag using a Sharpie pen.
5. **Complete the shaded clinic portion** of the Caregiver Release Form.
6. **Ask the caregiver to provide any missing information** on the Caregiver Release Form and collect the form when complete.
7. **Issue a Caregiver Claim Check** for each cat with the cat ID number and discharge/pickup time printed on it. Pick-up times are staggered to facilitate the discharge process. Forty cats are discharged during each half-hour time slot beginning at 1:00 pm. Verify that the discharge/pickup time is recorded in the Caregiver Registration Log.
 - Caregivers with infectious cats (URI) are assigned the last pick-up time slot for all of their cats, because their cats have the last surgery times.
 - Late pick-up times should be assigned to caregivers with any cats assigned green “Food” tags, because their surgery is performed as late as possible.
 - Late pick-up times should be assigned to caregivers with any cats assigned red “Medical Alert” tags to assure adequate time for treatment and recovery.
 - Caregivers with cats receiving booster vaccinations are not issued a pick up time. Their cats are discharged immediately after vaccination. Caregivers wait while the cats are vaccinated and then take their cats home.
8. **When all of the cats have been registered** and admitted:
 - Transfer the Caregiver Registration Logs to the [Discharge Station](#) volunteers who will use them to process the cats as they are checked out of 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.

Station Closing and Cleanup

When admissions are concluded:

- inventory the remaining supplies
- repack the supply kit
- return the kit, station instructions, and any remaining items to storage
- clean the area
- dispose of all trash
- wash all tables
- sweep or vacuum
- mop the floors.