RaptorMed
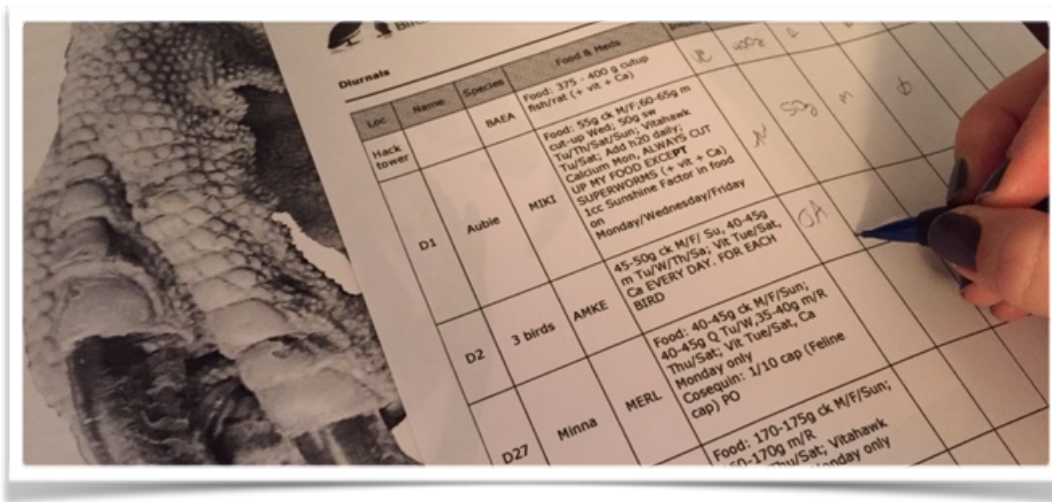
January 29, 2017

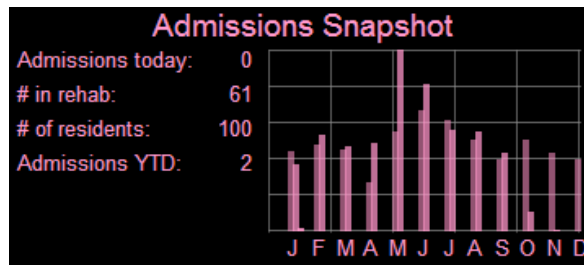## Welcome

Keeping up with technology can be a daunting task. This edition will cover some of RaptorMed's functions to help you get the most of out of your medical records. For example, don't forget the Admissions Snapshot (accessible by pressing CTL-S on the main screen).

1	**2**	**3**
PROBLEM LIST	TREATMENT SHEETS	YEAR-END REPORTS

Backing up your data!

Remember to perform regular backups to protect your data. Your system should be setup to perform a nightly backup but it is always a good idea to regular check and confirm that the backups are occurring as planned. If you are concerned, let is know so we an check and make sure everything is running as planned.
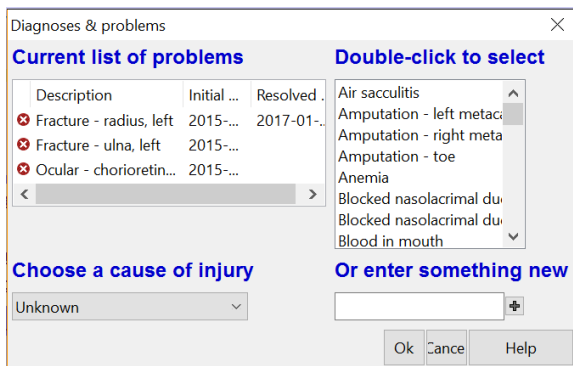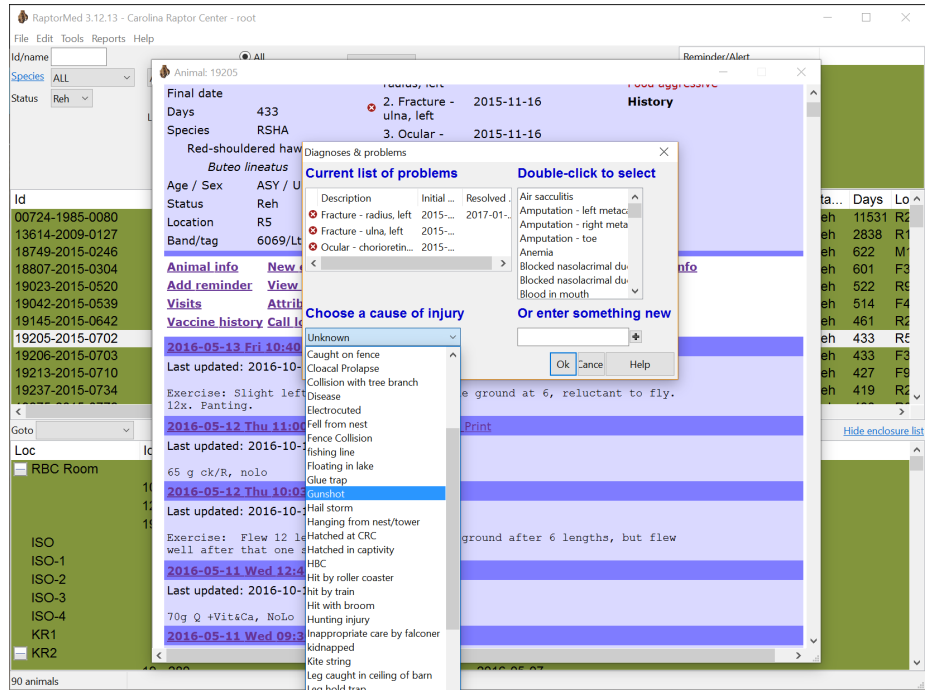
Problem List

This list is utilized to make sure everybody is aware of new and past problems and conditions.

Maintaining the problem list is a crucial part of an animal's medical record. Think of this as one of the many ways you are communicating with your staff, especially if you have a staff that includes volunteers that don't work every day.

To add or edit the problem list click on the **Problems** link in the Action Bar. Right-click on an existing problem to remove it, set the initial date or to change its status to resolved. When changing a problem to resolved, the date is automatically chosen as the current date but you are free to edit the date if needed. To the left of each problem, you will see a green check or a red x indicating whether a problem has been resolved or not. If there are no problems chosen you will see NO PROBLEMS RECORDED! at the top of the animals record.

To add a problem, you can choose it from the pre-existing list on the right by double clicking on an entry or, if your problem doesn't exist in the list, you can enter it in the edit field and click the + button.
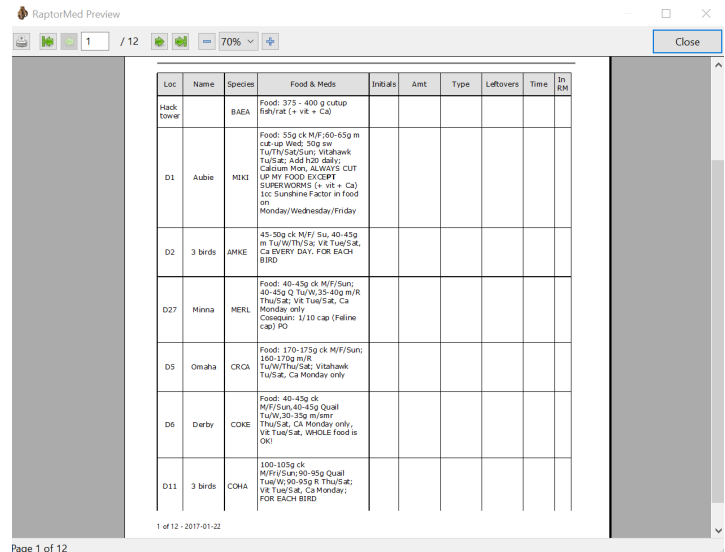
Treatment Sheets
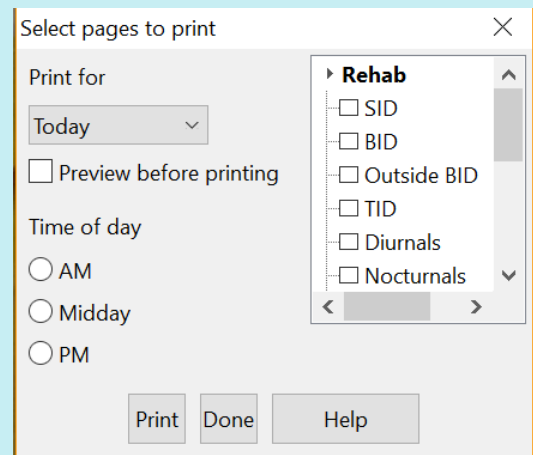
Remember to print your sheets daily:

Treatment sheets are a valuable tool to provide a clear and concise list of the animals needing special attention or treatments each day. What is shown on your treatments sheets is customized for your facility but can include the animal ID and basic information (age, species, location etc.), required treatments, a place for notes, weight history and more. Contact us to see what we can do to make your treatment sheets work for you.

To print treatment sheets, choose **Tools -> Print Treatment Sheets** from the main menu.

OTHER USEFUL TIPS:

- You can preview the treatment sheets for the next day or any future date to see how busy you will be and plan accordingly. It's also never a bad idea to go ahead and print treatment sheets ahead of time (like the night before) in case you have printer or electrical problems!

- When an animal is in an enclosure with more than one animal (i.e. in a group), it will normally be fed using the group or enclosure feeding/treatment plan. However, if it needs to be treated separately for some reason, you can override the default behavior and have the system use the animal's individual treatment plan. To do this, check the **'Feed separately'** in the Animal Info form. This will tell the system that even though the animal is part of a group, the individual treatment plan should be used.

Year End Reports

Compiling data by hand is tedious and commonly results in mistakes that can take lots of time to sort out. RaptorMed can do this all for you with just a few mouse clicks.

From the main menu choose **Reports -> Year-end reports** to generate your year-end state and federal reports. There are many report options you can choose from the main menu including the USFWS reports for rehab and education animals, rehab trends, an option to export data for Bandit and many more!

MORE USEFUL TIPS:

Remember to always keep the following up-to-date

• The animal's final disposition and final disposition date.

• The animal's location.