Introduction: It is standard operating procedure of the NCSU Veterinary Health Complex (VHC) to provide an environment that enhances teaching to students and house officers as well as facilitating research on new and innovative clinical procedures. The CVM has received a recurring allocation of funds from the NC State General Assembly to allow for advanced diagnostic and treatment options where owner financing of such options are limited, where significant instructional value exists, or the diagnostic and treatment options have the potential of adding significantly to core knowledge in the relevant clinical area. The name of the fund is the Veterinary Medicine Clinical Teaching and Research Fund (VMCTR).

I. Standard Operating Procedure. The following outlines the criteria, budgetary process, and operational process for funding these special cases.

A. Definition of Criteria: The following establishes the criteria required to be met for funding a case.

1. The case should allow for advanced diagnostic and treatment procedures, provided by the specialty services at the VHC to include emergency services, where the owner’s financing options are limited, where significant instructional value exists for students and house officers, or where the diagnostic and treatment options have the potential of adding significantly to core knowledge in the relevant clinical area such as the development of new and innovative clinical procedures.

2. The use of the funds requires proper documentation on a per case basis so that funds are tracked. The VMCTR Write Off Approval Form must be completed the criteria met in order to request approval for funding. For cases where the eligibility criteria is limited owner financing options, the VMCTR Client Agreement Form must be completed which includes specific pet related criteria including that the pet must have a positive prognosis. The client must either apply for Care Credit and be denied or not approved for the total amount needed. If there are extenuating circumstances regarding cash flow that would prevent the client from being able to make the monthly Care Credit payment, they can qualify via completion of the Financial Statement form. The maximum amount available per case is $3,000 unless there are special circumstances, and then the amount may go to $4,000. These circumstances must be approved by a Service Chief and the Hospital Administrator on duty.

3. The request for approval of funds needs to be initiated prior to the procedure /service...
being performed.

B. **Distribution of Funds:** The following outlines the procedures for the distribution of the funds:

1. The senior faculty member on a service/unit will request the use of VMCTRF funds specific to an individual case. This request would be submitted on a Veterinary Medicine Clinical Teaching and Research Fund Write Off Form to the Service Chief for initial approval. It must then be submitted to the Hospital Administrator or their designee (See Exhibit A). If the request for funds is because the owners funding is limited, then a VMCTR Client Agreement (See Exhibit B) must be completed. One form per invoice/visit will need to be completed. No split bills are to be performed on an account unless the VMCTR Fund form has been signed by the senior clinician, service chief and the administrator or their designee and submitted to accounts receivables in the business office. If the clinician is anticipating that rechecks would be required and they are requesting the rechecks to be covered they must submit a form with a recheck at that time.

2. The Hospital Administrator or their designee will review the request to insure that the appropriate criteria are met. The Hospital Administrator will then forward the request to the Business Office to have the approved dollar amount charged to the VMCTRF account. Also, the client, service/unit, and dollar amount will be logged so that use of these funds is tracked against the established budget.

3. The Hospital Administrator will keep the VHC Board informed of the status of the funds available throughout the fiscal year.