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| **Procedure: Preparing a Patient Chart****Time Limit: 3 minutes** |
| Used a black or blue pen  |
| Identified and confirmed the owner and patient |
| Documented owners first and last name |
| Documented the owners address and all contact numbers |
| Documented the patient’s name |
| Documented patient’s breed (including mixed)  |
| Documented patient’s age (estimating date of birth – DOB) |
| Documented patient sex and sterilization status (Spayed/Neutered) |
| Documented any permanent identification (tattoo, brand, microchip, etc…) |
| Documented the reason for visit |
| Put only one line through any mistakes and initialed  |