**Fort Bliss Veterinary Activity**

**Temporary COVID Vaccine Clinic Appointment Procedures**

**INFORMATION FOR YOUR UPCOMING VACCINE CLINIC APPOINTMENT**

Per CDC recommendations during the COVID-19 outbreak and until further notice, only VETAC staff are allowed in the clinic building. In order to facilitate a demand for vaccines we are conducting a drive-thru Vaccination Clinic.

* All required forms need to be fill out and emailed back to Ft.blissvtf@gmail.com by January 27, 2021. This **MUST** be received or your appointment will be canceled.
* You will be assigned a 1-hour time slot (first come, first served). Please arrive during that time only. If you arrive outside of the appointment time slot, your appointment will be cancelled.
* A laminated numbered identification card will be placed under the driver’s side windshield wiper. Please do not remove it, as this is how we will identify you.
* When you arrive, please ensure you have your mask on prior to any contact between yourself and veterinary staff. Staff will place a sanitized clinic leash on your dog, and will take your dog with both your leash and ours as a preventative measure for escape. Please stay in your car as we examine your pet.
* We ask you to respect our safe distancing, as we respect yours. This is meant to create protective space between all of us, to prevent the spread of COVID-19.
* Please complete the COVID-19 screening and credit card authorization form given to you at check in.
* Once your appointment is complete, a team member will then bring your pet back to your car. We will remove our leash once they are placed and secure in your vehicle.
* Once the appointment is complete, we will review your invoice and process any payment using the pre-filled credit card authorization form. We are unable to accept cash payments at this time.
* Payments will be processed for your appointment during the next business day.
* After payment confirmation Owner will be notified and original rabies certificates signed in blue ink, immunization records and patient packet as well as any requested medications will be available for pick up.

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CLIENT SIGNATURE DATE