I. PURPOSE:

   A. To define how medical records for University of Michigan animals housed at Cornell Farms are to be kept and stored.
   B. To ensure all responsible personnel have appropriate access to animal health information.

II. DEFINITIONS:

   A. Medical record – An individual animal record created in response to a veterinary health concern or establishment on a research protocol, remaining active until animal termination.
   B. Health maintenance record – An individual or herd record created to describe non-veterinary health events, such as hoof trimming, fecal sampling, deworming, wool shearing, animal movement, etc.

III. RESPONSIBILITY:

   A. The Cornell Farms manager is responsible for creating and maintaining health maintenance records and providing e-mail updates regarding ongoing health concerns.
   B. The ULAM veterinary staff is responsible for the assignment of clinical numbers and creation and maintenance of medical records.

IV. PROCEDURES:

   A. Medical Records

      1. The veterinary resident or area technician will assign a clinical number to the case and generate an ATR.

      2. The veterinary staff will create a medical record for the animal. Paper copies of the medical records will be kept in a file cabinet within or near the ULAM veterinary technician’s office.

      3. Veterinary staff will enter observations and document treatments in the record.

         a. The Cornell Farms manager will provide e-mail updates to the veterinary residents regarding ongoing health concerns and when treatments are administered.

         b. E-mail updates will be printed or written by the veterinary residents and placed in the appropriate medical record(s).

      4. The ULAM veterinary staff is responsible for filing electronic copies of results from the Animal Diagnostic Laboratory on the ULAM Bluestorage Drive.

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B. Health Maintenance Records

1. The Cornell Farms manager will create and maintain electronic health maintenance records. These include records of standard treatment and maintenance processes performed by the farm staff (e.g. routine deworming, hoof trimming, vitamin supplementation, movement between facilities, etc.).

2. The Cornell Farms manager currently uses Google Docs as a means of recordkeeping. The farm manager must ensure the veterinary residents and appropriate ULAM faculty veterinarians have access to these documents.