



State of Idaho

Division Of Occupational and Professional Licenses Board of Veterinary Medicine

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RECORD KEEPING GUIDANCE

IDAPA 24.38.01.200.03 states:

In accordance with the prevailing standard of care, every veterinarian shall maintain detailed medical records of the animals treated. Records shall be readily retrievable to be inspected, duplicated, or submitted when requested by the Board. All records shall be safeguarded against loss, defacement, tampering, and use by unauthorized personnel. If changes are made to any records the records must clearly reflect what the change is, who made the change, when the change was made, and why. Records shall be maintained for a period of three (3) years following the last treatment or examination. Patient medical records shall be maintained for every animal accepted and treated as an individual patient by a veterinarian, or for every animal group (for example, herd, litter, and flock) treated by a veterinarian.

The Idaho Board of Veterinary Medicine when reviewing medical records in a complaint or disciplinary matter consider the following documentation crucial to determining if a violation of the practice act or administrative rules has occurred:

1. Patient identification
2. Client identification
3. A record of every encounter and Consultation regarding the Patient
4. All written records and notes, radiographs, sonographic images, video recordings, photographs or other imaging and laboratory report
5. Any information received as the result of a Consultation, including the date, name and contact information of the consultant
6. Any authorizations, details of conversations, releases, waivers, Patient discharge instructions or other related documents