

Rawesome Vets Daily Admin Checklist

1. Comms Sweep	M	T	W	T	F	S
Emails –						
<ul style="list-style-type: none"> • Pet food orders packed and updated • Client/case and suppliers enquires replied or handled • Lab results attached & added to OpenVPMS • Otherwise all UTD 						
Voice messages – <i>checked and actioned</i>						
Message book — <i>checked and actioned</i>						

2. OpenVPMS — Look Back (previous 1–2 days)	M	T	W	T	F	S
Outstanding invoices - <i>amount owing / not paid</i>						
Patients not checked out						
Missing patient details - <i>body weight, microchip etc.</i>						
All notes/ communications are completed – if not done move forward to keep following up						

3. OpenVPMS — Look Ahead (week)	M	T	W	T	F	S
Review consults coming in – anticipate for filling in any missing client and patient details						
Surgeries — admissions booked AM						
Surgeries — estimate in place <i>where indicated</i>						
Flag any system notes						

4. Social Media – aim 3 posts a week	M	T	W	T	F	S

Drug Order FYI	M	T	W	T	F	S/S
Lyppard – usually 2 pw						
Zoetis (Blood tests and certain drugs) – when needed						
Knight benedikt (consumables) – usually 1 pw						

⚠ Flag Mei About
<ul style="list-style-type: none"> • Unresolved outstanding amount • Email action items Mei needs to know about

Initials: M _____ T _____ W _____ T _____ F _____ S _____