As a Lab - Entering results on a VS 10-11 Coggins form in VSPS

When you get an electronic lab submission log into VSPS, then click on Labs on the left.
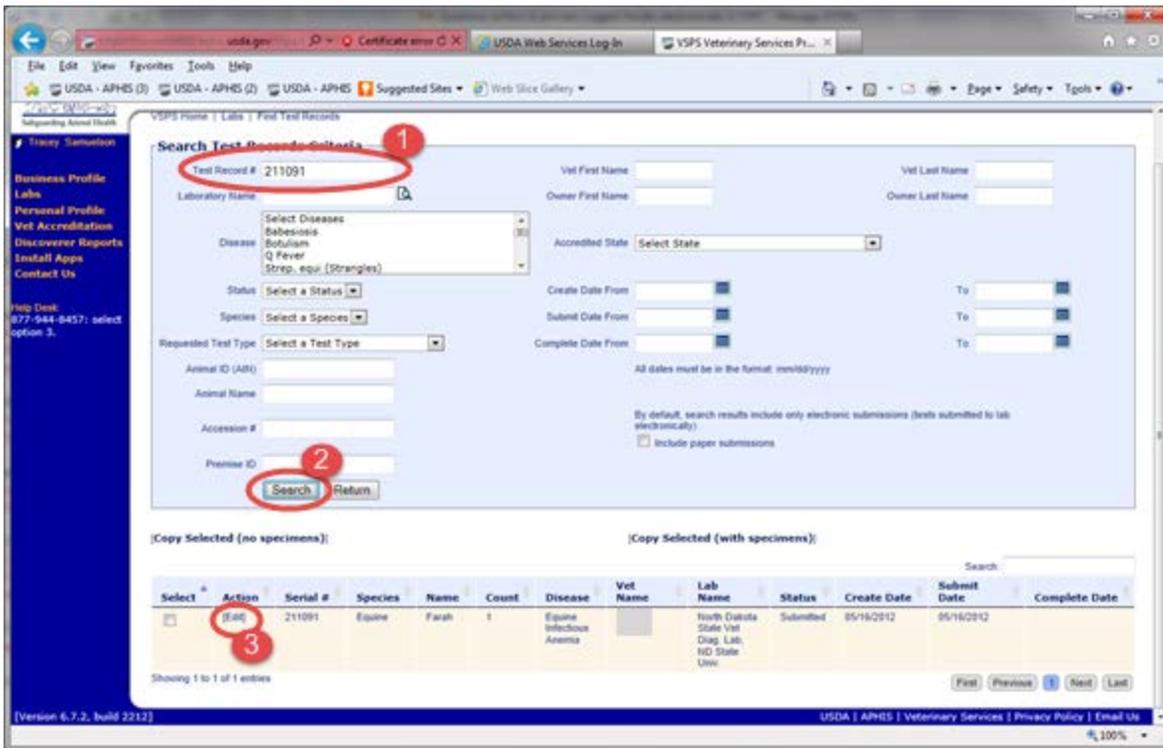

Click on Find Test Records

The screen below shows the search screen where you can search for the submission.
You can search by any of the fields, but most commonly labs search using the Test Record # and click on Search.
(The Test Record # is the Serial Number listed on the VS 10-11 form.)
The record will come up listed below the search criteria area. Click on Edit.
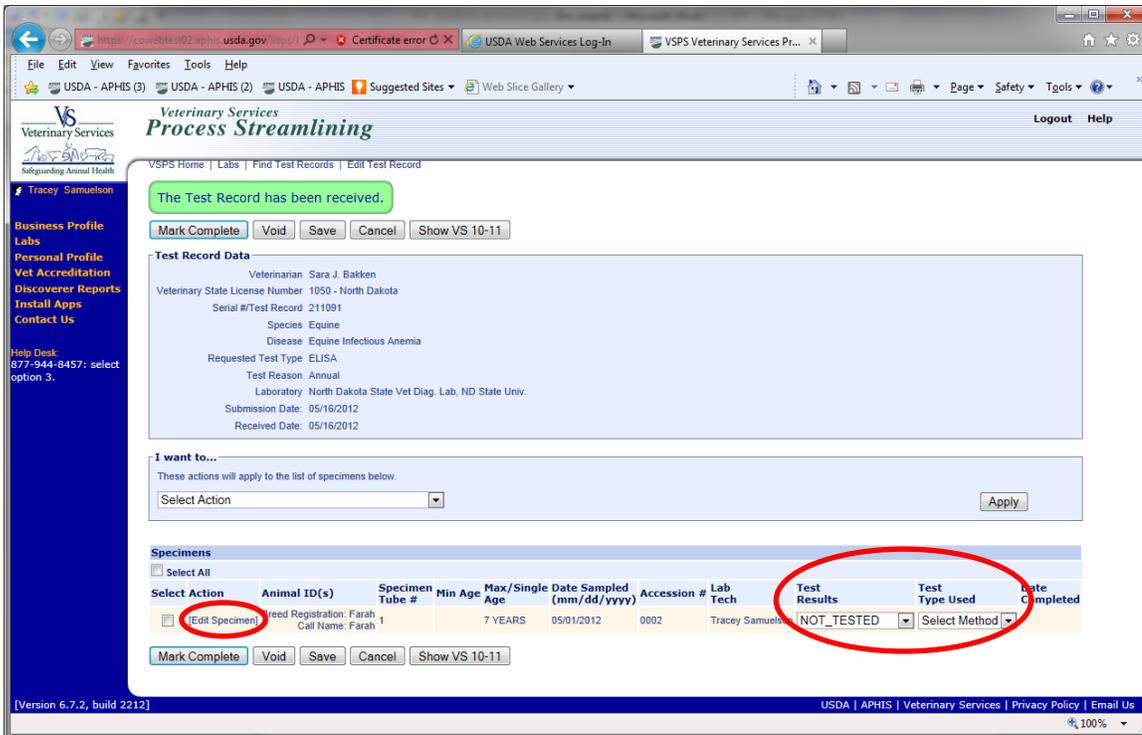

Enter the Received Date and Accession #.
Click on 'Receive in Lab'.
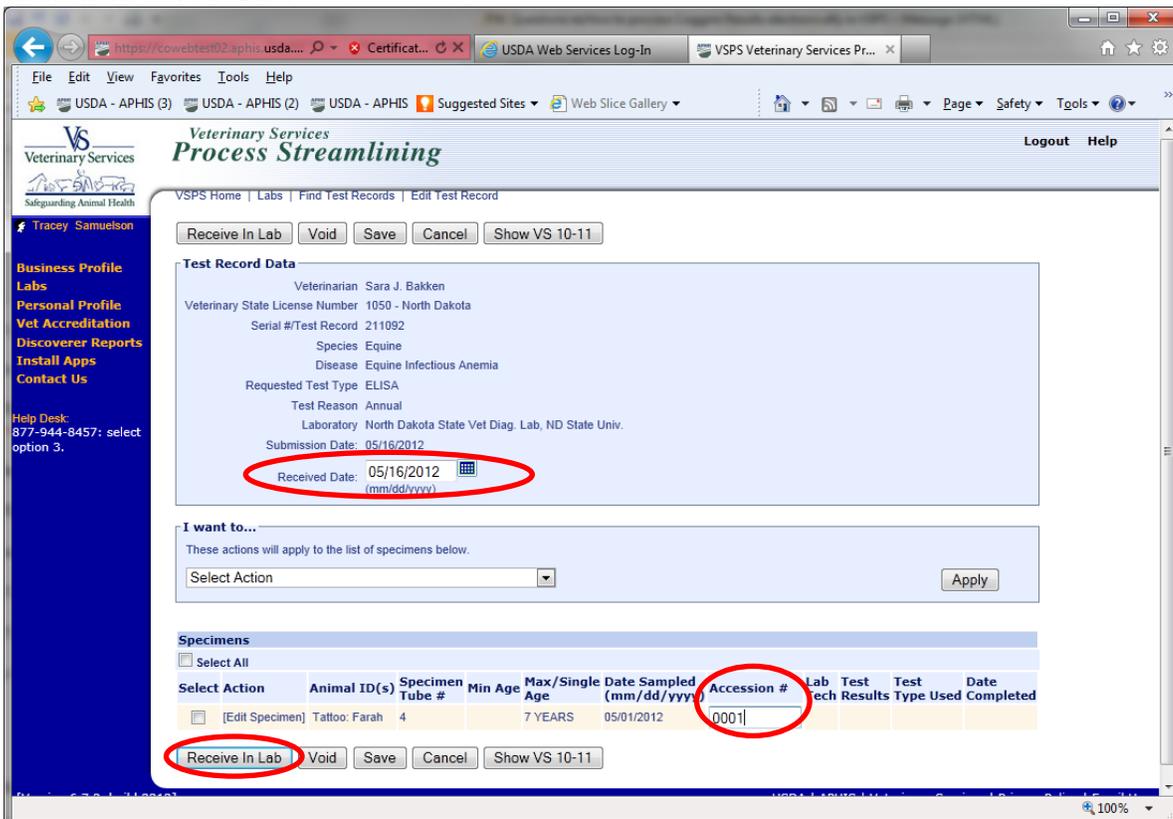
If you don't have any remarks you can enter the Test Results and Test Type Used.

If you need to enter remarks you can click on 'Edit Specimen' and enter the test results, test type used, and Remarks. The Testing Complete Date will fill in as today's date when you click 'Mark Complete'. If you want it to be a different date you can enter the Date Complete in the Edit Specimen area.
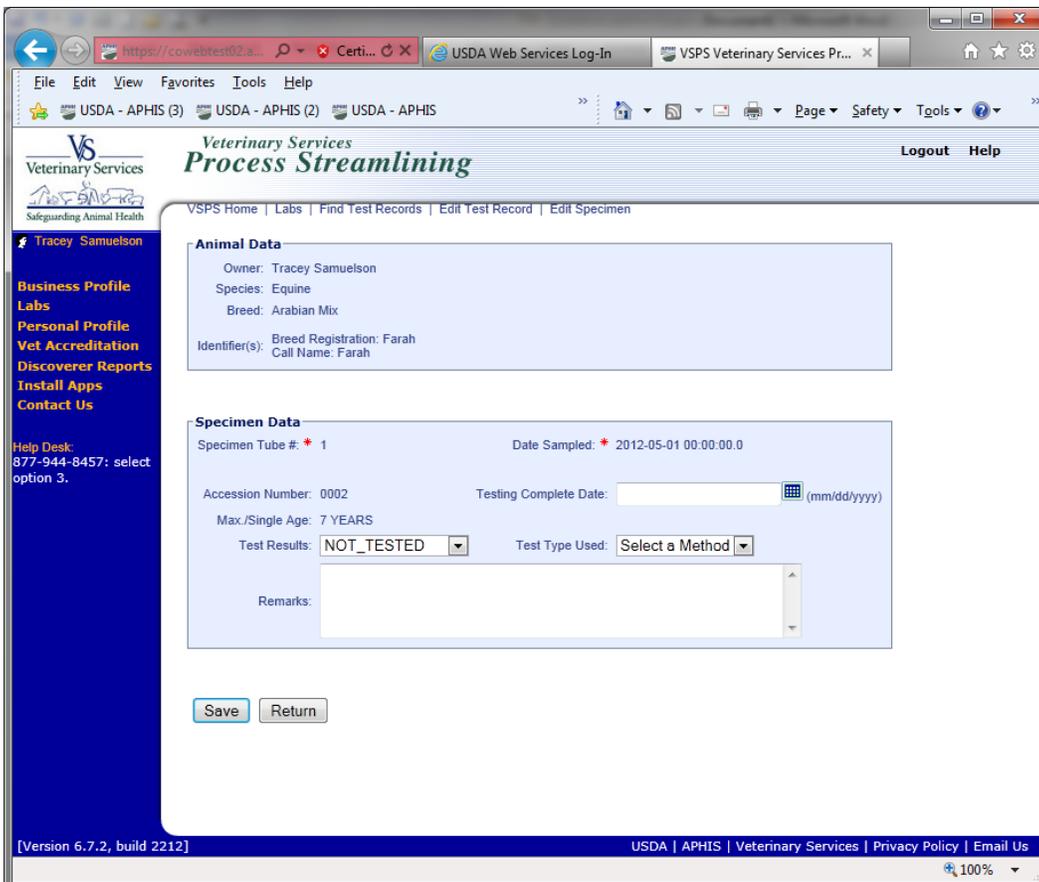
1. View the VS 10-11 form and check for accuracy.
2. If the form is accurate click on **Mark Complete** and the Vet will be able to view and print an Official Copy.
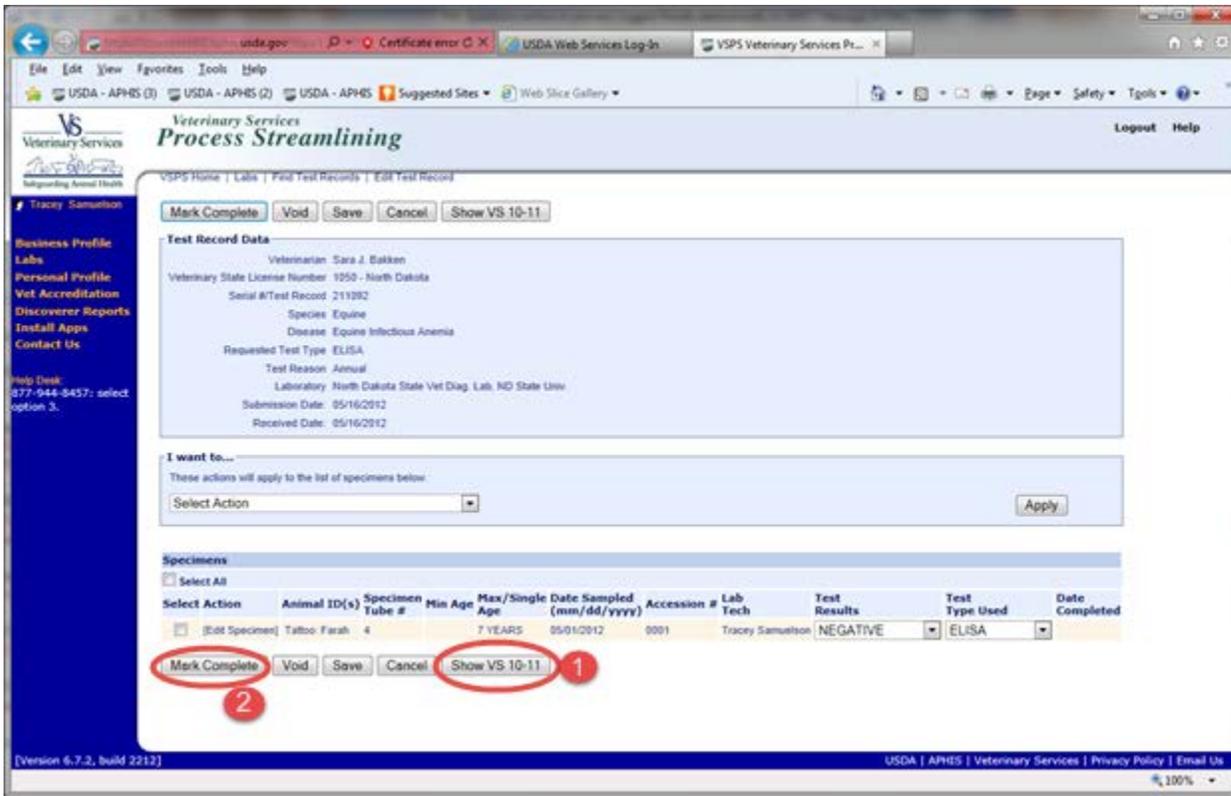
Please keep in mind no changes can be made to the form after you click on **Mark Complete**. The form will be Official at that time. In order to VOID the official form the AD at the Federal Office in your State will need to be contacted to receive approval to Void the form.

When you view the VS10-11 <u>before</u> you click Mark Complete and notice a change needs to be made, you can VOID the Unofficial form without approval from the AD. The vet can then resubmit the form with the corrections for you to enter the results on.