

Veterinary Services **Process Streamlining**

How to Submit an On-Line Coggins form for Multiple Animals in VSPS

*In order for animal information to be re-used in VSPS, a user must enter the animal(s) in the business profile.

1. Click on **Business Profile**.

2. Click on **Animals**.

3. Click on **Create Animal**.

4. Select Equine as your species, in the drop down list and select "continue".

5. Fill out the required fields on the **Animal Information** tab.

6. Click on the **Equine Details** tab and fill out the required fields on this screen.

*note if a red error is received after you have uploaded your photos the photo connections will be lost and will need to be re-uploaded.

7. Select who you want to share your animal information with by leaving the drop down on personal or selecting a practice you may have already created.

Animal Book:

8. Select "Save" to save the animal information and stay on the same screen or select "save and return" to save the animal information but return to the animal home screen.

9. Repeat the process above until all of the animals you want to add to your Coggins form have been created in your animal address book in your business profile.

10. Select **Labs**.

11. Select **Add Test Record**.

12. If you are part of a practice define which veterinarian's name will populate to the Coggins form.

13. If the veterinarian is licensed in more than one state select which license number you want to populate to the form.

14. Enter "equine" as the species.

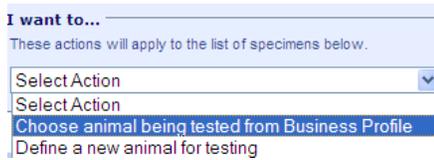
15. Select "Equine Infectious Anemia" for the disease.

16. Select the test reason.

17. Select the test type.

18. Select “create”.

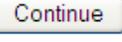
19. In the “I want to” section select “Choose animal being tested from Business Profile”.



20. Select .

21. A new window will open that will allow you to search for the equine you want to add to your Coggins form. This can be done by searching for all equine or by narrowing your search results by owner information including: business Name, first name, last name or country or state. You may also search by animal identifier type and value. Select “search”

22. Once the list of animals is displayed in the search results window, put a check next to each animal you want to put on your Coggins form. 

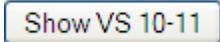
23. Select  at the bottom of the screen.

24. Enter Specimen number, Max/Single Age and the date sampled for each animal.

25. Select .

26. If you are submitting for an “official” copy to an on-line lab select  Electronic in the Results Processing section at the bottom of the screen.

27. If you have not set up your default lab in your personal profile you can select it now by clicking on  and searching for your lab. Once you have located your lab click on .

28. View your Coggins  because once it is submitted you can no longer make edits.

29. Select .

30.  will display.

31. Follow the normal procedures to notify the lab that you have submitted your Coggins to them electronically in VSPS.

32. Once the lab completes the test by entering the results on-line you will have an “official” Coggins form.

If you have any questions contact the VSPS Help Desk at:

Help Desk:
877-944-8457: select
option 3.