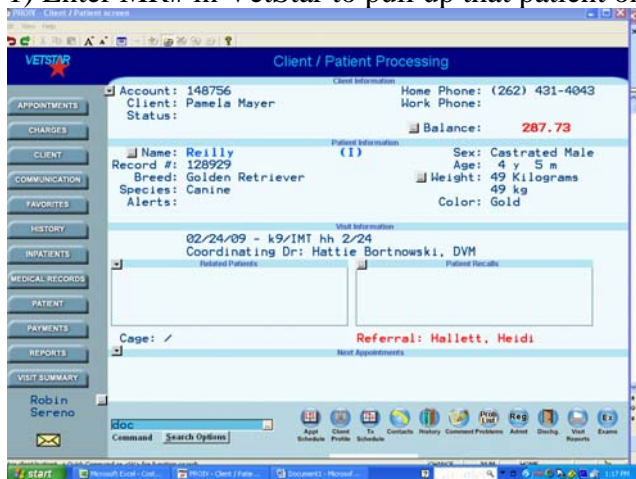


To enter student or doctor into VetStar once they are registered:


1) Enter MR# in VetStar to pull up that patient on screen



2) Type doc in the Command line (as above) ENTER

And the following screen will show up:



From here you use the  key to enter students or doctors associated with the case.

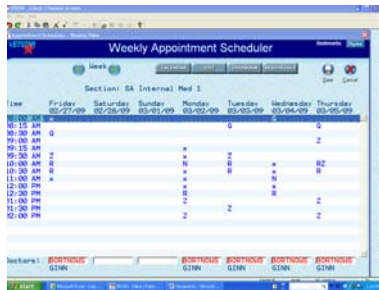
Please keep in mind that cases that have been transferred from overnights or between sections should have this information updates ASAP to that the front desk as well as other services know who to contact regarding said case.

This screen can only be used once a patient is registered in VetStar.

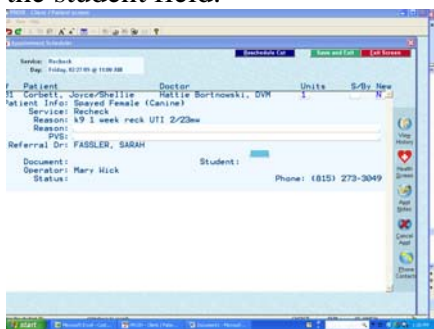
To enter the student into VetStar prior to registration:



- 1) Click on the **Appt Schedule** link on the opening screen in Vetstar.
- 2) Go into your sections weekly schedule (for example SAIM MED1 weekly schedule below)
Click on the day that you want to see:



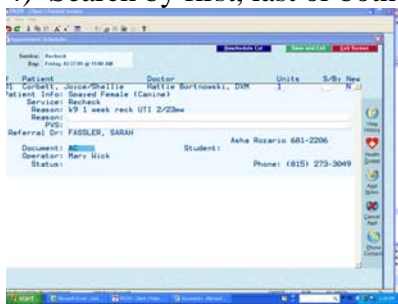
- 3) Double click on the specific appt that you are inputting the student information into and enter thru until you reach the student field:



once the student field is highlighted press F4 to be able to search for the student by name.



- 4) Search by first, last or both names. Once student is found hit ENTER to assign them to that case.



As you can see student Asha Rozario is now attached to this case.

Save and Exit

- 5) Click on the **Save and Exit** link and exit the screen.