Recovery follow-up workflow

A clinic-approved administrative quick reference

Clinic workflow/version: [complete locally] Approved by: [clinical role] Review date: [complete locally]

1 **Prepare the plan**
Treating team
Approve the patient-specific instructions, questions and update window.

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2 **Explain owner access**
Coordinator
Check that the owner can find the plan and knows the clinic-approved urgent contact route.

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3 **Receive the update**
Owner / reviewing team
Use the selected plan's questions. If an expected update is absent, check the agreed window and use the clinic's follow-up process.

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4 **Review in context**
Reviewing team
Read the update with the plan and earlier conversation. Questions needing a clinical decision go to the treating clinician.

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5 **Respond and name the next action**
Clinic reviewer
Record the response, responsible role and unfinished work. Cover confirms acceptance of a handover.

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6 **Retain the record**
Record reviewer
Review the summary through the clinic's normal records process. Keep unresolved actions visible.

An acknowledgement is not a clinical answer. An appointment request is not a confirmed booking.

Use clinic-approved wording and timing. The map supplies no treatment guidance or clinical response deadline.

A completed document does not establish clinical recovery. Patient setup and any transfer to the PIMS remain manual.

Free resource from Vet Aftercare | vetaftercare.com/guides/post-discharge-follow-up

Optional: start a 30-day free trial - no credit card required, no automatic charge.

Read the detailed workflow guide

Start a 30-day free trial