

## **Veterinarian's Administrative Guidelines for Submitting Rabies Information to Your Local Treasurer's Office**

To: All Virginia Veterinary Medical Association Members

From: The Treasurers Association

Below are the suggested guidelines developed to help you submit the rabies certificate information to your local treasurer's office.

### **EFFECTIVE JULY 1, 2007**

As of July 1, 2007, per 3.1-796.87:1 of the Code of Virginia, veterinarians are required to provide within 45 days of giving a rabies vaccine a copy of the rabies vaccination certificate or the information contained in such a certificate to the Treasurer of the locality in which they practice. The guidelines listed below are to help implement this process in a manner in which all procedures are consistent and uniform.

1. Veterinarians will provide rabies vaccinations to animals and it is suggested that the veterinarian make the client aware that they need to purchase a dog tag for their animal immediately if they don't already have a current license on file with the locality in which they reside. Treasurers may provide to the veterinarians, for their use, handouts or brochures, which will give the customer this information.
2. By the 15<sup>th</sup> day of the month, all veterinarians must provide the locality in which the vaccination occurs a copy of the rabies certificate or the information contained in such a certificate for those **dogs** vaccinated the previous month. "Locality in which the vaccination occurs" should be interpreted as the locality in which the office of the veterinarian is located.
3. The information should contain a minimum of the following information as per the state code:
  - a) animal owner's name and physical address
  - b) the species of animal
  - c) the sex
  - d) the age
  - e) the color
  - f) the primary breed
  - g) whether or not the animal is spayed or neutered
  - h) the vaccination tag number
  - i) the expiration date
  - j) the signature of the veterinarian or the veterinarian license number
  - k) the locality in which the animal (owner) resides

It would be beneficial to the localities if the following were also provided:

- a) Owner's Phone number
  - b) Owner's Secondary Phone Number
  - c) Animal's name
  - d) Vaccination date
4. Once the process begins, local Treasurer's should expect to receive data on a monthly basis. **If a veterinarian has no vaccinations for that month, the veterinarian still needs to notify the locality that no vaccinations were given.**
  5. Information may be sent to the Treasurer's Office in the following formats:
    - a) Emailed Excel or similar software spreadsheet (Please contact the VVMA office @ [vyvma@aol.com](mailto:vyvma@aol.com) to receive a sample of the spreadsheet in Excel)
    - b) Spreadsheet faxed to locality
    - c) Spreadsheet mailed to locality

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- d) Other File Format- must meet file requirements of the locality
- e) Mailed or Faxed Rabies Certificates or Rabies Certificate Information