

Minnesota Board of Veterinary Medicine

BVM BITS



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[Veterinary Practice Act](#)

Dr. Michelle Vaughn Elected President of the Board

Dr. Michelle Vaughn was unanimously elected to lead the Minnesota Board of Veterinary Medicine on May 14, 2014. A 1996 graduate of the College of Veterinary Medicine at the University of Minnesota, she is a small animal veterinarian at Shady Oak Veterinary Clinic in Minnetonka. Dr. Vaughn joined the Board in 2011 and has served as a member of the Small Animal Complaint Review Committee and Continuing Education Review Committee. Past President, Dr. John Lawrence, will continue to serve on the Board through early 2015, when he will retire from the Board after 12 years of outstanding service.

His interest in supporting the quality of veterinary medical practice will continue as he assumes the presidency of AAVSB (American Association of Veterinary State Boards) this month.



Importance of Medical Records

A veterinarian's response to allegations in a complaint must be corroborated by good medical records. Records of client communication, client-signed written consent forms for procedures, and use of charts for dentistry and anesthesia are important to include. Too often, veterinary medical records fail to meet even the minimum criteria required by law. This lapse diminishes a veterinarian's credibility, and may also result in an order to attend a medical records course. A number of important details pertaining to a veterinarian's responsibilities for medical records are included in the Board of Veterinary Medicine's rules, and are well worth reviewing: [Minnesota Rules 9100.0800, subpart 4](#)

A. A veterinarian performing treatment or surgery on an animal or group of animals, whether in the veterinarian's custody at an animal treatment facility or remaining on the owner's or caretaker's premises, shall prepare a written record or computer record concerning the animals containing, at a minimum, the following information:

- (1) name, address, and telephone number of owner;
- (2) identity of the animals, including age, sex, and breed;
- (3) dates of examination, treatment, and surgery;
- (4) brief history of the condition of each animal, herd, or flock;
- (5) examination findings;
- (6) laboratory and radiographic reports;

(cont. on next page)

The mission of the Minnesota Board of Veterinary Medicine is to promote, preserve, and protect the health, safety and welfare of the public and animals through the effective control and regulation of the practice of veterinary medicine.



Importance of Medical Records (cont.)

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(7) tentative diagnosis;
(8) treatment plan; and
(9) medication and treatment, including amount and frequency.

B. Individual records must be maintained on each patient, except that records on food, fiber, milk animals, birds, and horses may be maintained on a per-client basis.

C. Medical records and radiographs are the physical property of the hospital or the proprietor of the practice that prepared them. Records must be maintained for a minimum of three years after the last visit. Radiographs must be maintained for a minimum of three years.

D. Medical records, or an accurate summary of them, must be released to the animal owner or the owner's authorized agent, including the board, within two weeks of a written request. A reasonable charge for copying or preparation of a summary may be made, except in the case of a board investigation, in which case no charges are authorized.

E. A radiograph must be permanently identified. It must be released on the written request of another veterinarian who has the written authorization of the owner of the animal to whom it pertains. The radiograph must be returned within a reasonable time to the practice which originally prepared the radiograph.

F. Contents of medical records must be kept private and not released to third parties unless authorized by the client or required by law.

Board Member Openings

If you have an interest in the work of the Board, please consider applying for open Board positions. It is very important to have great candidates that will support the Board's mission. The openings are for licensed veterinarians to serve on the Small Animal Complaint Review Committees (2). Application can be made through the [Office of the Governor](#) once the positions are opened in late November. Board members are appointed by the governor.

Shelter Medicine Issues

Veterinarians are compassionate individuals and often eager to provide community services, including work at animal shelters and rescues. To reduce costs to the facility, there is strong temptation to disregard or stretch the regulations governing the profession. Medical records need to be maintained to the same standard as in a veterinary clinic. Copies or summaries can be provided to the facility if so requested, so long as the facility owns the animal at the time. An additional form, provided by the shelter or rescue can be used for information that they require. Some form of animal identification, such as a microchip, is important for these medical records, as ownership and name will likely change.

Shelters and rescues should not be given or sold supplies of prescription drugs to use on animals that the veterinarian has not examined. Expired drugs should be safely disposed of, not given away.

Rabies vaccines must be administered by a veterinarian or someone under her or his direct supervision. Consequently, it is illegal to provide rabies vaccine to be administered when the veterinarian is not present in the building, and illegal to pre-sign rabies certificates that are later filled out when the animal is adopted.

Medical and surgical care must be up to minimum standards, including pain management. If recommended diagnostics or treatments are declined, the veterinarian should record that fact in the medical record.

Personnel at animal shelters and rescues can provide nursing care under the veterinarian's guidance, but cannot prescribe, diagnose, or operate on an animal without violating the [Veterinary Practice Act](#).

The veterinarian who provides euthanasia services and euthanasia drugs to a recognized animal shelter or government animal control facility is responsible for meeting all the requirements for controlled substances. However, this veterinarian does not need to examine the animal and determine that euthanasia is indicated. Minnesota does not recognize the term "certified euthanasia technician" used in other states.



Prescription Monitoring Program

Barb Carter, PMP Manager, MN Board of Pharmacy

Non-medical use, abuse and diversion of controlled substances are ongoing problems. Veterinarians can make a difference in reducing the availability of controlled substances for diversion or misuse. This now includes tramadol. Veterinarians can be unknowingly targeted by individuals diverting or using controlled substances for non-medical purposes. Veterinarians are now also legally required to report any employees suspected to be diverting.

The 2014 legislature made several changes to MN Statute 152.126, the law governing the state's Prescription Monitoring Program (PMP). The statute now allows veterinarians holding a DEA number to access their animal patient's controlled substance prescription history, and their prescribing history to outside pharmacies. This latter privilege has proven useful to identify prescription writing fraud. In a multi-doctor practice with a single DEA number, other veterinarians may be able to access the PMP if registered as a "dependent", i.e. someone working under another veterinarian's DEA number.

Through the Prescription Monitoring Program, the MN Board of Pharmacy collects prescription data on all schedules II-V controlled substance and butalbital prescriptions. (Butalbital is a barbiturate.) The data is reported by most MN licensed pharmacies and by prescribers who dispense from their practice. However, MN law exempts veterinarians from reporting prescriptions they dispense for outpatient use, so the data base only compiles those prescriptions which are filled at pharmacies. The MN PMP is a tool to improve patient care and to reduce the abuse, misuse and diversion of controlled substances. Veterinarians can now access the database to reduce the risk of doctor shopping.

The MN PMP is not intended to reduce the number of controlled substance prescriptions being prescribed; instead, it is to further understand a patient's prescription history prior to prescribing or dispensing.

In Minnesota, prescribers are not required to use the MN PMP database, but use is highly encouraged. In other states, PMP's have been shown to work effectively by giving prescribers the information needed to be comfortable with a choice to prescribe a controlled substance or not. The reports can also show if a patient is receiving prescriptions for controlled substances from multiple providers.

Important considerations for veterinarians using the MN PMP:

- Veterinarians can only access their animal patient's data when they are prescribing or considering prescribing, dispensing or considering dispensing a controlled substance for their animal patient. Additionally, they can access the animal patient's data when providing emergency medical treatment, if access to the data is necessary.
- MN PMP participates in the PMP InterConnect system that enhances the capability of MN PMP users, allowing them to communicate with other states regarding their patients. This can be very important to veterinarians in cities located near state lines or who believe their patient has received prescriptions in other states.
- Dispensing information can take up to 48 hours before it appears in the database and prescription records are only available in the database for 12 months.
- The MN PMP system provides a query function for prescribers to track activity under their own DEA number and can see the prescribing, dosing and dispensing history associated with the number. Use of this function could show questionable activity or possible DEA number theft.
- Veterinarians that do not have their own DEA registration number, must have permission of the DEA license holder to become registered as a "dependent".
- PMP user accounts are issued to individuals; there are no group or office accounts. The account owner is responsible for all use of the data which has been accessed under their user id.

Please contact the Board of Pharmacy to register or to ask questions via email at Minnesota.PMP@state.mn.us or 651-201-2836. For information on how to register for access to the MN PMP visit <http://www.pharmacy.state.mn.us/>



Name, Address or E-mail Changes

If you recently had a name change due to marriage, divorce, etc. you must contact the board if you wish you change your legal or professional name. To change your name with the Board, you must:

1. Request a new license certificate using the [license replacement form](#) found online;
2. Provide legal verification of the name change (marriage certificate, driver's license, etc); and
3. Pay the license replacement fee (\$10 payable via check)

It is your professional responsibility to keep the board up to date with any name, address, phone number, and e-mail changes!

Professional Firm Renewal Reminder

Annual professional firm renewals will be sent out by the Board in November to each professional firm. Renewal forms and a \$25.00 annual registration fee are due by January 1.

If you need to update your firm's contact information, please contact the Board at vet.med@state.mn.us



License Renewal & CE Extensions

Odd-numbered licenses expire on February 28, 2015. Renewal notices will be sent by email on 12/3/14 and by postcard 12/29/14. Online renewals begin in November. Paper renewal forms can also be printed from the website or mailed upon request. Please remember that you need a total of 40 hours of continuing education credits from March 1, 2013 through February 28, 2015. Thirty of these hours must be interactive. It takes 30 actual hours of self-study to claim the maximum of 10 hours of non-interactive CE. Most on-line courses are non-interactive. There is a maximum of 10 hours allowed for practice management topics. If you will not have 40 hours prior to the renewal period, please contact the Board.

License Verification

If you are applying for licensure in another state, you may need to contact the Board for a document stating you are in good standing with the Minnesota Board of Veterinary Medicine. The Board will generate a form that contains your license history in Minnesota and will send this form directly to the state in which you are seeking licensure. There is a \$25.00 fee associated with this request.

You can request a license verification document two different ways:

1. Fill out the request online using our online license verification form. You may pay with credit card online.
2. Fill out a paper copy of the request form. The form can be downloaded on our website or you can email vet.med@state.mn.us or call us to request this form. A \$25.00 check written to the Minnesota Board of Veterinary Medicine must accompany the paper form.

License verifications requests are completed within 1-2 business days of the request and are sent directly to the specified state. Special accommodations to this request can be made by contacting the Board at vet.med@state.mn.us.

Quick Tip to Find a Law or Rule

A quick and easy way to search for answers to questions you may have regarding the Statutes and Rules surrounding the practice of veterinary medicine in Minnesota can be done using the Office of the Revisor of Statutes website.

[Click here to access the Revisor's document search online](#)

Website Reminder

The board implemented a new website earlier this year. The old website is no longer updated, so make sure you have the new website book marked for your reference: New web address:

<http://mn.gov/health-licensing-boards/veterinary-medicine/>



Board Member Contact Information

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Tips: Who to Call?

Board of Veterinary Medicine: license, CE, veterinary and lay person complaints, Veterinary Practice Act, professional firm

Board of Animal Health: reportable diseases, rabies certificates, MN health certificates, animal identification

Board of Chiropractors: human chiropractors working on animals

Board of Pharmacy: Compounding, drug label requirements, complaints regarding a pharmacy or pharmacist, license check

DEA: controlled substances

MVMA: veterinary technician credentials and CE

USDA/APHIS: accreditation, health certificate requirements by state



Contact Information for Related Boards

Minnesota Board of Animal Health:
625 Robert Street North, St. Paul, MN 55155
<http://mn.gov/bah/>
Phone: (651) 296-2942 Fax: (651) 296-7417

Drug Enforcement Agency:
100 Washington Avenue South, Suite 800 Minneapolis, MN 55401
www.deadiversion.usdoj.gov/index.html
DEA Regional Field Office at (612) 344-4136
National office toll free 1-800-882-9539

Minnesota Board of Pharmacy:
2829 University Avenue SE, Suite 530
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