



P.O. Box 375, Morristown, NJ 07963-0375
(973) 539-4425 • Fax: (973) 539-0922 • www.SeeingEye.org

Dear Colleague:

We have asked our volunteer puppy raisers to present this letter to you at each visit. The Seeing Eye is the owner of this puppy and will be responsible for both decision-making and payment in regard to healthcare. **Please list this puppy under The Seeing Eye in your records along with the family name and contact information.** Our puppies live with families for about a year and then return to The Seeing Eye to begin training as a guide dog. We at The Seeing Eye are most grateful for the support and encouragement that you as the family veterinarian provide to our raiser families, and of course, for the health care rendered during this time.

Because we are dealing with a large population of animals, we have established uniform procedures for treatment and record-keeping.

1) Billing and Donated Services: Please bill The Seeing Eye directly. **To expedite payment,** email the completed veterinary visit form along with the itemize invoice to puppybills@seeingeye.org. The usual turnaround time for payment is approximately two weeks.

The Seeing Eye is state sales tax exempt in NJ, NY, and PA.

Many of you are already donating or discounting your services to The Seeing Eye, and we take this opportunity to personally thank you for your generosity in supporting our mission to enhance the lives of people who are blind through the use of these wonderful dogs. **If you are not currently donating your services we ask you to consider providing a discount by simply checking the appropriate discount box on the provided invoice.**

Even if you are fully donating your services, we ask your cooperation in helping us to maintain adequate health records by completing and returning the form presented to you by the puppy raiser. Please indicate what the cost of your services would have been so that we are able to officially recognize your generous contribution.

2) Health Records: It is critical that our records are accurate and current. We often check the records of littermates to assess familial tendencies. Please submit the health form as soon as possible after treatment is given. **Please notify The Seeing Eye veterinarians of critical cases as soon as possible.** We also ask that the form be complete and legible so that the information can be quickly entered into our computer system. Please do not use abbreviations as these vary among practices and result in our data entry staff taking your time to ask for clarifications.

3) Rabies Certificates: All litters born after 10/1/2014 have been microchipped with Home Again chips. Please scan and document the microchip in the record prior to the administration of vaccines. This will prevent the need for administering otherwise unnecessary vaccines to meet international travel regulations. Please send us the original rabies certificate including

date of administration, expiration date, producer and serial number of the vaccine, as well as the name address and phone number of the practice and the veterinarian's signature and license number, as required by the New Jersey Department of Health.

4) **Cost of Treatment:** Please feel free to proceed with any diagnostic or treatment protocol that you judge to be desirable, up to a maximum of **\$400 per episode** of illness or accident. If it is clear that an individual problem will be more costly to treat than this, please call The Seeing Eye directly at 973-539-4425 and ask for the department of Veterinary Medicine and Genetics.

5) **Significant or Chronic Conditions:** Regardless of cost, please contact us in any situation in which a condition is serious or may threaten the working potential of a dog. Examples include: cases requiring radiographs or bloodwork, chronic or recurring skin or ear infections, chronic or recurring diarrhea.

6) **Diet Changes:** Please consult with The Seeing Eye before prescribing any diet change, other than those necessary for *acute* GI upset.

7) **Second Opinion:** We strongly support the consultation of a specialist for a particularly complicated problem. The Seeing Eye works closely with specialists at Red Bank Veterinary Hospital, The University of Pennsylvania School of Veterinary Medicine, and the New York State Veterinary College at Cornell University. Should you wish to involve these specialists, please call The Seeing Eye directly to speak with a staff veterinarian.

8) **Rejection:** If in the course of your treatment you feel that The Seeing Eye puppy has a health defect that could prevent its continuance in our program, please call The Seeing Eye directly and speak with a staff veterinarian.

Thank you for your cooperation and your support. We could not fulfill our mission without you.

Sincerely yours,

C. Kyle Quigley, DVM
Director, Veterinary Medicine and Genetics