



How do i...

Use Classifications?

Animals can be given a classification for pricing purposes, usually where you want to allow discounts on different analysis codes. A pet's classification will be shown on the management record using colour event 177

The classification for the animal may be set via the 'A'dditional prompt on the management card but we would recommend setting it via an AP code so the system can show who allocated the class and when.

These classifications ONLY apply to work entered via Automatic pricing. The system will still add Dispensing fees etc. and will apply any invisible discounts/surcharges (except type 5 and higher) that may be set.

From hereon, the classification will be referred to as the CLASS

The supported classes are:

Type	Example	Details
1	Guide Dogs	No VAT on Drugs
2	Charities	No VAT (exempt from any VAT)
3	Pet Aid	Contra entry added to correct account - Used when the same discount applies to MOST analysis codes but you need to exclude 1 or 2
4	VMS	As above.
05-95 EXCEPT 12	Pet Health Club	Different discounts depending on Analysis code
12	Pet Aid	Handles <u>PDSA Pet Aid records</u> so only use for this.

Class 1 will automatically subtract any VAT content from the sale price of any STOCK item

Class 2 will automatically subtract any VAT content from the sale price of ANY item sold via Auto on a client record card.

Classes 3 & 4 – In some cases the class may not apply to ALL work, you have the option when setting up the class to specify a range of analysis codes that will be excluded from the discount.

For example: you want to give 100% discount on all work EXCEPT External lab fees and Individual Cremation, you would choose Class 3 and when setting it up, enter the analysis codes for those two items. The system will then charge full price for any items in those categories.

Classes 5-95 (except class 12) -- In some cases the discount you wish to give may vary depending on the item. You have the option when setting up the class to specify a range of analysis codes that will be discounted at different rates.

For example: You want to give 10% off vaccinations, 5% off consults and 50% off neutering. You would select a class numbered between 5 & 95 and, when setting up, enter the analysis codes for those categories. The system will prompt you for the amount of discount to allow for each one.





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Setting up the Classifications

From the main menu

System > Setup -> Parameters -> Lookup -> Recalls -> Others -> Classification

Use the arrow keys to select the description number you want.

For classifications 1 & 2 you can just type in the description you want to show on client's card. (You can just leave them as they are set!) When you press Enter, the highlight bar moves across to the field 'Related Analysis codes' you only need to enter an analysis code here if you have a category that DOES need VAT applying even if the general rule is exemption. And, at time of writing, I don't have any knowledge of what this might apply to!)

For classifications 3 & 4 you can just type in the description you want to show on client's card. (E.g. Partners relatives!) When you press Enter, the highlight bar moves across to the field 'Related Analysis codes'. You only need to enter an analysis code here for something that isn't to be discounted at 100% e.g. Individual Cremation

For classifications numbered from 5 onwards

Use the arrow keys to select the description number you want. (For your own individual classes, when you are giving different discounts for different situations, it makes sense to start at Description 5 and just work on from there).

NB: Any discount given via a classification will OVERRIDE any discount/surcharge entered at the Items ... prompt on any client that you give this classification to.

Give your class a name e.g. Pet Health Club member

When you press Enter, the highlight bar moves across to the field 'Related Analysis codes' Enter the analysis codes beside the description as either specific codes and/or a range.

08 Small Animal Health Plan 2 25-29 32 80 90 237-239

When you press Enter you will be asked

"Do you want to offer discounts?"

Answering 'yes' you will be presented with all the specified analysis codes and you have the option to enter a discount amount beside each.

Analysis Codes being discounted : 2 25-29 32 80 90 237-239

2	Microchipping	50.00
25	Vax K9 boosters	100.00
26	Vax feline Boosters	100.00
27	Vax KC	100.00
28	Vax feline Primary	100.00
29	Vax K9 Primary	100.00
32	Vax rabbit	100.00
80	Surgery (neutering)	10.00
90	Preventative dentals	15.00
237	Wormers	100.00
238	Flea Treatments	100.00
239	Prescription diet	10.00

Screen shot showing the analysis categories and the amount of discount that you want to offer on each category

To speed things up, when prompted for the code to discount, you can enter a range by separating them with a hyphen e.g. In this screen shot, 25-32 to give 100% discount to all vaccines.



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With Type 03 and higher: A transaction (analysis code 213) will be added to the client's card that adjusts the balance to show only those items being paid for by the client. This transaction will include the class description to allow you to easily see whom it relates to. The analysis code breakdown in the Vatbook and Monthly/Yearly summary can be used to keep track of the amount of work being done for this class.

With Types 5 and higher the default behaviour of classification 5 and above will be to put the **FULL** amount through the clinical screen and, when you exit automatic pricing, a 'Discount/Credit' entry will be added. This allows the client to see the full amount and what discount they are being given.

When using the Show Full amount and then discount the following should be kept in mind.

- Stock and AP financial figures will show the FULL amount before any discounts.
- All discounts via classification will go through Analysis Code 213 and as such you can see the amount discounted via that analysis code.
- Vatbook turnover figures will show the discounted work, that is the full amount and the discount are taken into account so this shows the actual practice turnover after all work has been discounted.
- User Breakdown (Vatbook) – The discounted amount will be shown under 'Other' as a negative amount. If a user sees ONE client and the work done is 100% discounted – their Fees/Drugs will be ZERO, the number of clients seen will be correct.
- User Breakdown by Analysis Code – this will show the FULL un-discounted amounts and analysis code 213 will show the amount of work against the classifications. The setting: General Apps -> Parameters -> Misc -> 9 If this is set to "yes", a clinical line will be added with the discount percentage given for that item.

Apply a classification to a clients record card

To keep track of who applied classes and when it was done, we recommend you use an AP code to apply the class. Simply set an AP code up as normal but in the Extras line use the meta character ^20= followed by the class number you wish to use e.g ^20=5 will set Classification 5

```
Description : Registered Pet Health Club
Analysis   : 165 - Prac.Health Scheme
Vacc. Int. : No change
Other Recall: Practice Health Scheme
Interval   : Set to 51 weeks
Diary      : Unavailable

STOCK ITEMS
Stk No.   Sub   Qu.   Description

Flags    : 00000000
Extras   : ^20=5 ^11=phsca.def
```

Don't forget to set a recall to remind them to renew in a years time!

Here's where you set the Class. The ^11 meta character will also print out the 'Welcome' letter for your client



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Now all you need to do is go to a client's card and 'sell' them this AP item via the Auto prompt. Premvet will mark them as appropriate and set any recalls and print any documentation you need all in one go.

Management card showing classification

Client Name	: Grant, Ms Elsa	Number	: 601
Address 1.1	: 293 Park Road	Branch	: 2
Address 1.2	: Comberton	Type	: SA
Address 1.3	: Guildford K09 8UJ	Status	:
Telephone	: 01222 334455		
Small Animal Health Plan			

Recall screen showing recall for PHS renewal

Small Animal Health Plan				
Recall Type	Last	Int	Due	Status
a Practice Health Scheme	23.08.2008	51	Aug 2009	Up-to-date

