
Doberman Pinscher Club of America DPCA Rescue Committee Subsidy Submission Instructions

Jun 2021

Package presentation:

For electronic submissions we prefer PDF's. To minimize total file size, we suggest a resolution of 150 dpi and Black & White or Greyscale rather than color – however it is your responsibility to deliver a legible document.

In compiling your submission package, we would appreciate it if the dogs were presented in alphabetical order and then for each dog presented on the Request Form followed by all the invoices pertaining to that dog.

If an invoice contains more than one dog, it will need to be copied for each dog separately.

Documents:

Entirely handwritten receipts/invoices are not acceptable.

For veterinarians whose invoices are pre-printed forms that are then completed entirely by hand we require some 3rd party corroborating documentation that service was completed – such as a credit card receipt matching the invoice details.

Any alterations to an invoice, handwritten or electronic, that affect its acceptability are not permitted and may result in the entire invoice being rejected.

Veterinary Practice Identification:

The invoice must identify the veterinary practice that performed the procedure.

The Name, address and phone number of the veterinary practice must all be legible.

Client Identification:

The Invoice must be in the rescue group name or in the name of the DPCA member who signed the Rescue CoE.

If the invoice is in the name of a foster parent, then it must include the rescue name. ie: Jane Doe/Dobie Rsq of US

Breed identification:

The supplied documents must identify the dog as a Doberman Pinscher.

If a dog is seen by several vets –the invoices from each vet must all show the breed.

Some billing software does not show breed on the "invoice", we accept the following options . . .

- A "Patient Chart" report often shows the breed – simply include the 1st page of the "Patient Chart" along with the submitted invoice.
- If the breed is identified by a supporting document – e.g. a rabies certificate – that document must be from the same veterinarian and clearly reference the same dog. ie: have the same date or same Patient ID or same Rabies Tag #, etc..
- The invoice may be hand annotated "**Fido is a Doberman**" and that statement signed by the veterinarian.
- Include a statement on the veterinary practice's headed notepaper signed by the veterinarian to the effect "**Fido, treated mm/dd/yy, was a Doberman**"
- The name of the "Patient (dog)" has the breed identifier "Doberman" next to it.

Procedures:

Only those procedures specifically listed on the Request Form are eligible for reimbursement.

For example, euthanasia is covered, but disposal or cremation of the body is not.

Invoices must show each specific procedure requested for reimbursement and its cost. Also, see Bundled Procedures.

For a procedure that requires multiple vet visits (eg: Heartworm Treatment) if the treatment dates cross the reimbursement quarter boundary, then the reimbursement request shall be made in the 2nd quarter.

(1) **Duplicate Procedures:**

Reimbursement for a procedure is available only once per Dog.

(2) **Bundled procedures:**

A veterinary practice may offer a package deal that bundles several procedures into one price. The invoice must identify the package components.

We lifted caps on allowable procedures except for HW treatment. Processing bundled procedures has become an issue due to items we do not cover being included in the bundled package. We cannot guess as to what your vet charges for the item(s) we do cover within the bundle. The items we cover are - S/N, blood panel/thyroid/HW test, fecal or urinalysis, initial vet exam/office visit, euthanasia and rabies. We understand on some of the invoices S/N may not be a simple line item, your offices will include line items for the procedure, which we do cover. Therefore, we are offering two options:

- a) Include a separate price list from your vets office, on their letterhead, with a printed name and signature stating the cost of the item(s) we do cover. You can retain this and resubmit as needed with the bundled vet bill.
- b) If you cannot obtain a price list for the procedures, the old maximum caps will be applied as follows – S/N \$90, HW test \$30, Euthanasia \$50, Initial Vet Exam/office visit \$25, Rabies Vac \$15, Blood panel/thyroid \$50, Fecal or urinalysis \$15.

(3) **Itemized procedures:**

Sometimes rather than list a simple one-line price for a procedure the invoice may itemize it out in great detail.

e.g. Rather than

Neuter : \$x

The invoice may list

Pre-op sedation \$a

Anesthesia \$b

Neuter \$c

Sutures \$d

Post-op monitor \$e

E-Collar \$f

etc...

For itemized invoices - the dollar amount you may claim can include all the normal and customary items for the procedure (b+c+d) but not the ancillary 'extras' (a,e,f).

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Amount You Paid:

We ask that the "Amt You Paid" column on the Request Form be completed with the actual amount you paid after deduction of all discounts etc. While applying these discounts may not alter the amount reimbursed, it is important to us to have an accurate figure for "paid" as we try to maintain a database of actual costs.

Show your work:

We appreciate those Rescues that annotate their invoices with tick marks or highlighter – something - to show the line items and costs being claimed. This is especially true when the figure you enter in the "Amount you Paid" column is not actually present on the invoice but is the result of some mathematics. Please assist us by indicating which figure(s) you have combined and/or adjusted (and why) to achieve your figure.

Reimbursement Request Cap:

Effective with the 2021 quarter Jan 1 – Mar 31, the DPCA Rescue Committee introduced a maximum of \$550 per reimbursement request that a Rescue may submit per quarter. This figure was obtained and will be calculated each year from funds raised in the prior fiscal year by the average number of rescue groups applying.

The reimbursable procedures remain the same as on the request form, but we have lifted the cap amount on all, except for HW treatment which remains at \$150.

We recommend adding an additional dog or two to your submission in the event something is rejected on your reimbursement request.

Submission date:

Electronic submissions must be received by the 20th of the month following quarter end. Paper submissions must be postmarked by the 15th of the month following quarter end.

If in doubt about acceptability of a submission, please, contact the Rescue Committee prior to submitting. We can advise you how to make it acceptable and perhaps still meet the deadline.

Form:

The only form we will process from is the Veterinary Expense Reimbursement form noted on the top right corner: v5.1 1220. If you are unsure if you are using the correct form, contact us before submitting.

Misc:

If you are unsure or have any questions at all, please let us know prior to submitting to:
dpcarecuereimb@dPCA.org

Veterinary Expense Form Reimbursement processing checklist

Below is a 'Check List' used by the volunteers who process the documents you supply – please feel free to use this as a guide when you prepare your submission.

Request Form:

- **Signature:**
 - Does signature match CoE?

- **Dog's details present:**
 - Dog's Name?
 - Sex?
 - Age?
 - Color?
 - Breed Identification

Supplied Invoices:

- **Veterinarian:**
 - Veterinarian Practice Name identified?
 - Address?
 - Phone number?

- **Client:**
 - Rescue ID'd as the client? or the CoE signatory is client?

- **Dog:**
 - Name on Request Form matches name on invoice?
 - Breed ID'd as Doberman?

- **For each Procedure requested:**
 - Identified on invoice?
 - Date is in quarter?
 - The amount paid on invoice matches Request Form request?
 - Discount applied?
 - Duplication of previous request for this dog?

- **Discounts:**
 - . . . already factored into line item price shown on invoice?
 - . . . shown as line item immediately after each procedure?
 - . . . shown as line item on its own?
 - . . . shown as adjustment to the invoice total?

- **Overall:**
 - Any modifications to originals? Handwritten/electronic?