



# + Welcome

Exceptional Care
Specialist Expertise





# Northwest Veterinary Specialists is a multi-disciplinary referral hospital. We work together with your usual primary care vet, who will refer your pet to us if they think further investigations or treatment is needed.

Referral appointments can only be made by the veterinary surgeon who provides the primary care for your pet, we're unable to accept direct requests from owners. As part of the referral process, your vet will send us clinical history and background information, all of which is essential to help us provide the best possible care for your pet and to prevent any duplication of tests or investigations. Most of this information will be sent directly to us before your appointment but there may be occasions where your vet could ask you to bring information with you for your appointment.

Here at Northwest Veterinary Specialists we offer a pet food packaging recycling scheme. Please bring along with you any brand of flexible plastic pet food packaging (e.g. pouches, sachets, food/treat bags and soft plastics) and dispose of them in one of the dedicated recycling boxes at our hospital. All we ask is that you please rinse and dry wet pet food pouches and containers before bringing them in.



Find out more at nwspecialists.com

# Your appointment

## Paperwork needed for your appointment

There are a number of items that need to be completed and brought with you;

- Your insurance policy schedule and certificate
- · A signed insurance claim form
- Completed cat or dog questionnaire
   this will be sent to you with your appointment
  information.

It's important to complete these ahead of your appointment.

If everything is completed in full the team will take the forms from you, ask some key questions and you can take a seat.

Consultation times are in region of 60 minutes, but if your pet is to be admitted after your consultation this will be extended by 30 minutes. This is to ensure a smooth admission process for you and your pet.

Please arrive 10 minutes before your appointment so paperwork can be processed.

#### Preparing for your appointment

#### Key points to remember

- We may need to perform some blood tests, or urgent treatments or procedures on the day and therefore we ask that all pets, apart from diabetics and pets under 6 months old, come unfed after
   10pm the night before the appointment. Please do allow them free access to water as usual.
- Diabetic pets: If your pet is diabetic, please telephone us in advance to discuss whether to feed or administer insulin before the appointment.
- Pets under six months old: If your pet is under six months old, please only withhold food for four hours before your appointment.
- If your pet is on any medication please contact us to see whether this is to be administered before your appointment.
- Please bring with you any medication that your pet is currently prescribed.

### Has your dog travelled outside of the UK?

Due to the increasing number of dogs diagnosed with Brucella canis infection, we are routinely testing patients that have travelled outside the UK, as they are at higher risk of infection. For more information visit: nwspecialists.com/pet-owners/has-your-pet-travelledis currently prescribed

### Can my pet have any belongings with them?

Unfortunately we cannot accept any toys, leads, collars, bedding or other personal items into the hospital in order to comply with our hygiene policy.

#### Raw meat diets

For reasons of infection control, we do not feed raw meat diets to patients in the hospital. If your pet is fed a raw diet at home we will feed an easily digestible complete dog food - if you have a particular preference please bring it with you.

# What happens if my pet needs any diagnostic imaging? (MRI, CT, Ultrasound)

When you have your appointment with the veterinary surgeon they will make the decision whether or not your pet needs a diagnostic procedure on that day. This may not be on the same day as your appointment, however it will be discussed in full with you at your appointment.

#### **Opening hours**

To book or discuss your appointment or to book a revisit appointment, please contact the client services team on 01928 711400 option 2 and option 2 again, Monday to Friday 7am-9pm, Saturday 9am-5pm and Sunday 9am-3pm.

If you have been booked for an out-of-hours appointment, please call 01928 711 400 or use the door bell at the front of Delamere House to alert the team that you have arrived.

#### Cost of an appointment

Consultation	£318
Revisit / Follow up appointment	£168
Emergency consultation	£348
Emergency consultation out of hours (weekend/Bank Holiday)	£395
Emergency consultation revisit/ Follow up (weekend/Bank Holiday)	£270



# What happens if your pet is admitted

#### Updates about your pet

If your pet is admitted to the hospital the following update protocols are in place:

#### Weekdays

The veterinary surgeons will telephone you each evening that your pet is hospitalised and will update you each morning either by text message or a telephone call (depending upon whether there are changes that need to be discussed). We aim to have morning updates completed by 10am, but if the veterinary surgeons' ward rounds take longer than usual there may be some delay. Evening updates will usually be after 4:30pm but may be later in the evening if your veterinary surgeon is still busy with procedures or ward rounds.

Emergencies may impact the timing of the updates, as these are circumstances beyond our control. If you have not received a weekday morning update by 11am or a weekday evening update by 7pm, please contact us.

#### Weekends

The veterinary surgeon on duty will telephone you once a day, after morning ward rounds. At weekends timing of the telephone calls can be unpredictable due to emergency appointments. We aim to update you by midday at weekends.

Please make sure that the Client Services Team has the best number to contact you on. If your pet deteriorates significantly and requires intervention from the on- call veterinary surgeon overnight, you will be contacted immediately at that time.

#### Discharge appointments

When your pet is ready to go home one of the team will call you to arrange this appointment.

Discharge appointments are usually scheduled for the afternoon or evening, to allow the team time to prepare your pet, their medication and discharge instructions for going home.

At the time of the discharge appointment a clinical team member will read through some written discharge instructions with you, to ensure that you understand the contents. The medication doses will also be made clear, along with any other requirements for your pet's ongoing care.

Please note, your pet may be discharged before we receive all pending laboratory or imaging reports, in which case your veterinary surgeon will contact you when these are available.

If your pet goes home out of hours or at the weekend then we cannot always guarantee that all items will have been invoiced and so there may be additional items invoiced after discharge, and we may contact you for payment of these. Discharge appointments can be made up to 8pm Monday – Friday and up to 5pm on a Saturday and Sunday.

A letter detailing investigation findings will be sent to your primary vet within the following 7 days, however, if we are awaiting further results there could be a delay. If you would like to receive a copy of the report, please let a member of the Client Services Team know.



## Written prescriptions are available from this hospital

You may obtain relevant veterinary medicinal products from your veterinary surgeon or ask for a written prescription and obtain these medicines from another veterinary surgeon or a pharmacy.

Your veterinary surgeon may prescribe relevant veterinary medicinal products only following a clinical assessment of an animal under his or her care.

A prescription may not be appropriate if your animal is an in-patient or immediate treatment is necessary.

You will be informed, on request, of the price of any medicine that may be prescribed for your pet.

The general policy of this hospital is to re-assess an animal requiring repeat prescriptions for/ supplies of relevant veterinary medicinal products every 6 months, but this may vary with individual circumstances.from the on- call veterinary surgeon overnight, you will be contacted immediately at that time.



#### Visiting your pet

We understand that your pet being away from home and the family environment can be hard for both you and your pet. Whilst your pet is staying with us, we have a dedicated clinical team who take excellent care of your pet throughout their stay, this includes exercise and regular play time cuddles and attention. Our promise is to ensure your pet is treated and discharged back home to you as soon as possible.

Long stay patients can be visited, this normally takes place at weekends, and can be discussed with your veterinary surgeon during any update calls.





# Paying for your pet's treatment and insurance

There are several ways you can pay for your pet's treatment, depending on whether or not you have pet insurance.

#### **Insured Pets**

Checking your insurance policy before you arrive

We cannot guarantee that your insurance company will cover all the treatment costs for your pet, and therefore we encourage you to contact your insurance provider prior to coming to your appointment to get an understanding of your cover and policy exclusions. Please note that some insurance companies cap their consultation and hospitalisation fees.

We are happy to help with any pre- authorisation needed and there is no additional fee for this. Please ask a member of the Client Services Team who will be happy to process any pre-authorisation requests prior to your appointment.

Please note, you are responsible for any shortfall of payment not covered by the insurance company.

#### What is a direct claim?

A direct claim is where we submit the completed claim form and invoice to your insurance company, along with all reports and results on your behalf. Settlement is then made directly to Northwest Veterinary Specialists. Depending on the insurance company we may be able to arrange a direct claim for you if the treatment cost is over  $\mathfrak{L}500$ .

If there is an outstanding amount left on the account after the insurance company have paid, it is your responsibility to make a final payment directly to us.

There is an administration fee of £54 for this service, which is not covered by insurance companies.

#### Submitting a direct claim

If we are submitting a direct claim with your insurance company, you will be asked to;

- · Leave a signed claim form with us
- Pay your insurance company excess
- Pay the administration fee and any shortfall relating to the policy limits
- · Sign a direct claim agreement

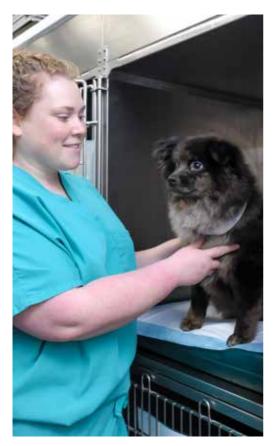
#### Submitting a non-direct claim

If your pet is insured with a company that we do not deal directly with, we will ask you to:

- · Leave a signed claim form with us
- Make payment in full for the treatment your pet has received

We will then send off the completed claim form to your insurance company when all reports and results are finalised, for them to make payment directly to you.





#### Non-Insured Pets What happens if I'm not insured?

If your pet is not insured we will take a 75% deposit of the estimate given to you by the veterinary surgeon after your consultation. Without payment this may result in a delay to your pet's treatment.

#### Methods of payment

The balance of outstanding payment is expected in full when your pet goes home. You can pay via our on-line payment portal - please ask a member of the Client Services Team to send you a link, or by debit or credit card, or cash. Unfortunately we do not accept personal cheques.

#### Refunds

If a refund is due to you following an insurance claim settlement, please await communication from our Accounts team. This may be 3-5 working days following notification from your insurance company of a settlement.

## What happens if my insurance company does not pay for treatment?

In the event that your insurance company fails to settle your claim, either in full or partially, then you are liable for the outstanding payment of your pet's treatment within 5 working days.

#### **RSA Insurance Group information**

Insurance companies involved in the Referral Vet Network (RSA) such as Tesco, Argos, Homebase and More Than, direct their clients to use specific referral practices that are signed up to their scheme.

Northwest Veterinary Specialists does not participate in this scheme as we believe that the choice of the referral practice should be in the hands of the referring vet and pet owners.

We also believe that clients should not be financially penalised for this choice so if a direct or non-claim is processed with Northwest Veterinary Specialists and the insurer takes a £200 referral fee from your settlement, then it is our policy to refund this to your account.

In the case of a non-direct claim you will need to submit evidence of the referral deduction via **accounts@nwspecialists.com** for a refund to your account.

#### Physiotherapy appointments

Your pet may require a course of physiotherapy treatment and payment will need to be made in full after each appointment.

#### Client satisfaction survey

Once your pet is discharged from our care you will receive a short survey to complete via text message or email.

Your feedback is really important to us and helps us continually review and improve the services and care we provide to our patients and clients.





#### **Pharmacy Service**

Northwest Veterinary Specialist have now launched a direct Pharmacy Service for our clients for any repeat prescriptions, medication queries or advice please email: pharmacy@nwspecialists.com

Please complete the enclosed pharmacy request form or email direct providing details of your requirements.

Prescriptions and medications can be collected from Reception during the opening hours of 7am-7pm Monday to Friday, 9am-5pm Saturday and 10am-2pm Sunday.

Postage is by Royal Mail Special Delivery, which will require a signature upon delivery and will cost £9.00.

There will be an additional charge for guaranteed Saturday Delivery. Our Client Services Team will contact you to arrange payment.

Please note that we are unable to post cytotoxic medication in either liquid or tablet form. Medicine, supplements and dietary requests are available for collection after 2 working days of ordering.



Please refer to our website for our Customer Charter and Feedback, Concerns and Complaints process.

nwspecialists.com

### **Directions**





#### From M56 West (Chester)

Exit at J12 signposted for the A557 (Runcorn, Widnes, Northwich). At the first roundabout take the left turn signposted for Frodsham on the A557/A56. Move over into the right hand lane for the next roundabout (Signposted for the A56). At the roundabout take the right turn exit signposted for Frodsham A557/A56. Immediately after exiting the roundabout, take the right hand side of the road and within 10 to 20 metres enter the filter lane for a right turn into

Ashville Point Office Park. Northwest Veterinary Specialists (Weaver House) will be the second building on the right hand side.

Can't find the answer to your question please do not hesitate in contacting us on 01928 711400 or by email: enquiries@nwspecialists.com

#### From M56 East (Manchester)

Exit at J12 signposted for the A557 (Frodsham, Runcorn, Widnes). At the roundabout take the left turn signposted for Frodsham (A557/ A56). Immediately after exiting the roundabout, take the right hand side of the road and within 10 to 20 metres enter the filter lane for a right turn into Ashville Point Office Park. Northwest Veterinary Specialists (Weaver House) will be the second building on the right hand side.

#### **Parking**

Parking is available to the right-hand side of the building in the Sutton and Clifton House car park.

Please be aware that this car park has parking restrictions. If you are a blue badge holder please contact reception who can direct you to our disabled parking access.

As the car park is shared with other businesses, we kindly ask you to park only in the designated bays, or you may incur a parking fine.

Northwest Veterinary Specialists are not liable to cover the costs of any parking fines incurred when visiting our hospital.



## Sustainability

#### **Environmental Policy**

Northwest Veterinary Specialists, part of Linnaeus Veterinary Limited, offers a range of high-quality veterinary services for small animals via practice situated in Sutton Weaver, Cheshire.

At Northwest Veterinary Specialists (NWVS), our team works hard to provide friendly, knowledgeable support to pet owners, while maintaining the very highest levels of patient care and client service.

We acknowledge that our operations have an effect on the environment and have identified key areas that contribute our environmental and carbon footprint:

- consumption of electricity, gas, water, and other fuels
- use of anaesthetic gases
- · waste generation
- transport emissions
- use of raw materials, including prescribed drugs and medications
- procured goods and services with their own environmental impact

NWVS are committed to reducing their environmental impact through a journey of continual improvement by working through the Investors in the Environment accreditation scheme.





Our environmental commitment can be demonstrated in our established objectives and goals below:

- commitment to net zero carbon emissions target by 2040 in alignment with Mars Sustainable in a Generation and Linnaeus sustainability policies
- compliance with all applicable environmental regulations and public/customer expectations
- monitoring our key resource usage and implementing conservation techniques to achieve our environmental targets
- implement a waste/recycling policy and sustainable procurement policy
- · minimising unsustainable transport use
- take part in One Health sustainability project with our associates; i.e. beach clean
- working with suppliers to ensure they acknowledge and decrease the environmental impact of their products and transportation

We will continue to improve our environmental management system by working to the Investors in the Environment (iiE) criteria, considering any changes in legislation, our organisation, and other factors. We will convey this policy to all our associates ensuring that they are provided with training to increase awareness of environmental matters.

Lauren Bate and Lauren Buckley our Sustainability Leads and have designated responsibility for the day-to-day implementation of this policy.



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