

## **GDA VETERINARY REIMBURSEMENT FORM**

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Phone : \_\_\_\_\_

Fax : \_\_\_\_\_

Dog's Name : \_\_\_\_\_

ID # : \_\_\_\_\_

DOB : \_\_\_\_\_ Breed : \_\_\_\_\_ ☒ Spayed ☐ Neutered ☐ Neither

Name of GDA Employee that authorized this Vet visit: \_\_\_\_\_

Date dog was seen by Veterinarian : \_\_\_\_\_

Name of Veterinarian or Hospital : \_\_\_\_\_

Phone number of Veterinarian or Hospital : \_\_\_\_\_

Reason dog was seen by Veterinarian : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the dog been seen for the above reason before : ☒ Yes ☐ No

### **HAVE YOU ENCLOSED THE FOLLOWING ?**

- ☐ Completed reimbursement form
- ☐ Veterinarian invoice
- ☐ Veterinarian records ( copy of records Vet. writes on )

### **STAFF USE**

Are Vet. records enclosed with reimbursement ? ☐ Yes ☐ No

Was reimbursement sent to administration ? ☐ Yes ☐ No Date sent : \_\_\_\_\_

Was reimbursement sent to individual ? ☐ Yes Date sent : \_\_\_\_\_

☒ No Reason for not being sent : \_\_\_\_\_

Processed by : \_\_\_\_\_

Send to : Guide Dogs of America c/o Veterinary Dept., 13445 Glenoaks Blvd. Sylmar, CA 91342

Rev: February 13, 2012

Or fax to : (818) 833-6470



**Guide Dogs  
of America**

## **Directions for Veterinary Reimbursement:**

If you have been approved to seek outside veterinary care, please be sure to provide the following when requesting reimbursement:

1. A completed copy of the reimbursement form. The form can be downloaded online at [www.guidedogsofamerica.org](http://www.guidedogsofamerica.org) > GDA Programs > Canine Development > Forms for Current Puppy Raisers.
2. A copy of the invoice, showing a zero balance due.
3. A copy of the medical records/notes from the visit, to be added to the puppy's GDA file.

We ask that you either scan and email or fax the documents. There are many free scanning apps available for mobile devices. Regretfully, we cannot process emailed photo files (e.g. jpg images) of medical documents. Completed reimbursement requests can be emailed to [vetdept@guidedogsofamerica.org](mailto:vetdept@guidedogsofamerica.org) or faxed to (818) 833-6470. (The department phone number has fax capabilities.)

Incomplete requests cannot be processed, so please be sure to submit all requested documentation.

Thank you!

Guide Dogs of America  
Vet Department