

Dear Practice,

Please find enclosed blank Hip and Elbow Dysplasia certificates to be completed by yourselves and the client when making a submission to the Hip and Elbow Dysplasia Schemes.

In case it has been awhile since you made a submission by post, here is a brief run-down of what you need to do.

Completing the certificate(s)

Ask the owner to complete Section A of the Hip and/or Elbow certificate(s). If the dog is registered with a Kennel Club (KC), check that the dog's details match what is showing on the Kennel Club Registration Document.

What if the dog is not registered with a Kennel Club?

Any dog can go through the Schemes, just make sure not to leave any fields blank:

- In the KC Registered Number field, please write 'unregistered';
- In the KC Registered Name field, enter their pet name;
- Enter the breed or cross;
- Enter the Sire and Dams' names or if unknown please write 'unknown'.

After taking the radiographs, the submitting vet needs to complete Section B of the certificate(s) and confirm that the microchip number is correct.

Sending the radiographs

The radiographs need to be saved to a disc in DICOM format and sent to us with the certificates. Please post to: Canine Health Schemes, 7 Mansfield Street, London, W1G 9NQ.

Please ensure that each radiograph contains:

- the dogs' microchip number;
- the dogs' KC registration number (if applicable);
- the date of radiography; and
- a left or right marker.

This information must be visible on each image, either on x-rite tape or annotated digitally. It is not sufficient to include it only in the image data.

Making payment

Payment must be made at the time of submitting and can be done by cheque or card. Submissions won't be processed until payment has been received. If paying by cheque, please enclose it with the submission. If paying by card, please wait a few days to allow your submission to reach us, then give us a call on 0207 908 6380.

A VAT receipt will be enclosed with the completed certificate(s) and returned to your practice by post.

Discounts for Kennel Club and SSPCA Assured Breeders

Clients who are Kennel Club Assured Breeders or SSPCA Assured Breeders are eligible for a 15% discount. To claim this discount, a copy of their Assured Breeder Certificate must be enclosed with the submission.



Top Tips

Do:

- **Ensure the vet completes their section after the owner has completed theirs.** If we receive a submission and the owners' signature is dated after the vets' then it will be returned to you for amendment. This is so we know there is no possibility that any dogs' details could have been altered after the radiographs were taken.
- **Complete all fields on the certificate.** If any are left blank, then the submission will be returned to you for amendment by the vet.
- **Make sure the dog is at least one year old.**
- **Burn your images to a disc in DICOM format.** We cannot accept any other image format for scoring/grading.

Don't:

- **Use any tippex.** If making any amendments simply cross out the previous entry and initial alongside any changes you make. If tippex is used we will ask you to complete a new certificate.
- **Give the documents to the owner to post.** In order to maintain the integrity of the Schemes the submission must be sent to us from the practice to reduce the risk of any fraudulent behaviour.



Receiving your results

Once your submission has been checked to ensure we have all the necessary information and images, in the correct format, it will be allocated to the next available session for scoring/grading. We hold one session each week and score/grade approximately 300 submissions each time.

The results will be returned to your practice by post for you to pass on to the owner, usually within three to four weeks of us receiving the submission. However, the time frame does vary depending on the volume of submissions we are receiving so do check our website for an up to date turn-around time.

For dogs registered with the UK Kennel Club the results will also be sent to the Kennel Club for publication on their website (www.thekennelclub.org.uk).

More Information

For more detailed information on completing a submission please refer to the Procedure Notes which are available on our website:

www.bva.co.uk/canine-health-schemes

For more information regarding the correct positioning for radiography, please view the videos available on our website, or search 'Canine Health Schemes' on YouTube.

For further guidance please contact the CHS team on 020 7908 6380 or email chs@bva.co.uk