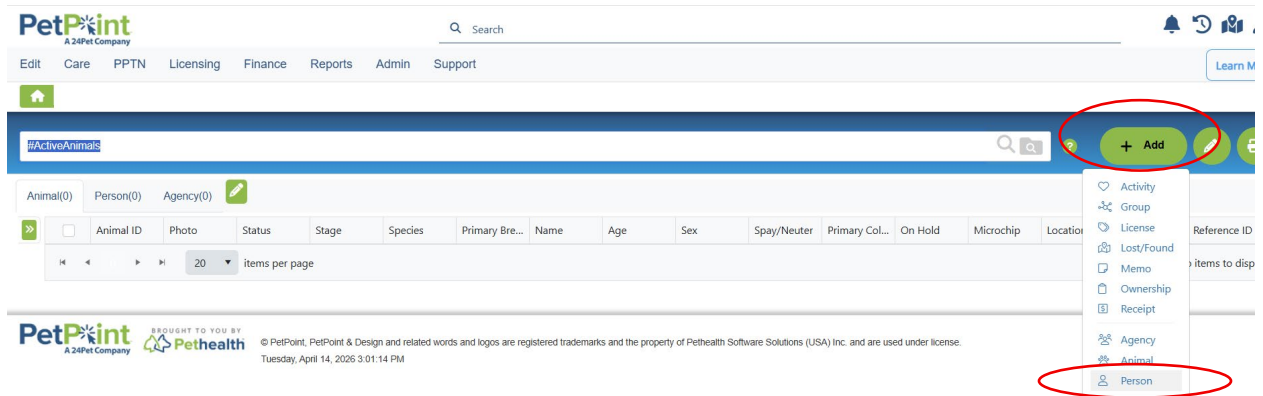
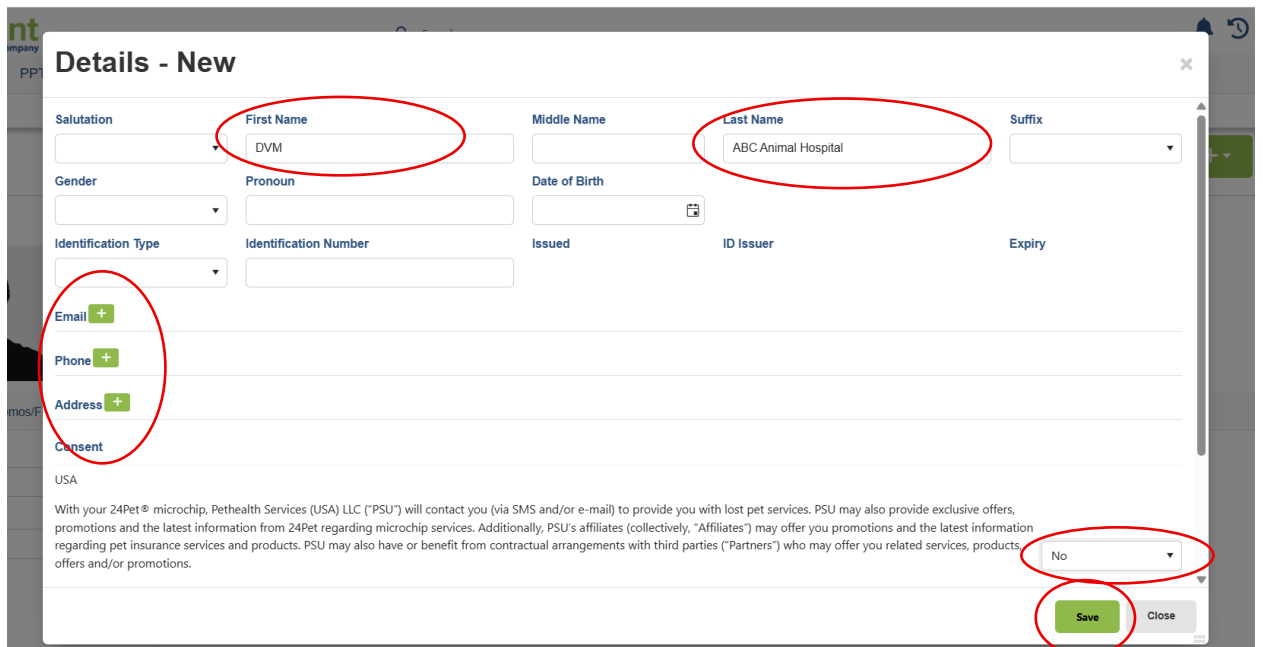


# Adding A Veterinary Clinic as a Drop Down for Rabies Vaccines

1. Veterinary Clinics are added as if they are a PERSON in PetPoint. Click on the GREEN +ADD button in the top right of the home/search screen then choose PERSON from the drop down.



2. First name should always be "DVM" ; last name is the veterinary clinic name. Then add the phone number, address, email as any person by clicking the green + button for each then entering the information. Click NO for the consent field. Then SAVE.



3. Click the Associations tab, then click the green + button next to Associations.

**P0049503413-DVM ABC Animal Hospital**

Photo Details

**Person ID:** P0049503413  
**Name:** DVM ABC Animal Hospital  
**Gender:** Unknown  
**Pronoun:**  
**Date of Birth:**  
**Identification:**

**Address:**  
**Phone:**  
**Email:**  
**Consent To Contact:** No

Records Memos/Files **Associations** Agency Membership Related Persons Survey Petango Applications

Associations

Association Subtype From To

20 items per page

4. In the Association pop-up, delete the “Owner” association. Then add “Veterinarian” and “Medical Personnel” from the drop down. You must add both! Click the green SAVE button on the bottom right of the pop-up.

**Association - New**

**Association** **Subtype**

Veterinarian me

Medical Personnel

4/14/2026

**Created** 04/14/2026 3:11 PM **By**

**Last Updated** **By**

Once you save, the profile will look like this:

**P0049503413-DVM ABC Animal Hospital**

Photo  Details

 **Person ID:** P0049503413  
**Name:** DVM ABC Animal Hospital  
**Gender:** Unknown  
**Pronoun:**  
**Date of Birth:**  
**Identification:**

**Address:**  
**Phone:**  
**Email:**  
**Consent To Contact:** No

Records Memos/Files Associations Agency Membership Related Persons Survey Petango Applications

Associations

Association	Subtype	From	To
Medical Personnel		04/14/2026	
Veterinarian		04/14/2026	

20 items per page

When you go to add the license, the veterinary clinic will now appear in the drop-down for Provider.

Vaccination Details

Record #	Status*	Status Date/Time*	Provider	Assistant	Site*
*NEW*	History	04/14/2026 03:18PM	-- Select --	-- Select --	-- Select --

Vaccine*	Type	Dos	Route	Length	Re-Vac. Date
-- Select --	--Select--	0	-- Select --	0 years	

Manufacturer*	Product*	Serial/Lot #	Expiration Date	Container #
-- Select --	CareVet of Freeport, DVM			
	Carrhassell Veterinary Services, DVM			

This will also appear on the license as the provider.

**License Contract - Apr 14 2026**

Tel.: 207-287-3846



Pretend Profile

**State of Maine Dog Licensing**  
 90 Blossom Lane  
 Augusta, Maine 04333 USA  
 animal.welfare@maine.gov

Person ID: P0048485634

**Animal Information**

<b>Animal ID:</b> A0059599901	<b>Name:</b> FakePet1	<b>Types:</b> Dog	<b>Gender:</b> Male
<b>ARN:</b>	<b>DOB:</b>	<b>Breeds:</b> Abruzzese Mastiff/Mix	<b>Altered:</b> Yes
<b>Chip #:</b>	<b>Current Age:</b>	<b>Colors:</b> Blond	<b>Size:</b> Large
<b>Type:</b>	<b>Age Group:</b> Adult (6mo-8yr)	<b>Pattern:</b>	<b>Weight:</b>

License Number	License Type	Issuer	Price	Late Fee	Issue Date	Length Expire Date
26-TEST246	Service/K9/S&R License	Maine Animal Welfare Program	\$0.00		04/14/2026	04/15/2026

Rabies Vaccination	Vaccination Date	Revaccination Date	Provider
Rabies Vaccine- 1 year	04/14/2026	04/14/2027	DVM ABC Animal Hospital

Lot #	Lot Expiration Date	Manufacturer	Product
		Generic	Rabies (R)