



**Amy P. Lin, DVM will:**

1. Hold a current state license and state controlled-substance license to practice veterinary medicine in Michigan.
2. Hold a USDA-Aphis category 1 accreditation in Michigan for interstate movement.
3. Carry professional liability insurance/license defense (AVMA PLIT).
4. Carry copies of all relevant licenses.
5. Be responsible for my own FICA tax and applicable withholdings.
6. Be responsible for my own travel and business expenses unless otherwise specified.
7. Arrive promptly, work efficiently, leave complete medical records and notes on client communication and conduct myself with a professional and friendly attitude.
8. Practice veterinary medicine in an ethical manner according to guidelines of the State Veterinary Practice Act for dogs and cats.
9. Provide comprehensive veterinary care in the form of physical examination, diagnostic testing, nursing care, client consultation and professional recommendations.

**Employing clinic responsibilities:**

1. Provide a safe, clean, well-equipped working environment.
2. Provide a supply of commonly used in date drugs and supplies.
3. Provide protocols regarding medication refills, vaccination schedules and recommendations for patient care that meet AVMA/MVMA guidelines.
4. Provide use of the in-house pharmacy or clinic associated on-line pharmacy as per your clinic protocol. An outside source will be used if a needed medication is not available. I do not carry prescription pads.
5. Allow the relief veterinarian to utilize properly trained clinic staff, in-house drugs and testing equipment as needed.
6. File IRS Form-1099 for independent contractors for the relief veterinarian.
7. Follow current CDC Covid-19 guidelines for safety.

**Terms of Contract:**

1. Travel time greater than 1 hour may be subject to additional fees.
2. General practice shifts >6 hours allow for a full hour break. If the Dr is unable to leave/be free of interruption for a full hour an additional fee may be incurred.
3. The midday break is not included as part of the working hours.
4. If a break is not able to be taken and/or working time exceeds 8 hours, a charge of \$25.00/15 minutes will be invoiced.
5. An invoice will be left at the end of shift or at the end of the week if multiple shifts are contracted. Payment is due within 30 days of receiving the invoice.
  - o Payment options: Check, Venmo



6. The practice is liable for all expenses and legal fees incurred in collection of payment for services. Failure to remit payment within 30 days of service will accrue an additional fee of 10% of the total past due balance, with a minimum of \$100.00, unless prior arrangements have been made and have been accepted by both parties via text or email.