

Minnesota Urolith Center Online System Creating an Online Account for veterinary practice outside the United States

2020

Overview

To access our online submission and results retrieval program your clinic will need to set up a user name and password. Each clinic can have multiple users that can access the account to enter information and retrieve results. When you submit sample information online a packing slip with the patient information and our laboratory address is generated.

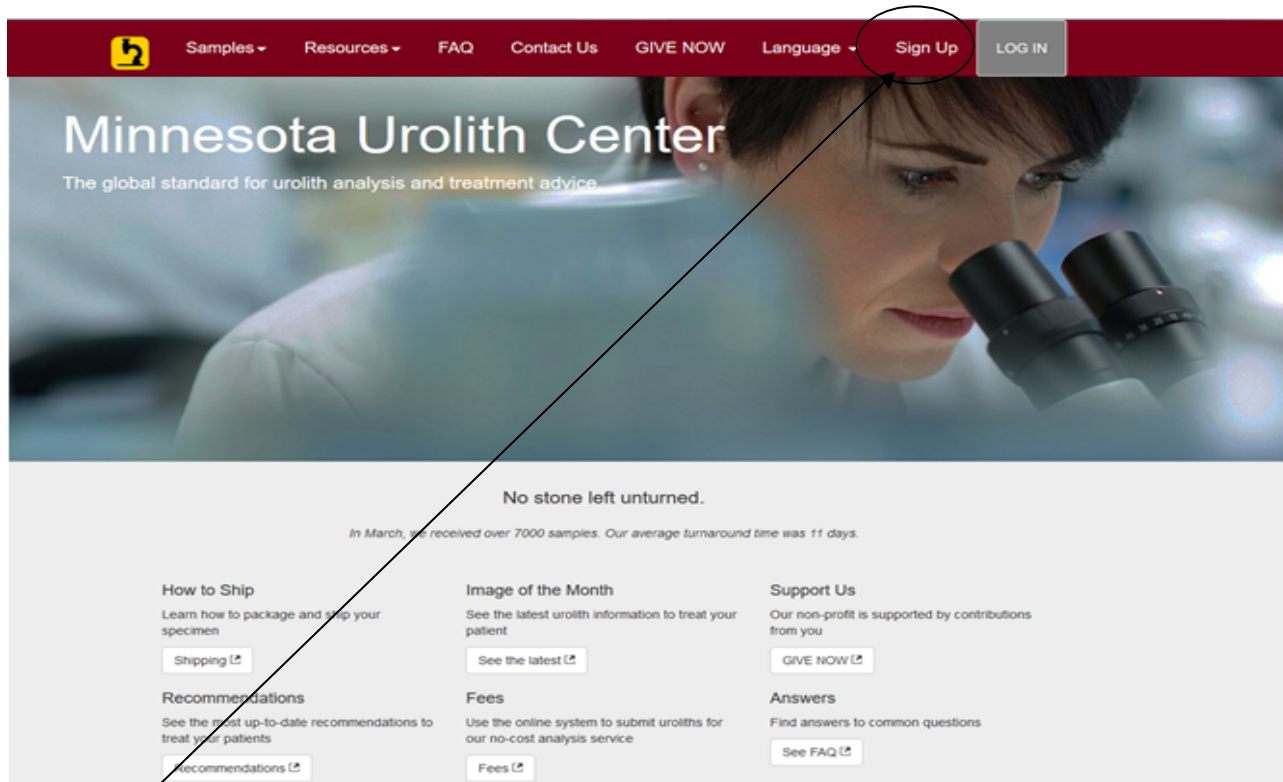
Your clinic will receive email notification when:

- The sample information is submitted
- The sample is received in our laboratory
- The results are completed

You can also log into the system to see when the samples have arrived and view/print results and recommendations at your convenience.

Setting up a user account

You will need to create a user account to login and access your submissions and results. Go to our login screen – urolithcenter.org



Select “Sign Up”

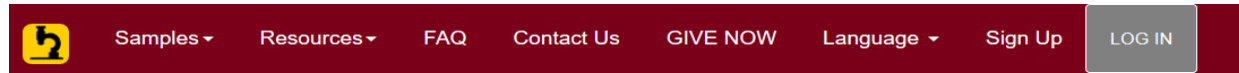
Four options are available for account setup:

- Option 1 – I know my clinic ID.
- Option 2 – I do not know my Clinic ID. I need to look it up.
- Option 3 – I want to create a brand new Clinic ID (Applies ONLY if you have never submitted samples before. Look up your clinic using the button above.)
- Option 4 -- I am a pet owner and do not work at a veterinary clinic.

Option 1

- I know my clinic ID.

If your clinic has ever submitted samples to us in the past via mail or online, you will have a clinic ID. You can find this on previous urolith reports at the top by your clinic name. **If you are unable to find your clinic ID – please choose the second option to look up your clinic id or email us at support@urolithcenter.org.



Set up Account

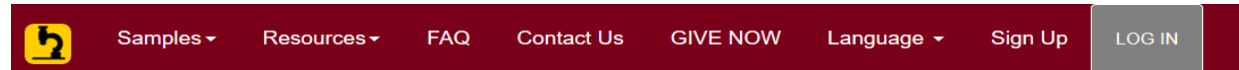
First, choose one of the following options:

To use our online system, you must have a Clinic ID.

- I know my clinic ID.
- I do not know my Clinic ID. I need to look it up.
- I want to create a brand new Clinic ID. (Applies ONLY if you have never submitted samples before. Look up your clinic using the button above.)
- I am a pet owner and do not work at a veterinary clinic.

Next

Enter your clinic id – This is the 5 digit code at the top of urolith results after the clinic name.
Enter your postal code – If your country does not have a postal code – leave this box blank.
Select Country – from the list.



Confirm Clinic ID

Clinic Details

Clinic ID

111XX

Postal Code**

1BC 2X4

** If your country does not have postal codes, leave this blank. Otherwise it is required.

Country

Canada

Next

Enter the information and **Select** → **NEXT**.

**If the address at the top of your results is not for your clinic, do not use this clinic id to setup your account. Please see option 2 – to look up your clinic id, or email the Minnesota Urolith Center at support@urolithcenter.org with your clinic name and address to see if your clinic already has a clinic id

Create your new user account / login information:

Clinic ID Verified: Kitty Clinic, Anytown, United States

Create a New User Account

Clinic Details

ID: 111XX
Fax: 8230000000
Clinic Email - where results will be sent: Youremail@hotmail.com

If you would like to modify your clinic information, you may do so in the "My Clinic" section after you log in.

User Details

Email: (Please use your email. This will be used for password resets and login only -- results will be sent to main clinic email) Note: emails with uppercase letters will be automatically converted to lowercase. For example, ABC@xyz.com will be converted to abc@xyz.com.

First Name:

Last Name:

Password:

Confirm Password:

Language:

I am the clinic owner or employee of the above business. I am authorized to access and view urolith analysis reports for the purpose of patient care. I am authorized to access and modify clinic information for report transmission. I understand that if I am not an employee of the above company, accessing and modifying these records violates this site's terms of use. I agree to this site's terms and conditions. [Terms and Conditions](#)

I would like to receive important news and updates from the Minnesota Urolith Center via email (1-4 times/year).

I agree to have the Minnesota Urolith Center share my email address with Hill's Pet Nutrition in my country in order to receive newsletters, and invitations to educational conferences and webinars from Hill's via email.

Clinic Details: This section shows your 5 digit clinic id, clinic fax and email address, if on file. If you need to add an email address or modify your clinic information you can do so in the My Clinic section after you have logged in.

User Details: The email address you enter will be your user name (case sensitive). This is a unique field and cannot be used for more than one user. Create a password – case sensitive, between 6-13 characters. Please select the box that confirms you have read the Terms and Conditions statement .

Select → SUBMIT You have successfully set up your user account. You will then be returned to the initial log-in screen. You will now need to enter your user name and password to log-in to the system.

Option 2

- I do not know my Clinic ID. I need to look it up.

Look up Clinic

Enter at least 3 characters of your clinic name – see example below.

Enter your zip/postal code

Select your country

Is the clinic listed your clinic?

If yes, and you want to use the associated email listed to login - but do not know the password – use **the recover password** link to have a temporary password emailed to that email address.

If yes and you want to setup a new login username and password - Select the **Use this Clinic** link under actions and you can create a new login username and password for your clinic.

If **your clinic is not listed** – you can search again – or choose option 3 – I need to create a new Clinic ID/Account.

Option 3

- I want to create a brand new Clinic ID. (Use this option only if you are a brand new clinic or have never used our laboratory, or if you have searched for your clinic and do not find it listed.)

First, choose one of the following options:

To use our online system, you must have a Clinic ID.

- I know my clinic ID.
- I do not know my Clinic ID. I need to look it up.
- I want to create a brand new Clinic ID. (Applies ONLY if you have never submitted samples before. Look up your clinic using the button above.)
- I am a pet owner and do not work at a veterinary clinic.

Next

You will be taken to the **Create Clinic Account** screen where you will enter your clinic and user information.

When you enter your country information shipping and handling options will be generated notifying you about shipping information and your responsibilities. In some countries Hill's Pet Nutrition will offer assistance with shipment of the specimens to our laboratory. If so, you will need to select if you want to send your samples through your local Hill's location or ship the sample to our lab directly. Please contact your local Hill's division if you have questions about their services.

To receive your email messages in one of 10 different languages. Press the down arrow to change this option.

Shipping and Handling Options

Your clinic is located in a country in which Hill's Pet Nutrition offers additional services for urolith samples. If desired, Hill's will:

- Package your sample for international shipping according to US Customs guidelines
- Pay for shipping and handling fees from Hill's to the USA
- Translate results from English
- Assist in interpreting results and formulating a treatment plan

Would you like Hill's to assist you with shipping your sample?

- Yes, ship samples my local Hill's office (recommended)**
- No, thanks. I will ship my sample directly to the Minnesota Urolith Center. I understand that I'm responsible for:
- All shipping, customs, and duties charges
 - Proper packing of shipment in compliance with US Customs regulations
 - Providing appropriate documentation
 - Shipping only acceptable species allowed for import under USDA/APHIS 1102,1103,1104 guidelines
 - See [How to Submit Samples](#) for more information.

User Details

First Name

Please note: The e-mail used here can be the same or different than the clinic e-mail above. This e-mail is collected as a unique username for login purposes and password resets. This is not the e-mail where urolith analysis results will be sent (unless it is the same as the clinic e-mail).

Last Name

Note: emails with uppercase letters will be automatically converted to lowercase. For example, ABC@xyz.com will be converted to abc@xyz.com.

Email

Use only lowercase letters

Language

English ▼



View our website in one of 10 different languages. Press the down arrow to change the language.

Password

Confirm Password

I am the clinic owner or employee of the above business. I am authorized to access and view urolith analysis reports for the purpose of patient care. I am authorized to access and modify clinic information for report transmission. I understand that if I am not an employee of the above company, accessing and modifying these records violates this site's terms of use. I agree to this site's terms and conditions.

[Terms and Conditions](#)

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I agree to have the Minnesota Urolith Center share my email address with Hill's Pet Nutrition in my country in order to receive newsletters, and invitations to educational conferences and webinars from Hill's via email.

Fill in the **Clinic Details** section. If you want the results emailed to more than one email address, each email address must be separated with a comma and a space.

Shipping and Handling Options: In some countries Hill's Pet Nutrition and will offer assistance with shipment of the specimens to our laboratory. If so, you will need to select if you want to send your samples through your local Hill's location or ship the sample to our lab directly. Please contact your local Hill's division if you have questions about their services.

****If you elect to ship directly to our laboratory, please view instructions at <https://www.vetmed.umn.edu/sites/vetmed.umn.edu/files/how-to-ship-outside-usa.pdf>. Specific paperwork is required by US Customs.**

Enter User Details: The email address you enter will be your user name. This is a unique field and cannot be used for more than one user. Enter your password – case sensitive. Please read the **Terms and Conditions** statement. Select the box for site use terms and conditions.

Select → SUBMIT You have successfully set up your user account.

You will then be returned to the initial log-in screen. You will now need to enter your user name and password to log-in to the system.

Option 4

- I am a pet owner and do not work at a veterinary clinic.

Samples ▾ Resources ▾ FAQ Contact Us GIVE NOW Language ▾ Sign Up LOG IN

Set up Account

First, choose one of the following options:

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- I am a pet owner and do not work at a veterinary clinic.

Next

If you select this option - you will receive this message:

We are sorry but we do not accept submissions directly from pet owners. You, in partnership with your veterinarian, are the best team to determine patient management based on your pets individual medical concerns. Please contact the veterinary team managing the health care of your pet to submit a sample for analysis.

OK

Once you have setup your login account information – you can login at urolithcenter.org.

Additional resources can be found at urolithcenter.org under Resources.