



Required Documentation (External Relief)

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You will not need to collect any documentation if you utilize an internal WellHaven DVM or a DVM from our external DVM roster in ClearCompany.

For all other Relief, including Relief DVMs from any 3rd party vendor, you must collect the required documentation outlined below and submit the following to WellHaven *before* services are provided.

Required:

- State veterinary license
- Proof of liability insurance coverage
- Business license (LLC, sole proprietorship, etc.)
 - Required for ONLY Washington State DVMs
- **ACH Electronic Payment Form** 
 - ACH form is only needed for Relief Rover and new Independent External Relief. All other vendors pay the DVM directly.
- **W9 Form** 
 - W9 form is only needed for Relief Rover and new Independent External Relief. All other vendors pay the DVM directly.

Optional but helpful:

- DEA license (if applicable)
 - Resume/CV or documentation of qualifications
 - Invoice (at the time services are provided)
 - Contact information (including phone number and email address)
 - What is your hourly rate?
 - Where are you located, and how far are you willing to travel to a hospital?
 - Do you primarily handle surgeries, medical appointments, or both?
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