

# Volunteer Position Description

<b>Position Title:</b>	Patient Visit Assistant
<b>Position Type:</b>	Patient Services Personnel
<b>Facility:</b>	Edg ,Flo, Ft.T
<b>Position Summary:</b>	
To deliver papers to PW patients and to fill out appropriate paperwork.	
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>• Maintain Confidentiality</li><li>• Able to Walk for a period of time</li><li>• Friendly</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Print out PW report off of Epic</li><li>• Check Admission Dates for new Patients</li><li>• Check Daily worksheet and check if patients are still admitted with EPIC</li><li>• Fill out appropriate paper work – such as Received Papers and Delivered Papers</li><li>• Label Papers</li><li>• Take papers to patients on list: Greeting them, explaining the program to them, providing assistance, by moving a phone, calling the nurse, getting a blanket etc...</li><li>• Filling out Daily worksheet for the next day.</li></ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Maintain confidentiality</li><li>• Taking papers to the right patients</li><li>• Filling out appropriate paperwork correctly</li><li>• Friendly</li></ul>	
<b>Time Commitment:</b>	
The whole process can take 1 – 3 hours	
<b>Uniform:</b>	
Standard volunteer uniform	