

Volunteer Duties

All volunteers must sign a confidentiality statement and agree that you will honor the principals involved. No items are to be taken from the office or Health Wagon without permission of Teresa Gardner or Paula Meade.

Copying Files

Ask Providers and staff if any copying of charts is needed, they will direct you to needed charts.

Making Referrals

Ask Providers for referrals, they will give specific instructions on these. See attached telephone numbers if UVA referral.

Telephone

Answer telephone with the following, “The Health Wagon, this is ____ may I help you.” Take any messages or direct phone call to needed person. If needed, write message down and put in appropriate location.

If emergency, direct them to E.R or call the rescue squad.

Obtaining and Filing Charts

Charts are filled alphabetically at the Health Wagon.

Put new charts together as directed by Alana with file clips and forms.

Organizing Medication Sample Room

Medications are alphabetically sorted in bins. Heather will give direct supervision on this.

Remove extra packing from medications. Place meds in plastic bags for a 30 day supply. Remove boxes from medication room. Medications that cannot be used if they are out of date are Zithromax, Tetracycline, eye drops, birth control, Nitoglyserin. Place these items in designated area. Place personal prescription medications in covered box.

Cleaning

Health Wagon- clean exam tables, desk tops, counter tops, walls and doors with 1:10 bleach solution. Empty trash. Sweep and mop floor areas. Clean windows.

*Office-*vacuum floor, clean bathrooms, clean desk tops, empty trash, clean exam rooms.