

Volunteer Service Description

<i>Position Title: Health Information Services</i>	
<i>Objective:</i>	To complement and enhance the quality of service provided by the professional staff in the medical center through administrative and clerical support.
<i>Hours:</i>	Mon- Fri 7am-12am Sat & Sun 7am-10:00pm
<i>Qualifications:</i>	General clerical skills (will train) Able to follow directions and willing to learn Helpful, friendly and courteous manner
<i>Training:</i>	Hospital orientation and specific departmental orientation.
<i>Competencies:</i>	Confidentiality Phone etiquette Works effectively with others
<i>Responsibilities:</i>	Photocopy and collate documents Prepare and assemble materials for packets and bulk mailings File and retrieve documents Enter, edit and retrieve data from computer as directed: type documents on computer Answer phones, assist callers and relay messages when appropriate Perform other duties and assignments as requested