

Volunteer Position Description

Job Title:	HIMS Volunteer
#of Vol. wanted	4
Purpose of Assignment:	Assist HIMS staff
Using Service:	Health Information Management
Department & Location:	DD-7A109, UD-GA110
Site Supervisor and Phone:	Celita Rivera, HIMS Chief x 2299/ Samuel Bufkin, RMO x2278
Time Requirements:	DD & UD, Mon- Fri (Negotiable)
Specific Duties: Please continue on separate sheet if additional space is needed.	<p>Assist Records Manager with various RM duties.</p> <p>Communicate effectively (writing and verbally) with staff, patients, etc.</p> <p>Familiar with data entry using Microsoft Word and Excel.</p> <p>Ability to lift/move boxes up to 25-40 lbs.</p> <p>Requires HIPAA & Privacy Training.</p>
Qualifications & Training Required:	Individuals will be trained by staff regarding Records Management procedures and tasks.
Performance Evaluation:	Annual
Risk Sensitivity:	Low Risk/ Non Sensitive
Volunteer Signature:	