



Ambulatory Surgery Desk Volunteers

PURPOSE: To provide service to the Ambulatory Surgery unit.

VOLUNTEER REQUIREMENTS:

- Shall be able to work one of the following shifts: 7:00-11:00 or 11-3
- Shall have completed orientation including Mantoux test
- Shall wear smock/vest and ID badge and follow Auxiliary dress code
- Shall be customer friendly, respectful, reliable and trustworthy
- Shall follow HIPAA confidentiality requirements
- Shall attend informational and training meetings as required
- Shall abide by the Hospital's "Standards of Behavior"

VOLUNTEER DUTIES:

- Welcome patients to the waiting area
- Make sure patient has checked in at the first floor registration desk
- Show the patient and family/friends the board and what the icons/colors mean (these are also listed at the bottom of the display)
- Let them know we are here to help
- Direct traffic
- Occasionally compile surgical packets or other assembly projects

(Signature)

(Date)