**POTENTIAL DUTIES FOR MEDICAL GROUP VOLUNTEER**

* CALL PATIENTS TO REMIND THEM ABOUT APPOINTMENTS
* PHONE CALLS/OFFICE DUTIES FOR STAFF (I.E. CALL STAFF TO GET SOMEONE TO COME IN, ETC.)
* CLEAN BREAKROOM, MAKE COFFEE, ETC.
* STOCK SUPPLIES, DO INVENTORY OF SUPPLIES
* PATIENT COMFORT ROUNDS (BLANKETS, WATER, TALK TO THEM, GIVE FEEDBACK RE: DELAYS)
* HELP PATIENTS FILL OUT PAPERWORK
* OFFER BROCHURES AND INFORMATION RE: SIGNING UP FOR MYCHART
* WHEELCHAIR ASSISTANCE (THEY CAN PUSH PEOPLE IN WHEELCHAIRS, BUT THEY CANNOT LIFT THEM IN OR OUT)
* COPY, SCAN, FAX, COLLATE, ASSEMBLE PACKETS
* FILE
* RUN ERRANDS (ON CAMPUS – NO DRIVING PERMITTED) FOR STAFF
* KEEP WAITING ROOM NEAT AND TIDY, REPLENISH MAGAZINES AS NEEDED (MAGAZINES AVAILABLE FOR REPLENISHMENT IN VOLUNTEER SERVICES OFFICE 1ST FLOOR MAIN BUILDING)
* SANI-WIPE WHEELCHAIRS, WAITING ROOM CHAIRS, DOORKNOBS, ETC… (USING GLOVES)