

VOLUNTEER INFORMATION FORM

COMMUNITY FREE CLINIC OF DECATUR-MORGAN COUNTY
245 Jackson St, Decatur, AL 35601
Phone: 256-309-2491 Fax: 256-309-5961

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: Work: _____ Home: _____
Email: _____
Birthday: _____

Days and Times available
for volunteering: _____

Organizations, church affiliations, groups, etc.: _____

Emergency Notification: (Person to contact in case of emergency or illness)

Name: _____ Phone Number: _____

SIGNATURE OF VOLUNTEER: _____

DATE COMPLETED: _____

Volunteer Description: Please check position requested

Physician – The Clinic needs volunteer physicians to see patients on Tuesday and Thursday evenings. Two physicians work each evening and treat approximately 20- 30 patients per night.

Dentist – The Clinic needs volunteer dentists to see patients on Friday mornings.

Dental Assistant—The Clinic needs volunteer dental assistants on Friday mornings to assist dentists and the dental coordinator with patient exams, extractions, and x-rays.

Pharmacist – The Clinic has a licensed pharmacy to provide medications to the patients. Licensed Pharmacists are needed to fill prescriptions on Tuesday and Thursday mornings and evenings during clinic appointments.

Pharmacy Tech – Licensed Pharmacy Technicians are needed to assist the pharmacist on Tuesday and Thursday mornings and evenings.

RN/LPN – The Clinic needs volunteer nurses to assist the physicians on Tuesday and Thursday evenings.

Lab Technician – The Clinic will have a lab and will need technicians on Tuesday and Thursday evenings to draw samples to be taken to the local hospital lab and conduct some on-site testing.

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___ Screeners – The Clinic will pre-screen patients Monday mornings as well as the last Tuesday evening of the month. Individuals are needed to meet with patients face to face to take patient information and determine if they are eligible to be seen at the Clinic.

___ Hall Floater – The floater will assist the Director, physicians and nurses with patient flow during patient visits on clinic nights, Tuesdays and Thursdays. This will include monitoring exam rooms, patient charts, and escorting patient from point to point.

___ Food Donors – The clinic would like to provide food for the volunteers who work clinic nights. We are looking for individuals, groups, organizations, churches, etc. To provide food for 20 volunteers on Tuesday and Thursday evenings.

___ Clerical – The clinic needs volunteers to do filing, data entry, operate office equipment, answer telephone, and conduct pre-screening interviews with potential patients over the phone.

___ Maintenance – The clinic needs volunteers to help with routine maintenance of the building.

___ Housekeeping – This includes assisting with the cleaning of the clinic. Wednesday and Friday mornings after clinic night is a preferred time, as well as other times for general cleaning.

___ Interpreters – We anticipate patients from all walks of life and different cultural backgrounds. We will need interpreters for these different groups.

___ Patient Assistance – Pharmaceutical companies offer free medications to patients of the clinic through their patient assistance programs. Volunteers are needed to submit medication ordering applications for each patient.

___ Patient Education – We will be offering and requiring in some cases, patients of the clinic to attend education classes. This may include nutrition, chronic illness care such as high blood pressure, diabetes, etc. We need someone familiar in these particular areas willing to conduct these classes.

___ Communications - The clinic will produce a quarterly newsletter and is looking for individuals who enjoy writing or would be interested in submitting articles and helping put together the news letter. Also needed are volunteers to post photos and commentary to Face Book.

___ Special Projects – Volunteers needed to help with special projects such as fundraisers, events, mailings, writing thank you notes, addressing envelopes, etc.