

**MONONGALIA GENERAL HOSPITAL  
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

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**TITLE:** Medical Records Volunteer  
**DEPARTMENT:** Medical Record  
**REPORTS TO:** Directors of Volunteer Services and Medical Records

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**Placement Summary:**

Volunteer assists the Medical Records staff in accomplishing various office tasks, including sorting medical records, filing, copying and running errands.

**Duties and Responsibilities:**

1. Pull and deliver chart calls
2. File EKG's in drawer
3. Retrieval of information from ER – file room for faxing
4. Assembling emergency room sheets
5. Assist with Release of Information by pulling charts for physician office lists
6. Filing charts ready for final file.

**Training Required:**

1. Volunteer orientation
2. In-service training in Medical Records Department

**Qualifications:**

Volunteer must be dependable, courteous individual who has the ability to interact with hospital staff in a friendly and helpful manner. Volunteer must have knowledge of filing. The volunteer must understand the importance of confidentiality of patient information.

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DVS Signature and Date

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Department Signature and Date

02/09/10