



Volunteer Responsibilities

Front Desk Volunteer 2:45 PM to 6:00 PM (no medical experience required)

Arrive no later than 2:45 PM
Have patient charts pulled by 3:00 PM
Assist RNs and MAs in keeping the patient flow going
Assist providers with any forms the patients might need
Complete all desk tasks and file completed patient charts at the end of the day

RNs and MAs 2:45 PM to 6:00 PM

Arrive no later than 2:45 PM
Ensure all supplies are restocked and ready for the day
Call patients in and perform vitals
Place patient in room and let the provider know they're ready to be seen
Clean rooms after each patient is seen
Assist providers
Administer Flu shots if qualified
Run A1c, Glucose, Covid and Urine tests, and draw labs if you've been trained

Spanish Interpreters 3:00 PM to 6:00 PM

Arrive by 3:00 PM
Translate between the patient and provider for mutual understanding
Spanish interpreters can be on-call by telephone if needed

Pharmacists and Pharmacy Techs 3:00 PM to 6:00 PM

Arrive by 3:00 PM
Work with providers in selecting the medications we carry
Learn our process for faxing prescriptions to Walmart
Fill prescriptions and deliver to patients in the waiting room
Return patients charts to the front desk

Physicians / Providers 3:00 PM to 6:00 PM

Arrive by 3:00 PM
Meet with patients and treat accordingly
Work with RNs and MAs to provide various vouchers for patients
Consult with pharmacists on the medications we carry

Dentists 3:00 PM to 6:00 PM

Arrive by 3:00 PM
Meet with patients and treat accordingly
Refer patients who need partial dentures to Dr. Frost

Other Volunteers

Do you have experience in graphic design, grant writing, event planning, or auction basket solicitation? We could use your help, and you can do it from the comfort of your own home!