

POSITION #28, TITLE: FORMS REVIEWER

Direct Supervisor: Patient Care Supervisor

Mission: Collect client forms. Check to ensure all documentation is complete and legible. Assist with form completion if necessary.

Qualifications: Non-medical, basic clerical skills, attention to detail.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- Review your Position Checklist and check off tasks as they are completed.
- Sign In for EDS Shift, obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with clinic layout and process.
- Familiarize self with all forms needed.
- Familiarize self with data entry location.

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Ensure all pages of forms are completed and legible.
- Ensure that consent form is signed.
- Assist individuals as needed to complete the forms.
- Redirect individuals as needed to the appropriate station.
- Direct client to Drug Triage for any contraindications to treatment
- Brief incoming shift replacement
- SIGN OUT

Deactivation Phase

- Collect all remaining materials for clean up.
- Identify issues for After Action Report.
- Participate in de-briefing.