

POSITION #34, TITLE: Forms Collector

Direct Supervisor: Patient Care Supervisor

Mission: Collect client forms. Check to ensure all documentation is complete and legible.

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
- Familiarize self with data entry location and EDS client exits

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Collect ALL forms from clients as they exit the site
- Ensure all forms are completed and legible with signatures
- Check registration form for labels and make sure there is agreement between labels/forms
- Answer any last minute questions that clients may have and provide follow-up/educational materials
- Note departure time
- Direct clients to the exit
- Brief incoming shift replacement
- SIGN OUT

Deactivation Phase

- Assist with the teardown and re-packing of the assigned area.
- Ensure all forms have been turned in to the Patient Care supervisor (if no data entry personnel available)
- Identify issues for After Action Report.
- Participate in de-briefing.