

# HIM Office Volunteer

**MASON GENERAL HOSPITAL  
HEALTH INFORMATION MANAGEMENT**

<b>Job Title:</b> HIM Volunteer	<b>FLSA Status:</b> Exempt Volunteer
<b>Department:</b> Volunteer Services	
<b>Reports to:</b> Volunteer Coordinator	<b>Date:</b> January 30, 2019

**POSITION SUMMARY:**

Volunteer position responsible for purging and file maintenance. When needed or as directed will perform other departmental tasks. Adheres to all mandated federal, state and hospital Compliance, Safety, Infection Control, Employee Health, Patient Confidentiality and Civil Rights regulations, as they are relevant to this position. This position has access only to the Protected Health Information that is necessary to perform the requirements of the position. This information is available in the Protected Health Information Index.

**ACCOUNTABLE TO: Director of Health Information Management**

## Duties and Responsibilities

1. Professional interaction with MGH staff, patients, and community members.
2. Completes tasks and special assignments in a timely manner.
3. Demonstrates effective listening and verbal skills.
4. Demonstrates effective communication skills; communicates directly with person(s) and when necessary uses lines of authority appropriately to resolve problems.
5. Responds to requests (personal, memo, telephone) in a timely manner.  
Always promotes a good image and speaks positively about Mason General Hospital, personnel, projects and activities.
6. Demonstrates initiative, flexibility, and a willingness to learn in performing duties as needed.  
Demonstrates personal and professional responsibility and accountability including appearance (adheres to the hospital dress code), attendance, and punctuality.
7. Maintains a neat and orderly work area.
8. Competent and efficient use of variety of office machines.
9. Filing.
10. Assistance in preparation of supplies and materials.
11. Cleaning and organization of supplies, paper, etc.
12. Mail distribution as directed.
13. Assistance with District and community special events as requested.
14. Maintain confidentiality and model it for others.

## Organizational Responsibilities

In addition to the duties and responsibilities listed above, all employees are expected to support the Mason General Hospital & Family of Clinics mission, vision and values; comply with District policies and procedures; and conduct themselves in an ethical, professional, respectful, and collaborative manner at all times. Volunteers will adhere to all mandated federal, state, and hospital Compliance, Safety, Infection Control, Employee Health, Patient Confidentiality and Civil Rights Regulations as they are relevant to their position.

### **QUALIFICATIONS:**

## Required Qualifications:

### Education:

High School Diploma, GED, or currently enrolled in high school.

### Experience:

None.

### Licenses, Certifications, Registrations:

none

### Knowledge, Skills, Abilities:

- Excellent comprehension of number sequences, filing methods and alphabetizing.
- The ability to stand and do physical activity for a period of time.
- Should have neat and legible handwriting.
- Self-motivated, dependable, cooperative, and well organized.
- Able to work independently and productively.
- Known to be a team worker and to respect co-workers.
- Must be able to read, write, and follow verbal and written instructions and document the activity provided.
- Must enjoy meeting and working with the public.
- Present self in a professional, friendly and mature manner.
- Must complete the Orientation training

## Physical Requirements

	Never = 0% of	Seldom = 1-	Occasional = 10-	Frequent = 30-	Constant = over
Lifting <10 lbs			x		
Lifting 10-35 lbs		x			
Lifting <35 lbs		x			
Carrying <10 lbs			x		
Carrying 10-35			x		
Carrying >35 lbs		x			
Pushing/Pulling			x		
Sitting					x
Standing			x		
Walking			x		
Bending/Stooping			x		
Crouching			x		

  

Vision	Within normal range with or without corrective devices
Hearing	Within normal range with or without corrective devices.
Speech	Within normal range with or without corrective devices.

**Machines, tools, equipment which may be representative by not all inclusive**

Computer, Telephone, Copier, Printer