

VOLUNTEER CONFIDENTIALITY PLEDGE

As an integral part of the terms and conditions of my volunteer service with Open Arms Free Clinic, Inc. I hereby agree, pledge, and undertake, that I will not at any time, during my volunteer service or after my service ends, access or use personal health information, or reveal or disclose to any persons within or outside Open Arms Free Clinic, Inc. any personal health information except as may be required in the course of my duties and responsibilities.

I understand that my obligations outlined above will continue after my volunteer service with Open Arms Free Clinic, Inc. ends. I also understand that unauthorized use or disclosure of such information may result in a disciplinary action up to and including termination of services and the imposition of fines pursuant to relevant state and federal legislation.

I understand Open Arms Free Clinic Inc.'s policy on the confidentiality of personal health information, which is in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Open Arms Free Clinic, Inc. is a not-for profit corporation with 501(c)(3) status. It is the policy of Open Arms Free Clinic, Inc. not to discriminate on the basis of race, color, sex, religion, national origin, disability or veteran status.



SERVING PATIENTS WITH OPEN HEARTS, OPEN MINDS, AND OPEN ARMS.



VOLUNTEER INFORMATION

Physical Address:

797 East Geneva Street, Elkhorn, WI 53121

Correspondence/ Donations:

P.O. Box 560, Fontana, WI 53125

phone: 262-379-1401

fax: 262-379-1095

website: openarmsfreeclinic.org



JOIN OUR TEAM

WE ARE SEEKING:

- Doctors, Physician Assistants and Nurse Practitioners
- Registered and Practical Nurses
- Spanish Interpreters and Bilingual Volunteers
- Lab Technicians and Phlebotomists
- Pharmacists and Pharmacy Technicians
- Social Workers and Counselors
- Database and Office Assistants

All volunteers must complete an application form (medical professional application must be notarized), background check, and interview. All volunteers must also agree to the Volunteer Handbook and sign the Confidentiality Pledge.

Volunteer applications can be found at openarmsfreeclinic.org



OUR MISSION

To better understand and serve the health and wellness needs of the uninsured, low income, and under-served residents of Walworth County with compassion and understanding.



WHO WE ARE

We are a volunteer staff of medical and non-medical community-minded people. Doctors, nurses, translators, pharmacists and assistants, phlebotomists and lab technologists, counselors, front line and back office support, and many helping hands in the community ensure quality and compassion is delivered to our patients.

Our dedicated volunteers serve the community in its ethnic, religious, and economic diversity. Our goal is for our patients and their families to have the same non-emergent care and attention we would want for our families and ourselves. Our clinic welcomes our patients with respect and dignity.

QUESTIONS

Please contact Sara Nichols, Open Arms Clinic Manager with any questions at 379-1401 or info@openarmsfreeclinic.org.

WHAT SERVICES ARE OFFERED?

Our first priority is to provide patients with the non-emergent care they need, with skill and compassion; including:

- Physicals/preventative health care
- Chronic disease management
- Health and medication education
- Pharmacy and Lab
- Referrals as needed



WHAT SHOULD I EXPECT WHEN VOLUNTEERING?

The clinic is currently open two days a week. Our administrative team works with available volunteers to match skills, schedules, and the clinic's needs. The training and orientation needed for each position is provided once the volunteer has completed the application, background check and interview. Specialty providers and volunteers are encouraged to apply to expand our scope and schedules for patients. Professional liability coverage is provided by the state of Wisconsin.

VOLUNTEER RESPONSIBILITIES

You are responsible for:



- Treating patients and volunteers with respect and compassion
- Providing complete and accurate information on the application and background check forms
- Being an active team player. Ask questions, notify us if there are changes to your schedule, and provide ideas for improvements and opportunities.
- Respecting the privacy, rights, and property of others

Please mail volunteer applications to:

Open Arms Free Clinic, Inc.
Attn: Volunteer Coordinator
P.O. Box 560, Fontana, WI 53125
fax: 262-379-1095
email: info@openarmsfreeclinic.org

Many volunteers donate \$15 to cover the cost of the background check. Please make checks payable to Open Arms Free Clinic, Inc. when mailing in your application.

Visit us on the Web:

www.openarmsfreeclinic.org

