



FLORIDA HOSPITAL ORLANDO

Areas of Service for Volunteers

ACCOUNTING

Help with clerical duties, photocopies, accounting background is helpful.

ARTIST-IN-RESIDENCE

Help patients to do artwork at bedside.

CANCER INSTITUTE

Various duties available in the Cancer Resource Libraries, Information Desks, Radiation Oncology – data entry, mailings, copying, filing, assist with special events, etc.

CARDIAC INTERVENTION UNIT

Statistical collection, filing.

CARDIOLOGY WAITING ROOM

Greet and direct visitors, assist families of patient's waiting for physician's reports, answer phones.

CARDIO VASCULAR SERVICES

Greet and direct visitors, assist families of patient's waiting for physician's reports, answer phones.

CASE MANAGEMENT

Clerical, filing, photocopying, help maintain charts.

CENTRAL PROCESSING

Assemble, wrap and seal supplies, deliver supplies, clerical duties if requested by supervisor.

CENTER FOR BEHAVIORAL HEALTH

Assist nurses, visit patients.

CLINICAL PI (INFECTION CONTROL)

Data entry, computer work.

CLOWNS

Bring joy and love to patients, visitors, and hospital personnel. Successful completion of clown training program is necessary.

COMMUNITY "BEAR" or "Churchill the Bear"

Visit children in Peds and Rehabilitation in costume that will be provided, handout stickers.

CHN PRACTICE CONSULTING

Put together materials from printing jobs.

CRITICAL CARE UNIT(CCU)

Assist nurses and patients, run errands, phones.

DIABETES PROGRAM/DIABETES RESEARCH

Help with clerical duties, photocopying, faxing.

DIABETES INPATIENT UNIT – 2 EAST

Assist nurses and patients, run errands.

EDUCATION AND RESEARCH

Clerical, photocopying.

ELDERCARE

Visit with patients, reading to them.

EMERGENCY DEPARTMENT

Assist patients and visitors, place magazines in rooms, make copies, errands. **(Proof of Hepatitis B series vaccinations).**

EMPLOYEE CLINIC

Clerical, making charts, recording information.

ENGINEERING ADMINISTRATION

Help with clerical duties.

ENVIRONMENTAL SERVICES

Data entry, filing, photocopying, answer phones.

ER ADMINISTRATION

Computer knowledge Microsoft Word/Excel, photocopying, filing, errands, answering phones.

EXECUTIVE OFFICES/BEDFORD

Computer knowledge Microsoft Word/Excel, photocopying, filing, errands, answering phones.

FAMILY HEALTH CENTER/PHARMACY

Assemble charts, light typing, clerical help.

FH COLLEGE OF HEALTH SCIENCES

Help at the library, clerical help in different offices.

FOUNDATION

Assist with mailings.

GIFT SHOP

Friendly greeting and farewell to customers, help re-stock, straighten shelves, organize merchandise, sell items, deliver flowers, etc.

GIFT SHOP WAREHOUSE

Check and tag new merchandise within a group of volunteers, help organize merchandise.

HEALTH INFORMATION MANAGEMENT

Filing, chart retrieval, telephone, clerical help.

HEART SURGERY WAITING ROOM

Receptionist in waiting room.

HUMAN RESOURCES

Computer, filing, photocopying, faxing.

HYPERBARIC MEDICINE/WOUND CARE

Filing, photocopying, run errands.

ICU AND DIALYSIS

(ICU 3201-3220)

Assist nurses and patients, supply water (watching for fluid restriction), put away supplies.

INFORMATION DESKS (SEVERAL)

Greet and direct visitors, answer phones.

INSTITUTIONAL REVIEW BOARD (IRB)

Clerical duties.

KNITTING AND CROCHETING

Make caps for babies and slippers for adults.

LABORATORY-CHEMISTRY

Help with clerical duties, run errands.

LANDSCAPING

For those who like to work outdoors: help trim plants and bushes, spread mulch, plant flowers.

LEADERSHIP DEVELOPMENT

Computer knowledge Microsoft Word/Excel, photocopying, filing, errands, answering phones.



FLORIDA HOSPITAL ORLANDO

Areas of Service for Volunteers

LOST and FOUND

Picking items that have been lost, tagging, and organizing.

MAIL ROOM/PATIENT'S MAIL, MEAL CARDS

Sort and deliver patients' mail & meal cards.

MARKETING AND PUBLIC RELATIONS

Computer knowledge Microsoft Word/Excel, photocopying, filing, errands, help answer phones, help with SHARE boxes.

MATERIALS MANAGEMENT(PURCHASING/SUPPORT

Filing, errands, answering phones.

MEDICAL EDUCATION

Clerical, photocopying, errands.

MEDICAL LIBRARY

Shelve books and magazines, photocopy.

MED SURG/RENAL CARE 4-S

Preparing charts, running errands, helping staff.

MEDICAL MANAGEMENT

Filing, photocopying, clerical.

MEDICAL STAFF OFFICE

Filing, photocopying, labeling, phones.

MIS – PC DEVELOPMENT

Clerical duties, running errands.

NEUROSCIENCE INSTITUTE

Clerical duties, running errands.

NURSING ADMINISTRATION

Clerical, filing, photocopying.

OB/PERINATAL

Assist nurses and patients, help discharge patients, put charts together, run errands. **(Need proof of vaccinations).**

ONCOLOGY – TOWER 10

Assist nurses and patients, supply water (watching for fluid restriction), put away supplies, visit patients, help prepare new charts, run errands.

OUTPATIENT SURGICAL SERVICES

Clerical duties, transporting patients.

PAIN MEDICINE CENTER

Preparing charts, running errands, helping staff.

PATIENT FINANCIAL SERVICES

Clerical, filing, sorting, running errands.

PEDIATRICS (Florida Children's Hospital) – 6th

Entertain patients, assist Child Life Specialist and nurses **(Need proof of vaccinations).**

PHARMACY

Label, package medicine, help with clerical duties.

PHARMACY/Medical Plaza

Label, package medicine, help with clerical duties.

PHYSICIAN SUPPORT SERVICES

Clerical, computers.

PREMIER HEALTH

Visit patients on day of admittance, deliver gift bag, explain Premier Health benefits, help prepare gift bags, help with mailouts, assist Premier Health Members @3rd floor Information Desk.

PROGRESSIVE CARE UNITS (PCU)

(5201-5262); (7201-7239); 8201-8239)

Assist nurses and patients, supply water (watching for fluid restriction), put away supplies, visit patients, help prepare new charts, run errands.

QUALITY ASSESSMENT

Clerical, photocopying, filing.

RADIOLOGY

Clerical duties, assist patients and families.

RAPID IN AND OUT

Make charts, answer phones, transport patients.

REGULATORY ADMINISTRATION

Clerical, photocopying, filing.

REHABILITATION

Assist nurses and patients, Interact with patients in crafts and games.

RESPIRATORY CARE

Transport, help clean equipment, answer phones.

SAFETY DEPARTMENT

Clerical, photocopying, filing.

TRANSFUSION SERVICE

Assist lab tech, run errands, clerical.

VOLUNTEER SERVICES

Clerical duties, computer knowledge.

WOMEN'S CENTER-LEE ROAD

Clerical duties, helping staff and patients.