



Volunteer Requests

Create a Volunteer Request via the Quick Note



Navigate to the Quick Note to enter a Volunteer Request

Healthwyse, Betty QA 54Y F
DOB 03/17/63 (R) DOD 10/17/17

Send Message
Quick Note

1. Select the Quick Note in the Medical Record
2. In the Subject Line, select the Volunteer Request Form via the dropdown menu
3. Complete the Volunteer Request form Details
4. Save and Sign

Cancel Healthwyse, Betty QA (54 F) Save & Sign Save & Sign

Quick Note:

Who Healthwyse, Betty QA (Patient)

Contact Info

When 03/17/63 at 10:25 AM

Subject VOLUNTEER REQUEST FORM

Details VOLUNTEER REQUEST FORM

Respite Patient ()
Hand in Hand Dementia Program ()
Veteran Program ()

Name of Employee Completing This Form:
Who requested volunteers? Patient () NLP () Other ()

Info Wizard

SECTION 1 - DEMOGRAPHICS

To Access Chart information to complete the form:

1. Save as Draft.
2. Navigate to the Demographics in the chart for example, copy what you need, such as the address.
3. Return to the Unsigned Quick Note via the To Do List to add the details.

Cancel Healthwyse, Betty QA (54 F) **1** Save as Draft Save & Sign

Quick Note

Who Healthwyse, Betty QA (Patient)

Contact Info

When 01/02/16 at 10:00 AM

Subject Volunteer Request Form.txt

Details

SECTION 1: DEMOGRAPHICS

DOR ___

SOC date ___

Patient Address ___360 Merrimack St. Newton, NH 03958

Phone # ___

Caregiver/HCP name ___

Relationship p ___

Home Phone # ___

Other # ___

Info Wizard

3

Email the Completed Request

To Email the completed request to the Volunteer Coordinator:

1. Navigate to the Patient Chart.
2. Go to Quick Notes to open the completed Volunteer Request.
3. Tap Send Note.
4. Select the Volunteer Coordinator as the Recipient.

