



**Austin Radiological Association MSO, LLC
Volunteer Position Description**

Title: Volunteer Greeter

Date: 03/07/2013

- Greets patients as they walk in the door, making them feel welcomed to ARA.
 - Makes coffee for lobby, waiting areas, and re-stocks coffee area.
 - Assists patients in waiting areas, explains exam, and results process.
 - Stocks gowns, pants, socks, etc. in changing areas or other areas as needed.
 - Directs patients to other medical offices and facilities as requested.
 - Walks patients to restrooms/diaper changing areas.
 - Performs other related duties incidental to the duties described herein.
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Knowledge, skills and abilities

Skills/Knowledge:

- Ability to deal efficiently and courteously with all clinical personnel and patients.
- Highly motivated with great organizational skills