



## GI/PASS

The Pre-Anesthesia Surgical Services (PASS) department works with surgeons and anesthesia teams to ensure patients are prepared for surgery, including pre-op testing, updated health history and medications, and pre-op instructions. PASS also obtains any outside records and ensures surgery charts are complete prior to surgery. The GI/PASS department's goal is to provide an excellent experience for patients coming to Boone Health for surgery.

### GI/PASS Volunteer Job Description

**Location:** Outpatient Tower, 3rd Floor

**Attire:** Scrubs are recommended, but not required. Business casual otherwise.

**Volunteer Staffing Hours:** Monday - Friday 8:30 a.m. - 4:30 p.m.,  
Highest Need: 9:00 a.m. - 1:00 p.m.

**Job Responsibilities:**

- Staff the front desk
- Greet patients and confirm they have their wrist band
- Direct or escort guests to another area in the hospital
- Answer phones and transfer calls
- Assemble patient packets
- Assemble office mailings
- Clean patient charts
- Disinfect, sanitize, and organize patient waiting areas
- Other tasks as assigned
- Because providing a high level of customer service to guests and patients is a priority, volunteers in this area need good interpersonal and communications skills.

\* If you have a slow day in your department and your supervisor agrees to dismiss you, please come to the Volunteer Coordinator's office for additional tasks.

\* Homework and books are permitted in between patients.