

Non-Medical Volunteers: Medical Records Keeper

The Medical Records Keeper must be a detail-oriented person, be computer literate and be able to work with Microsoft Excel. The responsibility for keeping track of all the records, including names of all children seen, procedures performed and final medical values, is handled by this individual. S/he must also make sure that all medical record forms are appropriately filled out by the medical team and complete the medical summaries after the mission is over. Approximately 2 hours of training in advance of the Mission is provided and required.