



Community Organized Relief Effort

## Job Description: Registration Assistants

One Registration Assistant is responsible for operating computer software to register patients who arrive on-site for testing and did not previously register online themselves.

The Registration Assistant takes the following steps in order to register a new patient:

1. Click “new appointment” button at top of screen
2. Ask the patient all questions presented on the screen (name, street address, email, phone number, symptomatic status, other demographic information) and input the information without any spelling errors
3. To save the appointment and assign a unique barcode ID number, click “SAVE APPOINTMENT” at the bottom of the registration screen

Required Skills:

- Ability to communicate with patients clearly and calmly
- Ability to sit at a desk for consecutive hours and operate basic computer software
- Ability to remain calm in a high-stress environment
- Customer service experience is a plus

**NOTE:** This position requires the employee to wear **PARTIAL PPE** (N95 mask, surgical gloves)

A separate Registration Assistant, assigned to the same tent, will be tasked with writing down the unique barcode ID number generated by the other Registration Assistant and placing it on a sticky note and placing it on the car window.

Required Skills:

- Ability to stand at attention for consecutive hours and adhere to strict safety protocols
- Ability to remain calm in a high-stress environment
- Ability to write clearly

**NOTE:** This Registration Assistant requires **FULL PPE** (face shield, N95 mask, additional mask cover, gown, surgical gloves)