**About Us:** Grace Medical Home provides ongoing comprehensive, whole-patient care to the low-income, uninsured of Orange County. Our mission is to be a medical home reflecting the heart of Christ by offering the highest level of health care to those in our community who need it most. We began seeing patients in 2010 and serve the physical, mental, spiritual, and dental needs of the overlooked in our community

**Join Our Team:** As a volunteer, you’ll be a vital part of a dynamic, faith-based team that puts others first. From the front desk to the exam room, volunteers help carry out Grace’s mission every day.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer/Intern Role:** Medical Records Volunteers are part of the Front Desk team and help manage the Electronic Medical Database

**Time Commitment:** Medical Records Volunteers commit to at least of one shift a week from either 8:00am-1:00pm or 1:00-6:00pm (5 hours). We encourage volunteers to commit to at least one shift per week. Volunteers can serve more than one shift per week.

**Location:** Grace Medical Home - 1417 E. Concord Street, Orlando, FL 32803

**Supervisor:** Liza Baradona, Front Desk Manager

**Details:** Medical Records Volunteers assist by scanning, faxing and printing incoming and outgoing medical records requests.

**Who Should Apply:** Individuals who have good organizational and customer service skills, a passion for serving others. Volunteers should have basic computer skills, be able to operate the electronic medical record or be willing to learn the EMR system as all records will be stored in EMDs, our electronic medical record system.

**How to Apply**: Please visit [www.gracemedicalhome.org/volunteer](http://www.gracemedicalhome.org/volunteer) for more information and to apply or email Carrie Williamson via [cwilliamson@gracemedicalhome.org](mailto:cwilliamson@gracemedicalhome.org)