



Data Entry

Process

- Volunteers should arrive by 5:15 am or 12:00 pm and be ready to work by 5:45 am or 12:30 pm for shift 1 and 2 respectively.
- A brief training/orientation for the first ½ hour of each shift will be provided by the Lead.
- Answer questions from the patients.
- Take patient form, numbers and x-rays from patients.
- Enter patient data from the patient form using the Data Entry Instructions.
- Make copies of the patient form for the patient, if requested, on blue, legal size paper.
- Explain to patients that they have to wait in line again to receive additional treatment but they are welcome to come back.
- File all the patient forms alphabetically by last name

Data Entry volunteers should complete a patient every 3 to 5 minutes. Please try to complete 12 patients per hour at each station.

PLEASE BE FLEXIBLE and THANK YOU for participating today.