

POLICIES

1. St. Charles Clinic was formed to serve those in need and we will gladly serve any medically indigent individual who requires medical assistance, according to our resources and limitations. Given these limitations, some needs will be served through direct treatment and others through:

a) Screening and referral to existing community services

b) Information and education

2. Final authority for the clinic rests with the Social Ministry Board of St. Charles Borromeo Catholic Church, and all policy decisions will be approved through this group. The governing body of this clinic is the Social Ministry Board. The clinic will follow the ethical and moral principles of the Roman Catholic Church.

Volunteer Agreement

Name _____

Address _____ Zip _____

Phone Numbers (home) _____ (work) _____ ext. _____

Type of service you would like to offer _____

Amount of time you would like to commit to the clinic per month _____

Experience or related skills

Clerical Receptionist Medical Records

Medical Laboratory Technician Nurse

Pharmacist Phlebotomist

Physician Other _____

If applicable, Malpractice Insurance Company and Policy _____

Spanish/other foreign language (specify which one) _____

Other _____

Or you may mail a copy to:

St. Charles Clinic

5024 North Grove

Oklahoma City Oklahoma 73122

Patient Relations

1. All volunteers are expected to treat every patient with respect.
2. All patients will be attended on a first come, first serve basis with the exception, obvious emergencies.
3. Confidentiality must be respected regarding all patients. Please, absolutely no discussion of patient cases outside the clinic.