

# Registration (Check-In)

## Non-Medical

**DUTIES:** Registration staff are placed at the entry point of the POD. Provide Consent Forms and Information Packets to each recipient if using electronic registration

### ARRIVAL

- ☐ Sign in
- ☐ Report to site leader for briefing and Just-In-Time training

### DUTIES

- ☐ Greet and provide the Information Packet to the recipient and confirm appointment status
- ☐ Complete registration via data entry with computer or manually
- ☐ Answer general questions only (Medical questions refer to medical staff)
- ☐ Once recipients have completed their check-in and appointment has been confirmed, direct recipients to proceed to next station

### DEPARTURE

- ☐ Report departure to site leader
- ☐ Sign out