



## Guidelines for Volunteers

The Volunteer program of MedStar Montgomery Medical Center (MMMC) is designed to enhance the comfort and care of the patients, families, visitors and the community and provide many extra services that supplement the functions of the professional staff.

This program is open to all who are able to donate at least four (4) hours of service each week, with a total commitment of no less than 100 hours.

All new volunteers are required to have a PPD (Tuberculosis) test. The test is completed before starting volunteer service. In addition, you will be required to have a flu vaccine during the designated flu season. Our Occupational Health Department provides these tests at no cost.

All volunteers over the age of 18 are required to provide complete and accurate information to the hospital that will be submitted for a background check.

A hospital identification badge issued by MedStar Montgomery Medical Center will be provided before reporting for work. Your identification badge must be worn at all times while volunteering. If lost, notify the Volunteer Coordinator immediately so that a replacement badge can be obtained at no cost. **Return the badge to the Volunteer Coordinator when you discontinue service with the hospital.**

Confidentiality and privacy of patients (also known as "HIPPA"), staff, and public is extremely important at MedStar Montgomery Medical Center. A Statement of Confidentiality will be signed at the time of acceptance as a volunteer. Breach of patient confidentiality is grounds for immediate release from the volunteer program.

Volunteers will be responsible for abiding by the hospital's policy and procedures which will be provided during orientation.

There is no expectation of compensation or employment as a result of your volunteer work.