

September, 2018

Dear Friend,

Thank you for your interest in volunteering with the Open Door Clinic! Through the generosity of our volunteers, we are able to help many uninsured and underinsured members of our community meet their essential healthcare needs.

Please find enclosed our Volunteer Orientation Manual, which contains very important information to help you better understand our organization. Through the federal government, we are able to obtain free medical malpractice insurance for you, and in order to do so we ask that you complete the application and return it with a copy of the forms listed below. Several of the things on the list may be on file with your current practice's Office Manager. The Statement of Personal Fitness and TB results can be completed by your medical provider and faxed or emailed to us.

- copy of current Vermont professional license
- copy of current CPR or ACLS certification (if any)
- copy of current driver's license or passport
- clinical privileges delineation form (2 pages)
- copy of current DEA certificate
- Statement of Personal Fitness including results of TB test and immunization status
- short narrative explaining any malpractice claims against you in the past 10 years
- signed Volunteer Agreement Form

Approximately 50% of our patients speak Spanish as a primary language, so we routinely use volunteer medical interpreters to facilitate communication. This ensures high quality medical care at our clinics and referral appointments. This unique dynamic warrants specific training and we strongly encourage you to attend one of our sessions that we hold two times per year. We will keep you posted about our next training dates. If you cannot attend, we will ask you to complete an online training module.

We look forward to having you volunteer with us and hope to hear from you soon.

Best,



Heidi Sulis, MPH  
Executive Director

