

# HOSPICE OF THE CAROLINA FOOTHILLS

## DIRECTIONS FOR COMPLETING REVISED VOLUNTEER ACTIVITY REPORT

### NEW NAME: VOLUNTEER CONTACT REPORT

- Use Black Ink. **Please do not use a pencil.**
- Complete one Contact Report for each and every contact you have with a patient or a patient's family, no matter how brief (e.g., a 3 minute phone call to arrange a visit should be documented on a Contact Report). Fill out the Contact Report completely.
  - Enter the Patient Name - last name first, comma and first name. Please use official name only and do not use abbreviations or nicknames.
  - Enter the patient's ID/Code.
  - Record the Date of Contact, Arrival and Departure time, Total Travel Time and Total Mileage roundtrip.
  - Check the Place of Visit, Type of Contact and Services Provided.
  - Provide a brief summary about your contact.
- Do not put multiple contacts on the same form, even if they occur on the same date.
- If you make a mistake, do not erase or use White Out. Simply draw a single line through the error and initial it. (For example: ~~right~~ *yg* write).
- Do not skip lines when writing your summary. If more space is needed, please complete an additional Volunteer Contact Report. **Please do not write on the back.**
- Sign and date each Volunteer Contact Report.
- Submit the completed Volunteer Contact Report to the Volunteer Office within 72 hours of your patient visit. Time sheets may be mailed to:

Volunteer Coordinator  
Hospice of the Carolina Foothills  
130 Forest Glen Drive  
Columbus, NC 28722

If a situation occurs during your visit that requires immediate attention,  
please contact the Volunteer Coordinator.

If after hours, please call Hospice and the answering service  
will direct your call to the Nurse on call.

**Thank You!**