



Public Health
Prevent. Promote. Protect.

Department of: HEALTH

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Board of Chosen Freeholders County of Burlington New Jersey



Physical Address:
15 Pioneer Boulevard
Westampton, NJ 08060

Mailing Address:
49 Rancocas Road
P.O. Box 6000
Mount Holly, NJ 08060-6000

Registration	
Supervisor: Registration Team Leader	
Mission:	To assure collection of complete and accurate client information.
Activation (Phase I & II)	
<input type="checkbox"/> Report to Registration Leader and obtain identification <input type="checkbox"/> Attend staff briefing <input type="checkbox"/> Receive assignment from Registration Unit Leader <input type="checkbox"/> Set up Registration area <input type="checkbox"/> Establish and maintain registration log and registration procedures <input type="checkbox"/> Identify additional supply needs and communicate to Registration Unit Leader <input type="checkbox"/> Familiarize self with Site layout and personnel	
Operation (Phase III)	
<input type="checkbox"/> Review client paper work for legibility and completeness <input type="checkbox"/> Assist clients to correct errors or omissions in paperwork <input type="checkbox"/> Notify Clinic Flow staff if clients appear to have special needs that have not been addressed <input type="checkbox"/> Direct clients to the appropriate next station or area	
Deactivation (Phase IV)	
<input type="checkbox"/> Clean-up Registration area <input type="checkbox"/> Repackage and return unused supplies to Registration Team Leader <input type="checkbox"/> Complete all required documentation <input type="checkbox"/> Submit all documentation to Registration Team Leader <input type="checkbox"/> Participate in recovery activities as directed by the Registration Team Leader	