



Troop 202

Adult Position – Medical Records Coordinator

Position: Medical Records Coordinator

Incumbent: Dr. Dowell

- Key Tasks:
- Collect Scout and adult health forms and store them securely.
 - Review health forms for medical conditions that activity or outing supervisors should be aware of to safeguard participant safety.
 - Check the participant list for upcoming outings to determine if required health forms are on file. Notify the adult planner of the outing if there are deficiencies that require follow-up.
 - Prepare a participant roster and health form binder as required for camporees.
 - Help the troop inventory first aid kits for appropriate contents.