

## PETERSON HOSPICE Activity/Log Sheet

Patient Name: \_\_\_\_\_

**Frequency of Visits**

Check one: 1-2xmo \_\_\_\_\_ 3-5xmo \_\_\_\_\_ Per Patient/CG Request \_\_\_\_\_

Volunteer Name: \_\_\_\_\_

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Date	Code*	Time	Mileage	Comments
<b>TOTALS</b>				

**\*CODE**    **A = Administration**    **B = Bereavement**    **C = Caregiver Respite**    **F = Floral Arranging/Delivery**  
**P = Patient Activity**    **T = Telephone Call**    **PA = Peterson Ambassador**    **O = Other (Explain in Comments)**

P&C may include activities such as socialization, reading, applying lotion, music, plant tending, meal assistance or sitting w/pt.

**INSTRUCTIONS: \*\*\*USE BLACK INK ONLY\*\*\***

1. Report only 1 patient per page. All other non-patient activities use a separate sheet, put "N/A" for frequency of visits & patient name.
2. Report type of service performed in CODE column using codes A, B, C, F, P, T, PA, or O.
3. Report amount of direct volunteer time, plus travel time, in TIME column. Record miles to & from your home to volunteer assignment in MILEAGE column.
4. Total TIME (rounded up to the nearest 1/4 hr) & MILEAGE (rounded up to the nearest mile) columns.
5. Any comments, observations, changes in visitation schedule, missed visits, vacation, etc. should be noted in COMMENTS section.
6. If you have a patient assignment, submit original Activity/Log Sheet on the 1st & 15th. Submit all others by end of the month.

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

May be faxed (258-7009), mailed or delivered to Volunteer Coordinator