Health POINT

Huddle / Care Team Meeting

Meeting Agenda/Checklist

Date: _____

Today's game plan / potential problems & solutions / opportunities

Prep	
	Everyone ready / started on time
Check in with team members	
	Is anyone on the team out / planning to leave early
Review of the schedule	
	Check for openings that can be filled. Any special instructions for scheduler?
	Where can we accommodate emergencies?
	Scheduling conflicts?
Review of Patient flow	
	Which patients may slow things down? 　Wellness exams, complex patients, translation needs, etc
	Have appropriate templates/HPI mini-templates been pulled in? 　Chronic Conditions (diabetes, hypertension, depression, hyperlipidemia, obesity, etc) 　Acute Conditions (abdominal pain, UTI, respiratory conditions, etc) 　Physical/Wellness visits
	Acknowledge patients with Active Alerts and plan to address AT LEAST ONE
	Equipment or supply needs
Wrap Up	
	Review of action items
	Did huddle start and stop on time?

Provider Signature(s)	Medical Assistants/Nurse Signature(s)

Approved 10/22/2015