**Practice Name**

**TC 06**

**Team Huddle Worksheet**

Limit Huddles to 10 minutes or less - Huddle at a consistent time on a daily basis - Meet in a central location-Stand rather than sit - Take notes - Attendees: **Providers**, NP, RN, LPN, MA, Coordinator, Triage, Reception

**Provider/Pod**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendees:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Yesterday - Review** | |
| Any patients who need follow-up (specific tests – critical)? |  |
| What went wrong and what went right yesterday? |  |
| **Today - Planning** | |
| Unexpected absences, shortages of staff or equipment/supplies? |  |
| Any patients needing additional resources/forms/reports? |  |
| Any patients who will need more time? Less time? |  |
| Any patients physically disabled? Translators needed? |  |
| Patients who are typically late, no-show, or ask many questions? |  |
| Other patients needing pre-visit / post-visit planning |  |
| Any suggestions to make the day flow more smoothly? |  |
| **Tomorrow - Preview** | |
| Tomorrow’s schedule –proactive pre-visit planning for individual patients |  |
| Other Notes for tomorrow |  |

Notes:

Do note individual patients by name (or initials), but remember to mask PHI before uploading to NCQA.

If using printouts of schedules to make patient specific notes attach those to huddle sheets (cover PHI)