

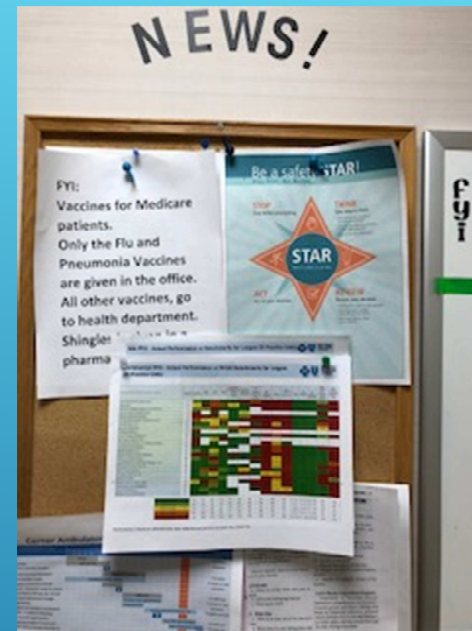
# DAILY HUDDLE

Munson Family Practice


Mistie Atkins, CMA(AAMA)

Practice Manager

- Daily
- 10 minutes
- The whole team
- Quick updates/reminder
  - We have longer staff meetings on Wednesday to discuss longer topics and process changes



# HUDDLE BOARD/ NEWS BOARD


- ▶ We start with positives at every huddle
  - ▶ For those unable to attend, they may add information on the huddle board
  - ▶ We take notes daily and email them out to the entire team
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▶ Example topics:

- ▶ Staffing
- ▶ Reminders new process are starting
- ▶ Present a workflow issue to brainstorm and bring back to Wednesday longer meeting
- ▶ Safety concerns
- ▶ FYI's

<p><i>Wednesday</i></p>	<p>Mistie</p>	<p>It's Wednesday! We're halfway there! Go team!          Congratulations Mona for 12 years with Munson!          Congratulations Jen Dobb for 2 years with Munson!</p> <p>MC3 Program- Karen Duczynski, MSW will start seeing patient on 10/2/2018. She will be here all day Tuesdays and half day on Thursdays. Providers are already beginning to schedule patients. Patient qualifications are ages 0-26, OB and Post-Partum of 2 years. Providers will fill out the MC3 form, and will request MC3 appointment in the NG Check-out template. Check-out staff will schedule patient as requested, and the form will then be given to Check-out staff. The form serves as a reminder for clerical staff to schedule the appointment and provides information to Karen.</p> <p>Staff Appreciation Lunch and Team Building will be on 10/3/2018. Clinic will close at noon, and lunch will start at 12:30 lasting until 1:30. Renae and Susie will be providing the desserts. Jennifer has set up a scavenger hunt lasting from 1:30 to 3:30. We will all recap from 3:30 to 4:30 with prizes to scavenger hunt winners. An email will be going out with lunch option choices to vote on.</p> <p>Followed up on the status of Kitchen Duty work distribution. No discussion has happened since last brought up in Huddle. Pending resolution.</p> <p>Tomorrow there will be a mock Joint Commission Inspection. Please check out dates on products, cables/cords are in order, ceiling tile check, check patient rooms, etc.</p> <p>We're halfway through the year. It's a good idea to check your annual review goals to make sure you're on track.</p>
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# MEETING MINUTES EXAMPLE

- ▶ Our staff also has team huddles with the providers at the start at each half day. They discuss:
    - ▶ Patient FYI's
    - ▶ Go over the schedule for the half day
    - ▶ Doctor will inform of test/screenings, etc that why want
    - ▶ Discuss Gaps in care, imms needed, etc.
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