

FREEDOM HILL DAILY HUDDLE CHECKLIST

Date:	Start time:
Huddle leader:	
Team members in attendance:	
Check in with the team:	
<i>Leader</i>	How is everyone doing?
<i>Team Leader</i> <i>Clinical Site Manager</i>	Are there any anticipated staffing issues for the day?
<i>Team Leader</i> <i>Clinical Site Manager</i>	Is anyone on the team out / planning to leave early / have upcoming vacation?
Huddle agenda:	
Review today's schedule	
<i>Front Office Associate</i>	Identify Scheduling Opportunities - Total Number of Patients: _____ - Hospital discharge follow ups: _____ - ER follow-ups: _____ - Medicare AWV/IPPE: _____ - Provider: New Patient: _____ - PE/WCC: _____ - Same-day appointment capacity: _____ Times: _____, _____, _____, _____ - Double books: _____ Times: _____, _____, _____, _____, _____ - Bus Transportation: _____

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Nurse Case Manager Pharmacy Rep Eligibility Specialist Spanish Interpreter	Determine any special patient needs for clinic day - Patients who are having a procedure done and need special exam room setup: _____ - Glucometer downloads: _____ - Hearing impaired interpreter needs: _____ Times: _____, _____, _____, _____ - Spanish interpreter needs: _____ Times: _____, _____, _____, _____, _____
Referral Specialist	Pending/Ordered Filter Updates.
Care Coordinator	Determine patient needs and follow ups - Patients recently discharged from the hospital who require follow-up: _____ - Patients recently visited the ER who require follow-up: _____ - Patients who recently missed an appointment and need to be rescheduled: _____ - Integrated Behavioral Health visit: _____ - EKG: _____ - Foot Exam: _____ - Pap Smears: _____
Everyone	Share a shout out and/or patient compliment.
Clinical Site Manager	Share important reminders about practice changes, policy implementation or downtimes for the day.
End on a positive, team-oriented note: - Thought for the day. - Thank everyone for being present at the huddle.	
Huddle end time: _____	