

<b>DEPARTMENT: Doylestown Healthcare Partnership</b>	
<b>FACILITY:</b>	
<b>DATE OF ORIGIN: 7/14/2021</b>	<b>NEXT REVIEW DATE: 7/14/2022</b>
<b>AUTHOR (ROLE): ADM Director DHP</b>	
<b>APPROVED BY (ROLE): Network Development / DHP Managing Committee</b>	

**PURPOSE:**

To provide daily huddles in preparation of daily work process.

**SCOPE:**

This policy applies to all Doylestown Healthcare Partnership Primary Care Practices.

**POLICY:**

In preparation for the work day the practice staff would huddle to discuss the plan for the day.

**PROCEDURE:**

1. Participate in a brief (no longer than 10 minutes) meeting with the care team on a daily basis to discuss the following agenda topics:
  - Review the schedule to anticipate the needs of patients scheduled for appointments that day.
  - Discuss what patients on the schedule are not going to show up for their appointment because they either called and canceled or are in the hospital.
  - Check for back-to-back lengthy appointments, such as physicals. Identify ways to prevent backlog.
  - Identify same day appointment availability for that day.

- Ensure that reports (lab results, test results, and consultation reports) are ready for the provider to review prior to seeing the patient.
- Discuss what equipment will be needed in each room.
- Discuss what additional services to the care team can provide for the patient's appointment to make a re-visit less likely.
- Review high-risk patients, identify gaps in care, and create action plans.
- Ensure that there is care team coverage in the event one of the team members is out sick, on vacation, or away from the office due to personal reasons.

*Reviewed:*

*Revised:*