

DEPARTMENT: Doylestown Healthcare Partnership	
FACILITY:	
DATE OF ORIGIN: 7/14/2021	NEXT REVIEW DATE: 7/29/2022
AUTHOR (ROLE): ADM Director DHP	
APPROVED BY (ROLE): Network Development / DHP Managing Committee	

PURPOSE:

To ensure the practice is prepared for the week.

SCOPE:

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

POLICY:

To ensure that the practice is aligned towards goals as well as clarifying questions and issues to prevent escalation to larger problems.

PROCEDURE:

1. Allows practice to share:
 - a. performance data
 - b. new policies, procedures and protocols,
 - c. schedules
 - d. other issues that need to be rolled out
2. Celebrate staff and positive psychology techniques
3. Usually does not focus on patient level issues.
4. For multi-practice or multi-sites huddles allow for centralized/corporate leadership to review

- a. Performance of the previous week to review progress to goals
 - b. Creates situational awareness regarding staffing, supplies, scheduling
 - c. Issues which may preclude optimal operations if not managed.
5. Weekly Care Team meetings
- a. For providers to interact with care managers to review high risk patients to ensure proactive planning (not limited to those patients not scheduled for appointments).

Reviewed:

Revised: