

HUDDLE SHEET



DATE: _____
START TIME: _____
STOP TIME: _____

Providers _____

On-call Providers _____

Nursing/Dental staff _____

HIS _____

Other _____

1. Quick review yesterday's schedule (missed opportunities, kudos, patient complaints/compliments)
2. How many patients are scheduled for today? _____
of new _____ # of annuals _____ # requiring additional time/procedures _____ # probable no shows _____
_____ # TeleHealth
3. Check for openings that can be filled. Any special instructions for the schedule?
4. Check provider and staff schedules. Does anyone need to leave early or break for a phone call or meeting?
5. Identify patients who need care outside scheduled visit? (i.e. outside referral, behavioral health, social services, nutrition, etc.)
6. Ask whether lab results, test results, or notes from other physicians are ready in the patient's chart, including dental lab cases.

➤ If needed, define staff roles (processing / phone / message / discharge)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

➤ Suggestions or ideas to improve work flow and decrease patient wait time
