**Date**

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**Huddle Agenda:**

**Check for patients on the schedule that may require more time/assistance due to age, disability, personal demeanor, etc. Who can help**

**Check for back-to-back lengthy appointments, such as physicals. How can they be worked around to prevent backlog?**

**Are there openings which can be filled? Chronic no-shows? Any special instructions for the scheduler?**

**Check over provider and staff schedule – does anyone need to leave early or break for a phone call or meeting?**

**Lab results, test results, notes from other physicians, faxes – are they signed and ready to be scanned in the patient’s chart? Check for outstanding labs, referrals, and diagnostics.**

**Review current schedule for high risk, high risk pts are highlighted in the EMR’s Office Visits Screen**

NOTES: