

Daily Huddle Protocol

	STEPS	OUTCOMES
BEFORE THE HUDDLE	<ol style="list-style-type: none"> Members of each care team receive an email with a link to the Daily Digest (at the time administration has designated). The huddle leader opens the digest report and either uses pen and paper to take notes on open orders or prints the report. Huddle leader investigates reasons for open orders in athena in advance of the huddle. 	<ul style="list-style-type: none"> Huddle leader is familiar with the provider's schedule. Huddle leader knows the reason that any orders are open in advance of the huddle. Comments can be added as appropriate to the digest report to annotate thoughts and recommendations by huddle leader.
DURING THE HUDDLE	<ol style="list-style-type: none"> The huddle leader walks the care team through either the web-based Daily Digest report on a browser (or mobile device) or through a printed copy of the report. The team identifies and discusses opportunities to keep the day running as smoothly as possible while making the most of each office visit by paying special attention to items in red: <ul style="list-style-type: none"> Past due quality measures Recent abnormal test results Open orders that need to be closed Based on opportunities, the care team assigns tasks to address in advance of the visit: <ul style="list-style-type: none"> Use the green arrow buttons to add orders to upcoming appointments. Use the green push pin buttons to add reminders directly to the chart. Add comments for any remaining to-do items. 	<ul style="list-style-type: none"> Provider is aware of updates and changes since patient's last visits (e.g. new medications prescribed at last visit or abnormal test results collected) so they are prepared for next steps. Members of the care team should have well-defined tasks for orders that need to be placed, appointments that need to be scheduled for preventive care, and for coordinating additional resources needed for appointments.
AFTER THE HUDDLE	<ol style="list-style-type: none"> Each care team member completes their respective tasks for patients before appointments if possible. Sign off and submit orders during the appointment. 	<ul style="list-style-type: none"> Appointments should go more smoothly with fewer surprises. Patients should have most of what they need by the end of their appointments. Open orders and other gaps in care should be closed. Quality management objectives (preventive care/screenings) should be met.