

Morning Huddle

Prep

- Everyone ready / huddle started on-time
- Charts, route slips, schedule printed and handy
- Answering machine checked / remains on during meeting
- Sign on counter to let patients know meeting is in progress

Huddle - Days game plan / Potential problems and solutions / Opportunities

- Establish goals for today Op: Hyg:
- Review the schedule horizontally for tight-times and pile-ups
- All patients confirmed Yes No
- Lab cases all arrived Yes No
- Best time for emergencies:
- Hygiene - support requirement during the day/times
- Declare who's asking for referrals/reviews?
- Next available appts NP: Op: Hyg:
- Who is due for exam? Who has pending treatment?
- New patient debrief / who referred?

Identify specific patients with the following...

- Anesthetic concerns / medical concerns
- Incomplete treatment
- Finances: outstanding balances / Large Tx plans today
- X-rays due
- Post-op phone calls required
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- Share the good stuff/CELEBRATING/ Selfie

