



Huddle Checklist:

MA, COA & Provider - Review info MA & COA need to manage schedule

- Productivity goal for shift (based on length, DOD...etc.)
- Based on P-Score
 - Who needs to be rescheduled and for when?
 - Who must be seen today?
- Patients to prioritize/quick visits
- Other scheduling issues?
- Patients not assigned to SANHC or no active eligibility
- Patients that need to be enrolled in coverage program (can potentially delay check in process)
- Openings in today's schedule
- Who is the PCP?
 - Patients to consider swapping? (i.e. give to PCP)
- What time is last patient of the clinic or day scheduled?