

	# 828	MORNING HUDDLE WORKFLOW 5.2 B	
		<input checked="" type="checkbox"/> Workflow	
Date of Inception:	7-31-2023	_____ Approval:	
Current Approval Date:	7-31-2023	CMO Approval (If Required):	

STEPS	WHAT	WHO
1.	Clinical Coordinator updates agenda items to include inpatient/ED admissions and discharges, at risk (medical/psychiatric) individuals scheduled to be seen that day.	Clinical Coordinator
2.	Clinical Coordinator sends agenda to Clinical Director prior to COB daily.	Clinical Coordinator
3.	Clinical Director compiles information to complete Huddle Agenda, which includes information from all teams.	Clinical Director
4.	Clinical Director includes no-shows from previous day on the Huddle Agenda, or as an attachment to Huddle Agenda.	Clinical Director
5.	Clinical Director sends agenda out to Huddle Participants and brings agenda to AM Huddle.	Clinical Director
6.	BHMPs, RNs, PCPs arrive at the Huddle with their schedule for the day.	BHMP, RN, PCP
7.	BHMP and PCP discuss information identified as inpatient/ED admissions and discharges, at risk (medical/psychiatric) and individuals scheduled to be seen and identify need to coordinate and/or collaborate on the issues identified. The BHMPs, RNs and PCPs also review any screening, assessment or consultation information that is relevant to the integrated care that the members are receiving.	BHMP, RN, PCP, Clinical Director
8.	BHMP, RNs, PCPs also are prepared to discuss critical issues from previous day.	BHMP, RN, PCP
9.	Clinical Information specific to members is documented in the EHR (staffing note)	Clinical Director Designee