



## The 10 Building Blocks of Primary Care Healthy Huddles Wrap Up

### Background and Description

Huddles allow the team to meet briefly on a daily basis to discuss patients' needs and determine what tasks need to get done and by whom. The goal of the huddle is to rapidly review the charts of the patients on the day's schedule and make a list for each patient of missing information to retrieve prior to the visit and one of two care gaps to close while rooming the patient. A designated team member (usually the MA), in advance of the huddle, carefully "scrubs" the chart of every patient and makes a complete list of missing information and all the care gaps that could be closed for each patient during their visit.

The Teamlet Huddle Wrap Up sheet encourages some continuity between huddles during the week. Issues that are brought up during the week can be recorded on the sheet and brought to the daily huddle for discussion. Some clinics find this tool helpful for their teamlets to track huddles and identify and track issues that require follow-up.

### Instructions

For each day, fill in who is attending the huddle, the staffing issues and solutions for each day ("Stop"), follow up notes about patients from yesterday ("Pause"), and action items for patients for that day ("Play").

### UCSF Center for Excellence in Primary Care

The Center for Excellence in Primary Care (CEPC) identifies, develops, tests, and disseminates promising innovations in primary care to improve the patient experience, enhance population health and health equity, reduce the cost of care, and restore joy and satisfaction in the practice of primary care.

### Acknowledgments

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Teamlet Name: \_\_\_\_\_

Week of : \_\_/\_\_/20\_\_ - \_\_/\_\_/20\_\_

**Healthy Huddle Wrap-Up**

Day	Attending Huddle	PAUSE	REWIND	PLAY
		Staffing Issues and Solutions (i.e. vacations, leave, etc.)	Follow Ups for patients from yesterday	Action Items for patients from today
EXAMPLE	JAMES, ROSE, MARY	ROSE WILL BE OUT Tues/Wed NEXT WEEK – MARY WILL HELP COVER. ROSE TO SCRUB SCHEDULE AND PREP CHARTS FOR MARY	S.H. Mammo scheduled	FOBT for JH, SF, RT CPK for LJ F/U with Behaviorist for TT
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				