



Morning Huddle

*Directions: Front desk print off Schedule for day and this form. 5 minutes before shift, everyone meet and **be ready** to reports their items to printed schedule. Optionally, use suggested symbols/keys below and tape copy in sterilization and/or up front. Maybe a good time to read one quote from Portal or other source.*



Front Desk

- Print off copy of schedule
- Review New Patients/Insurance, & Coordinator needs (N & C)
- Review Families in multiple room (connect with lines)
- Review place to seat pt early (★)

Hygiene

- Review hygiene pts with Tx not scheduled (Tx)

Assistants

- Review all lab cases today (✓ or ?)
- Review No2 (Circle entire appt)

Doctors

- Identify special appointments
- Identify openings for Same day and Emergencies

All

- Review yesterdays “Top 6”
- Review current goals