

# Things to Know About Your Team

It would be **IDEAL** if the learner completes the checklist prior to attending Introduction to Team Based Care course:

<b>Who On the Team Might Know this Information</b>	
<b>Task</b>	<b>Date Completed</b>
Review of Physician Organization Contacts	
Review of Job Description	
Elevator Speech	
Reporting Access/Process	
Computer/Phone Number	
HIPAA Review	
Orientation to Community Resources	
Overview of Patient Centered Medical Home	
<b>Responsible: Practice Level (possibly multiple locations)</b>	
<b>Task</b>	<b>Date Completed</b>
Technology Access and Training (EHR, Registry, HIE)	
Orientation to Physical Space/Location	
Other Care Team Member/ Office Staff Shadowing Opportunity	
Review of the Patient Provider Partnership (PCMH Agreement)	
Computer/Phone Number	
Orientation to Community Resources	
Collaborative Care Agreement (Pharmacist)	
Other Care Agreements	
Team meetings; Huddles, Clinical Review, Operations, etc..	
How does the team communicate about patient needs	
How do we handle routine vs. urgent communications	