**Intro to Team Based Care Required Reading/Prework**

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| Prework | Completed | document |
| The Patient Centered Medical Home: History Components and Review of the Evidence  **Suggested Reading** |  | <https://micmt-cares.org/sites/default/files/2020-02/Arend_et_al-2012-Mount_Sinai_Journal_of_Medicine__A_Journal_of_Translational_and_Personalized....pdf> |
| Care Management in the Patient Centered Medical Home  **Optional (Overview of Training from MiMCT)** |  | <https://micmt-cares.org/sites/default/files/2020-02/CM_PCMH_Self%20Study%20Editedv1_0.pdf> |
| Effective Team Based Primary Care: Observations from innovative practices  **Suggested Reading** |  | <https://bmcfampract.biomedcentral.com/track/pdf/10.1186/s12875-017-0590-8?site=bmcfampract.biomedcentral.com> |
| Share the Care: Assessment of Team Roles and Task Distribution  **Checklist on Who What When**  **See Share The Care Document** |  | <https://www.siphidaho.org/comhealth/ship/Team-Step3-Share-the-Care-Worksheet-assess-team-roles-and-tasks.pdf> |

**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:

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| **Who On the Team Might Know this Information** | |
| **Task** | **Date Completed** |
| 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 |  |
| **Responsible: Practice Level (possibly multiple locations)** | |
| **Task** | **Date Completed** |
| 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 |  |