

# Sample meeting agenda

*Insert your clinic name*

## Quality, Efficiency and Satisfaction (QE&S) agenda

The mission of our practice is to deliver high quality care with a personal touch, in an efficient, timely manner that is rewarding to patients and the entire care team.

January 13, 2015 Meeting  
7 am – 8 am

Chair: Mary  
Recorder: Xavier  
Timekeeper: Rajan

Agenda Item	Allotted Time
<b>Check-in</b> (share something from your personal life)	<b>7:00 – 7:05</b>
<b>Shout-out</b> (share positive patient care experiences)	<b>7:05 – 7:10</b>
<b>Check-back</b> (review action steps from last meeting) <ul style="list-style-type: none"> <li>• <b>Reason for discontinuing medications</b> <ul style="list-style-type: none"> <li>○ <i>Nurses will add reason for discontinuing; if they don't know they will ask Dr. Smith.</i></li> </ul> </li> <li>• <b>Annual Wellness Visit form</b> <ul style="list-style-type: none"> <li>○ <i>Julie and Mary will create a new form for Medicare patients to complete at check-in. Team will review the form for visual management capabilities (all abnormal responses visible at a glance). EHR template will be built to match.</i></li> </ul> </li> </ul>	<b>7:10 – 7:20</b>
<b>New business</b> <ul style="list-style-type: none"> <li>• <b>Collaborative care</b> (<i>Julie and Xavier</i>) <ul style="list-style-type: none"> <li>○ Introductory script with patients</li> <li>○ Review of chronic diseases</li> <li>○ Review of pre-visit lab results</li> <li>○ As needed use of action plan</li> </ul> </li> </ul>	<b>7:20 – 7:40</b>
<b>Education</b> <ul style="list-style-type: none"> <li>• <b>Sleep apnea</b> (<i>Greg</i>)</li> </ul>	<b>7:40 – 7:55</b>
<b>Meeting debrief</b> Assign action items and roles for next meeting	<b>7:55 – 8:00</b>

Source: AMA. Practice transformation series: team meetings. 2015.