

Sample meeting minutes

Insert clinic name

Quality, Efficiency and Satisfaction (QE&S) meeting minutes

Date: January 13, 2015	Location: Conference room A	Time: 7am – 8 am
Minutes prepared by: Xavier	Chair: Mary	Timekeeper: Rajan
Attendees: Julie, Dr. Smith, Greg, Sally		

Agenda item	Description	Owner	Due	Status
Check-in	Mary's son finished his college applications last week.			Complete
Shout-out	Rajan was able to order a patient's overdue mammogram during a recent visit, catching early breast cancer. The patient wrote a letter thanking him for helping her schedule the appointment!			Complete
Check-back	The team will continue to add the reason for discontinuing medications in patient charts.	Nurses	Started 1/6/15	Ongoing
	The Annual Wellness Visit form was modified to meet practice needs. It passed the team's visual management review, and it will start being used after the meeting. IT is working on integrating the new format into the EHR. Feedback for continued improvements can be shared with Julie and Mary.	Julie and Mary	1/13/15	Adopted by all, ongoing
New business	Julie and Xavier presented the new collaborative care initiative. They shared the introductory script to guide communication with patients and gave an overview of the review process for chronic diseases and pre-visit lab results. The action plan will continue to be used for patients as needed. The target activation date is Monday, February 2 nd .	Julie and Xavier	2/2/15	Julie and Xavier will continue to work with Dr. Smith to develop. They will present at the team meeting on 1/27.
Education	Greg gave a briefing on sleep apnea. The team learned about <ul style="list-style-type: none"> • what symptoms patients might be experiencing, • administering the Epworth sleepiness scale, • when to involve the physician and • other conditions often confused with sleep apnea. 	Greg	1/13/15	Complete
Roles at next meeting	Chair: Julie Recorder: Sally Timekeeper: Dr. Smith			

Attach documents shared with team at the meeting:

- Revised Annual Wellness Visit form
- Collaborative care update
- Sleep apnea education

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