Sample meeting minutes

*Insert clinic name*

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

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| 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 2nd. | 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   * 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.*