

THINKING ABOUT YOUR PRIMARY CARE OFFICE-BASED TEAM

Directions: Take 2 or 3 minutes to respond to the following questions about your own primary care office-based team.

1. List the members of your primary care office-based team by position title.
 - a. Who fills the role of physician? _____
 - b. Who fills the role of clinician? _____
 - c. Who fills the role of clinical support staff? _____
 - d. Who fills the role of receptionist/administrative staff? _____
 - e. Who fills the role of ancillary support staff? _____
 - f. What are the other roles in your team and who fills them? _____

2. When do members of your team interact? How frequently?

3. How does your team exchange critical patient information? What is the quality of that information exchange? Do team members have enough information to do their jobs and to ensure patient safety?

4. What changes might your team consider to improve its exchange of patient information?

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