

Put your new ideas into action. Use this worksheet to develop a plan for systems change. This is a basic checklist and should not limit the development of system modifications for your practice.

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED	CHECK WHEN COMPLETED
Conduct initial meeting with staff			
Cultivate a culture of health equity <ul style="list-style-type: none"> • Provide training on social determinants of health and health equity • Assess implicit biases among the health care team • Provide training for cultural proficiency • Other _____ 			
Track the patient experience and highlight opportunities for addressing social determinants of health			
Update vital signs (if needed)			
Create flags, prompts, and templates for electronic health records or paper charts			
Formalize protocol for addressing social determinants of health			
Provide staff training on new protocols			
Update billing process to ensure payment			
Create a list of community-based resources, or incorporate use of outside services (Aunt Bertha, 2-1-1, etc.)			
Create a patient registry			
Create and implement a system to track and communicate success			
Make staff assignments Define roles of: <ul style="list-style-type: none"> • Physician(s) • Nurse(s) • Health educator(s) • Medical assistant(s) • Administrator(s) • Receptionist(s) 			

DISCLAIMER

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