

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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