

# Huddle your way to better immunization rates.

Many practices have implemented daily clinical team meetings or “huddles” to improve the flow and quality of care they deliver. These meetings can focus on pre-visit planning, strategizing treatment plans for patients with special or complex needs, and addressing daily workflow and communication issues.<sup>1</sup> Incorporating immunization planning into these meetings can increase immunization rates.

## Incorporate vaccination into your daily team huddle

- Start by identifying a dedicated staff member to serve as the vaccine coordinator—a medical assistant, nurse, or office manager who will have dedicated time to review the next day’s patients and identify any missing immunizations.
  - Do not forget to include sick/urgent visits. Remind staff that a minor acute illness (e.g., diarrhea or mild upper respiratory tract infection, with or without fever) is not a reason to defer vaccination.
- Distribute the list of patients and the vaccines they are due for at the daily huddle.
- Consider creating standing orders if any immunizations are needed, so that vaccines can be administered prior to seeing the physician or at the end of the visit.
- Use huddle time to identify and address any issues with vaccine stock or VIS/educational materials.
- Remind appropriate staff to schedule the next visit for follow-up doses. Many parents don’t remember when their children are due for the next dose and are relying on you to complete the series.
- Report on your practice’s immunization rates before adding immunization to the huddle and periodically update immunization rate progress.

<sup>1</sup>Rodriguez HP1, Meredith LS, Hamilton AB, Yano EM, Rubenstein LV. “Huddle up!: The adoption and use of structured team communication for VA medical home implementation.” Health Care Manage Rev. 2014 Jul 15

