If the practice is unsure of how staff members are communicating/huddling, implement this simple survey and collect the results to determine what changes need to be made.

1. Do you and your care team members have a daily huddle that focuses on care of the patients coming in for that day?
   - Yes
   - No
   - Yes, but not on a daily basis
   - Unsure

2. If you answered yes to question 1, do you have a process in place to record/document your discussion notes?
   - Yes
   - No
   - Yes, but not on a daily basis
   - Unsure

3. How often do you and your care team members huddle?
   - Once a week
   - Twice a week
   - Three times a week
   - Four times a week
   - Everyday

4. How long do your huddles last?
   - 1-5 minutes
   - 5-10 minutes
   - 15-20 minutes

5. What time do you and your care team members have the huddle?
   - Morning
   - Afternoon
   - Evening (to prepare for the next day's patient schedule)

6. If you do not already huddle, what time would you be available to do so?
   - Morning (before clinic begins)
   - Afternoon (after the lunch hour)
Evening (after all patients have been seen to prepare for the next day’s schedule)

Please list who is included on your care team huddle (by position, not by employee name).