|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Process Steps*** | | ***Who?*** | | | |
| **could do it**  **(in scope)** | **has interest/**  **experience/availability** | **RESPONSIBLE** | **CROSS-TRAIN** |
|  | ***Examples of process steps provided below:*** |  |  |  |  |
| *Generate list of patients from the EMR who are due to be screened for financial strain*   * *Patients who have never been screened before* * *Patients due to be re-screened* |  |  |  |  |
| *Check to see if the patient has an upcoming appointment, and if none, contact patient to offer one, if appropriate* |  |  |  |  |
| *Add a point of care reminder to patient’s chart* |  |  |  |  |
| *Generate a referral(s), if needed* |  |  |  |  |
| *Track the referral(s), if needed* |  |  |  |  |
| *Generate a list of patients from the EMR who have screened positive and have not had an appointment in over 6 months* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |