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| ***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* |  |  |  |  |
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