

MAXIMIZING EFFICIENCY IN **HOME-BASED PRIMARY CARE**

BEFORE THE VISIT – 1-2 DAYS

- Group visits by region to minimize travel.
- Call patients to confirm visit and time to ensure no conflicts in schedule.
- For patients with cognitive impairment, call family member to see if he or she will be at visit.
- For patients in a facility, request medication list, recent weights, blood pressure readings, and blood sugar levels, as appropriate be prepared ahead of time or available at the visit.
- Review previous notes, update relevant information, determine needed labs studies and immunizations.
- Create schedule with flexibility to allow for additional visits, especially after a weekend or holiday.

Be sure to plan time for breaks, lunch, etc. in the schedule.

NIGHT BEFORE

- Stock your medical bag with necessary supplies (medications, vaccines, scalpels, forceps, tape, gauze) and forms.
- Pack a personal bag with your own medications and other items (pain relievers, lotion, hand sanitizer, lip balm). Also pack water and healthy meals/snacks to stay hydrated and nourished on the road.
- Check the weather forecast and adjust your schedule to accommodate potential delays due to weather.

DAY OF VISIT

- For patients in a facility, call ahead to make sure the patient will be in the room at the time of the visit.

DURING VISIT

- Maintain eye contact with the patient and family, even while typing.
- Enter data onsite, but minimize typing by setting macros in the electronic health record and consider using voice recognition software.
- Document use and effectiveness of any durable medical equipment in the home. (eg, record oxygen saturation levels on room air, on room air with activity, and with O₂ and activity.)
- Ask about activities of daily living and any assistance needed. (This information is required on many long-term care insurance and durable medical equipment forms.)

ON THE ROAD

- Respond to messages every 2 hours, if possible.
- Charge your phone and/or laptop in your vehicle.