Practice Meeting Minutes - April 19th, 2022

April clients
Clients who didn't deliver

Team A

Team A	Team B	Team D
-11081	**Team B**	**Team D**
-10925	-11059	-10939
-10984	-10884	-11104
-10875	-11197	-11103
-10891 (May client	-10938	-11010
delivered)	-11109	-11108

Client case review
No client case review

Announcements
- Maryam is leaving the practice, By end of July.
- Freya is leaving diversity at the beginning of august.

Admin items
1. Booking new clients
- Midwives will discuss during meeting and let admin know of decision.
- Admin to report the total number of clients from May to September
- Admin are in the process of creating the roaster in Accuro (there is an issue with generating the roasters monthly on Accuro, numbers of months rather than month name)

Department Meeting Rescheduled
- Department meeting to be rescheduled from from April 26 to May 3rd (same time as the practice meeting)
- Laurie to email Claudette with approval of meeting date and time.

Masking policy
- All members of the practice play a role in ensuring the clients understand the masking policy.
- Midwives share the responsibility of reminding clients and ensure they are provided with a mask.
- Laurie reviewed the masking policy drafted by Sanaz.
- Masking policy to be approved by everyone and finalized by today's meeting.

Accuro

Appointment Booking
-   Admin to continue booking midwives' appointments on Accuro

Health Mail
-   Clients will receive an email with instructions on how to set up an email account, once midwives set up accounts and start emailing clients.
-   Midwives have the option to select whether to let clients email back or reply to midwives' emails.
-   All midwives to limit the clients' ability to reply to health emails sent to them.
-   Admin does not have access to health mail. Midwives can provide access to admin to send requisitions or documents on their behalf.

Papercharts
-   Organizing papercharts; Checklist and narrative notes at the front, labs and ultrasounds organized recent to oldest. Letters and intake forms and consent to be put in the admin pocket.
-   Scanning the documents is a fairly simple process. However, there is a little backlog in terms of scanning the organized paper charts. It will take a bit of time until all charts are scanned into Accuro.
-   If charts are scanned in, midwives do not need the physical charts during clinic appointments.
-   Admin – to remove scanned paper charts from the drawer, and keep in the basement, until the process to shred them is finalized.
-   **Exceptions:** Records should be given to all clients who are planning out of hospital birth.
-   **Tape Measures**: to be given to clients and kept in their folders and reminded to bring it at every prenatal and postpartum visit

Task vs. Message
-   System for referrals and consult requests: setting up a task on Accuro for all the team members to see.
-   Task: Admin cannot reply to tasks. They will just check off that they completed the task.
-   If midwives are expecting a reply from admin, then it's a more appropriate to send a message instead of a task.