

Clinic Workflow

Project Plans

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Option 1: Digitizing Files

Here is a high-level project plan with key steps to help you get going with your project.

- Identify which files need to be digitized.
- Complete and submit the grant application form (a link to a customized application form was emailed to your clinic).
- Review and submit the funding agreement. After you complete this step, the Division will disburse to your clinic the first 50% of the approved grant amount.
- Hire temporary resources to prep clinic files prior to sending to professional digitization company.
- Utilize a professional digitization service (e.g. Med records) to safely, efficiently and securely scan and digitize your files.
- Complete your project.
- Fill out your End of Project Report.
- Receive the remaining 50% of the approved grant amount from the Division.
- *A tip: If you are newly transitioning to an EMR and would like to connect to additional resources such as the Practice Support Program to learn how to manage your patient panel and how to utilize your EMR more effectively reach out to your CNM or projects@vancouverdivision.com*

Option 2: Clinic Manual and Policy Development

Here is a high-level project plan with key steps to help you get going with your project.

- Think about any manuals or policies your clinic has been wanting to develop but have lacked the time or resources. Or perhaps your manuals or policies need to be updated.
 - Topics could include: new staff training and orientation guide, in-person vs telemedicine procedures, roles/duties, clinic policies, technical things/standards (e.g. autoclave monitoring/operation manual), software or EMR user manuals.
- Complete and submit the grant application form (a link to a customized application form was emailed to your clinic).

- Once approved, review and submit the funding agreement. After you complete this step, the Division will disburse to your clinic the first 50% of the approved grant amount.
- Now it's time to get planning!
- Some planning tips:
 - Decide who in your clinic will be responsible for creating/updating any material and reviewing the final copy.
 - Hold staff meetings as necessary to get input, insight into the new material.
 - Once the final version is complete, communicate to your staff the new procedures or policies via a clinic wide meeting for relevant staff, or email.
- Complete your project!
- Fill out your End of Project Report.
- Receive the remaining 50% of the approved grant amount from the Division.

Option 3: Patient Facing Material Development

Here is a high-level project plan with key steps to help you get going with your project.

- Take some time to think about your clinic's patient population/demographic.
- Think about some common needs seen across your patient panel, common questions asked by patients, or common barriers they face.
- Determine who in your clinic will be responsible for creating the new material and or what professional services you want to hire to create or print the new material.
- Complete and submit the grant application form (a link to a customized application form was emailed to your clinic)
- Once approved, review and submit the funding agreement. After you complete this step, the Division will disburse to your clinic the first 50% of the approved grant amount.
- Once your application is approved, create your new clinic material and complete your project!
- Post the material in high traffic areas (e.g. the waiting room) or exam rooms.
- Have extra copies on hand to disseminate to curious patients and/or a QR code more tech savvy patients can scan and save to find more information.
- Fill out your End of Project Report and attach a copy of the new material created.
- If you think this is material your peers would find helpful and should be shared with the community please let us know!
- Receive the remaining 50% of the approved grant amount from the Division.