

BHC On-Boarding Meeting Topics

Meeting with: Practice/Clinic Manager

This 30-minute meeting will cover, at a minimum, the following topics:

1. The role of the Practice/Clinic Manager (in general)
2. The role of the Practice/Clinic Manager (for the BHC)
3. Description of the clinic's patient population
4. Overview of the roles of team members in the clinic
5. Tour of clinic, overview of clinic resources
6. Workflows or policies or issues specific to that clinic
7. Regular clinic meetings (meetings days/times/goals)
8. Q&A on any other relevant topics

Fig. 8.4 Clinic Manager On-Boarding Topics