



# Care team huddles with Microsoft Teams

## Improve your care team huddles with Microsoft Teams

Microsoft Teams can help your organization’s care teams better address today’s challenges regarding patient care, safety, technology, equipment, process, and supplies.

### Patient information security

When care teams connect and share data using Teams, the security, compliance, and manageability of Microsoft 365 helps protect PHI data with HIPAA-compliant policies.

### Data integration and accessibility

Teams is a hub for connecting to EHR records and for aggregating data into a single location for quick reference. Use a Digital Huddle Board for secure search and archive of huddle discussions and outcomes.

### Mobility and coordination

Care teams, patients, and families can join remotely with the Teams mobile app, using secure chat and threaded conversations and accessing virtual meetings and video conferencing.

### Accountability and quality of care

Teams keeps meeting notes and video recordings for follow-up and follow-through and provides a range of tools for tracking and analyzing patient data, care team performance, and availability of necessary supplies and equipment.

#### SAVINGS

### A study conducted by Forrester Consulting\* found that:

**4 hours**

Microsoft Teams users save **4 hours per week** from improved collaboration and information sharing.

**45 mins**

Microsoft Teams saves users **45 minutes per week** collaborating with colleagues.

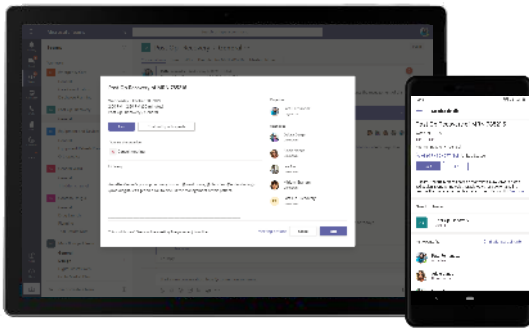
**17.7%**

Decision makers improve their time-to-decision by **17.7%**.

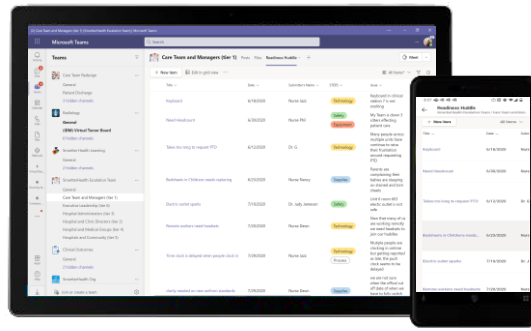
**↓ Costs**

Improved worker **satisfaction** reduces attrition rates, **reducing hiring and onboarding costs.**

\*Source: [The Total Economic Impact™ of Microsoft Teams](#), April 2019, a commissioned study conducted by Forrester Consulting, based on a standard 5,000-user organization over the course of 3 years.



Meeting scheduling in Teams






Lists integration in Teams

## Microsoft Teams for care team huddles in action

- 1 Build a Teams environment.** Use Microsoft Teams to create a care team and add members. Create channels for specific tasks/topics.
- 2 Prepare for the huddle.** Decide on a digital workspace (e.g., **Lists, Planner**, etc.) for your team's data. Aggregate data from multiple sources by adding data to **Teams** tabs.
- 3 Schedule the huddle.** Use **Teams** or **Outlook** calendars to invite members and guests (e.g., specialists, interpreter services, patients, family), and provide the agenda. Meetings can be scheduled to automatically recur daily, weekly, etc. Control access to the huddle through security measures.
- 4 Conduct the huddle.** Mobile users can join **Teams** remotely. Recording, transcription, and chat are available during the huddle. Participants can "raise hands" for attention, share screens and files, and use a Digital Huddle Board for recording notes.
- 5 Follow up.** Review the huddle recording with video on **SharePoint** or **OneDrive**. Use persistent chat to keep care team members informed of updates. Use **Power BI** to analyze data and trends. Track assignments and perform nurse-to-nurse handoffs in **Teams**.

### Learn more

<p>Learn how to empower healthcare professionals with Microsoft Teams.</p> 	<p>Learn about privacy, security, and compliance in Microsoft Teams.</p> 	<p>Learn how other organizations are using and benefiting from Microsoft Teams.</p> 
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