

Quality Improvement Step	Plan
Planned Change	<ul style="list-style-type: none"> • Increase documentation of flu vaccination to 90% in medical records of seen patients
Timeline	<ul style="list-style-type: none"> • First 3 weeks of month, with weekly read-outs
Participants	<ul style="list-style-type: none"> • Medical assistants (MAs) who typically record information in the medical record (in a large practice, may begin in the first cycle with 2 or 3 MAs working with one clinician) • QI champion will manage program, do training, collect data
Activity	<ul style="list-style-type: none"> • MA training over lunch with distribution of form highlighting process • Weekly collection of data, overall and by MA • Presentation of data weekly in form of run chart and table
Which Patients	<ul style="list-style-type: none"> • All seen during time period
Data	<ul style="list-style-type: none"> • Chart review for entry of flu vaccine received or declined by QI champion
Presentation of Final Results	<ul style="list-style-type: none"> • Meeting of participating MAs to review and discussion of results. <ul style="list-style-type: none"> - Invite feedback on the process and reason for results - Think about celebrating improvement with lunch or coffee break - Identify and celebrate any individual who is especially excited about activity – could be your new vaccine or flu champion!