

**PURPOSE:**

The purpose of this policy is to ensure that \_\_\_ (Practice) engages its providers and employees in the patient-centered medical home..

**POLICY:**

It is the policy of the \_\_\_ (Practice) to provide an outline of duties that employees are expected to execute as part of a patient-centered medical home in order to develop structured tasks and responsibilities.

It is the policy of the Practice to provide training to employees regarding the tasks and responsibilities of employees working in a patient-centered medical home.

**PROCEDURES:**

The Practice identifies the duties and responsibilities of employees in writing. This document – titled, “Employees’ Roles and Responsibilities in Our Medical Home” - represents an overview of a patient-centered medical home including the mission of the Practice, an outline of duties and responsibilities expected by each role, and the training that will be offered by the Practice to support employees in successful execution of their duties and responsibilities. The Practice requests each employee to confirm the receipt of this document by his or her signature. This confirmation of receipt is maintained in the employee’s personnel file.

**Quality Control**

The Practice monitors the policy and procedure in the following manner:

- Annual review of “Employees’ Roles and Responsibilities in Our Medical Home” to determine updates, as appropriate.

Annual monitoring of signatures of confirmation of receipt of document.

DATE	ANNUAL REVIEW/ SUMMARY OF CHANGES	APPROVED BY