

Revenue Cycle Communication Plan

Description of Communication	Purpose	Frequency	Comments
Daily Huddle	To discuss news from am Safety Huddle, any departmental speedbumps, miss it/learn it/teach it moments, lunch plans, etc.	Daily	Performed M-F by 930
Staff Meeting	Topics Discussed: Wins, Departmental Goals, Department Director Meeting Minutes, Quality Reports, PG Survey Results, Safety Reports, Department Updates, Policy/Procedure Updates.	Monthly	Typically meets on Thursday after Department Directors Meeting to get the most up to date information. These are scheduled in January for the entire year.
Rounding	To discuss goals, job satisfaction, any questions you may have, recognition tool, and to give you feedback on your performance.	Bi-Monthly	These are flexible and will be performed as workload allows.
Mid Year Conversations	To discuss goals, and to give you feedback on your performance mid year so you know what your annual evaluation may look like.	Once a Year	Performed in June or July
Annual Evaluations	To discuss goals and your performance from the prior year.	Once a Year	Performed in January or February
Communication Board	To provide for consistent and timely information about finances, quality, goals, and other Journey-related topics.	Updated monthly	Routinely updated as new information is received
OTHER			
EMERGENT OR URGENT	Emergent information will be sent via e-mail as "Emergent".		Urgent information will be sent out via e-mail and verbally communicated with the

Communication Type
Teams group Chat
In Person and minutes are send after to all staff
In Person, 1:1
In Person
In Person
Posted for viewing
e-mail as "Urgent" those working.