

Current Screening Process Mapping

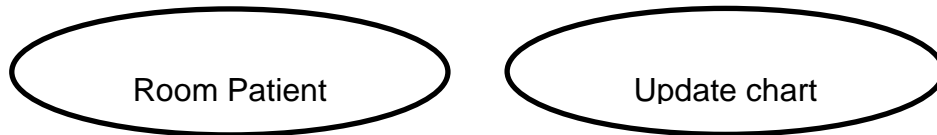
Documenting a clinic's (or provider's) current screening process is important for ensuring that everyone has a clear understanding of what has been happening to date. It provides a defined starting point for process redesign, and can be completed quickly using this simple mapping procedure.

Step 1: Name the process

- e.g. "Blue Meadows Clinic Current Screening Process"

Step 2: Determine the starting point and the end point

- e.g.



Step 3: Brainstorm what happens between

- Use one post-it note for each step and place on wall or surface where everyone can view
- Don't worry about ordering or correcting yet

Step 4: Arrange the steps in order

- Ensure everyone has had input and agrees with the final arrangement

TIPS

- Steps should all be "actions"
- Limit the time spent brainstorming to 15 minutes, or less
- Recruit one team member to write the steps on post-it notes
- Recruit another team member to position the post-it notes

- Consider using different colours of post-it notes to represent clinic roles
- A post-it turned sideways (diamond shape) can represent a decision point
- Take a picture of the final arrangement (or transcribe using MS Word, PowerPoint, or Visio) to capture the process for review and display. For example:

