WORK FLOW 101: Reducing Readmissions	Data	Process	Decisions
Organization Name			Date

Why manage transitions of Care?

Who in the practice or organization is tasked with reviewing In-patient Authorization, ER report, Hot Spotter report, Care Opportunity report, and Member Medical History Plus (MMH+)?

Who will the practice be targeting for coordinated care?

## What tasks need to be assigned or completed to achieve management of care transitions?

Tasks to be assigned	How tasks will be completed	Who will complete each task

When will assigned activities take place?

Where will assigned activities take place?